



CONSTITUTION/BY-LAW (REVISED)

December 2023

WOMEN NGO SECRETARIAT OF LIBERIA (WOGNOSOL) CONSTITUTION

Contents

<u>Acronym</u>	5
<u>PREAMBLE</u>	6
<u>Chapter 1</u>	7
<u>Structure of the Organization</u>	7
<u>Article 1: Name of the Organization</u>	7
<u>Article 2: Location of the Organization</u>	7
<u>Article 3: Mission Statement</u>	7
<u>Article 4: Our Vision</u>	7
<u>Article 5: Identity</u>	7
<u>Article 6: Objectives of WONGOSOL;</u>	7
<u>Chapter 3</u>	9
<u>Organizational Structure</u>	9
<u>Article 7: The General Assembly</u>	9
<u>Section 1: President of the General Assembly</u>	10
<u>Section 2: Vice- President of the General Assembly</u>	10
<u>Section 3: The Annual General Assembly</u>	10
<u>Section 4: Meetings and Venue</u>	10
<u>Article 8: The Board of WONGOSOL</u>	11
<u>Section 1: Composition of the Board</u>	11
<u>Section 2: Function of the Board of Directors</u>	11
<u>Section 3: Functions of the Board of Director Leadership</u>	12
<u>Section 4: The Board Committees and Functions</u>	13
<u>Section 5: Board Meeting</u>	14
<u>Section 6: Board Recruitment and Tenure of Office</u>	14
<u>Article 9: The Eminent Committee</u>	15
<u>Article 10: The Secretariat</u>	16
<u>Chapter 4</u>	18
<u>Membership</u>	18

WOMEN NGO SECRETARIAT OF LIBERIA (WONGOSOL) CONSTITUTION

<u>Article 11: Roles</u>	18
<u>Article 12: Rights</u>	18
<u>Article 13: Membership Dues</u>	18
<u>Article 14: Taxation and Contributions</u>	19
<u>Article 15: Criteria For Membership to WONGOSOL</u>	19
<u>Article 16: Regional Clusters</u>	19
<u>Chapter 5</u>	20
<u>Meeting</u>	20
<u>Article 17: The General Assembly</u>	20
<u>Article 18: The Board of Directors Meeting</u>	20
<u>Article 19: The Regional Clusters Meeting</u>	20
<u>Chapter 6</u>	20
<u>Removal from Office</u>	20
<u>Article 20: Removal of Official from Office</u>	20
<u>Chapter 7</u>	21
<u>Finance</u>	21
<u>Article 21: Funding</u>	21
<u>Article 22: Contribution</u>	21
<u>Article 23: Monetary Management</u>	21
<u>Article 24- Signatories</u>	21
<u>Article 25: Financial Matters</u>	21
<u>Section 1: Bank Account</u>	21
<u>Section 2: Budget</u>	21
<u>Section 3: Deposits</u>	22
<u>Section 4: Donations</u>	22
<u>Section 5: Membership Due</u>	22
<u>Section 6: Fiscal Year</u>	23
<u>Article 26: Audits</u>	23
<u>Article 27: Contracts/Grant Agreements</u>	23
<u>Chapter 8</u>	23

WOMEN NGO SECRETARIAT OF LIBERIA (WOGNOSOL) CONSTITUTION

<u>Properties and Assets</u>	23
<u>Article 28: Registry of Assets</u>	23
<u>Chapter 9</u>	23
<u>QUORUM</u>	23
<u>Chapter 10</u>	24
<u>Reporting</u>	24
<u>Article 30: Annual General Report</u>	24
<u>Article 31: Annual Financial Report</u>	24
<u>Article 32: Quarterly Operational/Financial Report</u>	24
<u>Article 33: Compilation and Circulation of Reports to parties concerned</u>	24
<u>Chapter 11</u>	24
<u>Miscellaneous</u>	24
<u>Article 34: Chairperson</u>	24
<u>Article 35: Members</u>	24
<u>Article 36: Annual Work Plan/Program</u>	25
<u>Article 37: Use of WONGOSOL Facilities</u>	25
<u>Chapter 12</u>	25
<u>Dissolution</u>	25
<u>Article 38: Dissolution of the Organization</u>	25
<u>Chapter 13</u>	25
<u>Amendments of By-Laws</u>	25
<u>Article 39: Amendments of the Organization By-Laws</u>	25

WOMEN NGO SECRETARIAT OF LIBERIA (WOGNOSOL) CONSTITUTION

Acronym

AGA	Annual General Assembly
CBO	Community Based organization
CET	Capacity Building and Empowerment Trust
CPA	Certified Public Accountant
CSO	Civil Society Organization
GA	General Assembly
NGO	Non-Governmental Organization

WOMEN NGO SECRETARIAT OF LIBERIA (WOGNOSOL) CONSTITUTION

PREAMBLE

We, the women non-governmental organizations, Civil Society of Liberia, are deeply concerned about the plight of women, in particular, children, the elderly, and other disadvantaged groups , have committed ourselves to work together closely with women groups and other relevant entities under the framework and structure of the Women NGO Secretariat of Liberia including the Ministry of Gender, Children and Social Protection as the lead government institution on women's rights and social protection, and other women NGO to ensure the realization of the goals, aspirations, and objectives for the fulfillment of the women rights and that of other disadvantaged groups. We do hereby organize ourselves into a non-profit, non-governmental, and non-partisan women 's umbrella organization to consolidate and coordinate the efforts by women organizations of diverse groups throughout Liberia and consolidate efforts by Women NGOs and groups in rural areas.

WOMEN NGO SECRETARIAT OF LIBERIA (WONGOSOL) CONSTITUTION

Chapter I

Structure of the Organization

Article 1: Name of the Organization

This organization shall be called the Women NGOs Secretariat of Liberia, officially addressed as “WONGOSOL, “and hereinafter referred to as the Women NGOs Secretariat of Liberia and “WONGOSOL” interchangeably.

Article c: Location of the Organization

The organization's geographical location is Monrovia, Liberia.

Article 3: Mission Statement

WONGOSOL is committed to empowering women and girls, strengthening networks, and promoting the freedom of women and girls and other marginalized groups.

Article 4: Our Vision

WONGOSOL vision is a just and equitable society where women and girls' human rights and dignity are promoted and respected and gender equality achieved.

Article 5: Identity

The Women NGOs Secretariat of Liberia (WONGOSOL) is an umbrella organization which shall consist of human rights, human security and other grassroots organizations committed to working for peace and development. WONGOSOL shall maintain membership with all local women organizations and groups, Regional women organizations and Partnership with every organization, institutions that uphold the principles of equal opportunity for all.

Chapter 2

Objective of the Organization

Article 6: Objectives of WONGOSOL;

- i. To enable the effective coordination of Women NGOs CSOs, CBOs in Liberia.
- ii. To ensure that the capacity of women NGOs, CSOs, CBOs are built for achieving the objectives for which WONGOSOL is established.

WOMEN NGO SECRETARIAT OF LIBERIA (WOGNOSOL) CONSTITUTION

- iii. To formulate women's collective position and views on issues directly affecting women of Liberia and other disadvantaged groups, as well as other political, socio-economic issues that may have serious negative implications on women.
- iv. To maintain a database for all NGOs and groups where the national and international community can gather important information and data on non-governmental women organization in the country.
- v. To promote, foster and maintain the ideals and integrity of NGO women organizations.
- vi. To advocate and lobby the Legislature and other branches of Government to design and implement gender-sensitive plans, programs, and policies to promote the rights of women, girls, and other marginalized groups.
- vii. To ensure that women are included in the decision-making processes at all levels especially those affecting women, children, and other disadvantaged groups.
- viii. To advocate for the implementation of all international, regional, and national conventions/ Laws on women rights.
- ix. To monitor and evaluate women NGOs, CSO, CBOs activities to ensure that they meet high standards.
- x. To produce annual report on women activities in Liberia including the shadow report to the UN on the implementation of CEDAW and other instruments.
- xi. To strengthen the capacity of institutions and structures both at local and national levels involve in the promotion of Women's and children human rights, Peace, Justice and security and Livelihood;
- xii. To advocate for gender Justice through the implementation of gender responsive laws, policies, and programs especially with focus on women and children.
- xiii. To identify and create awareness on issues affecting women and those institutions that are involved in the promotions of Women's and children right;
- xiv. To provide a space where all actors involve in the promotion of women right can collaborate through the sharing of information, expertise, and resources;

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Chapter 3

Organizational Structure

Henceforth, the structure of WONGOSOL shall be the Annual General Assembly (AGA), the Board of Directors, the eminent committee, and the Secretariat.

Article 7: The General Assembly

The General Assembly shall constitute the total registered and paid-up members of WONGOSOL.

The Annual General Assembly (AGA) shall be the supreme organ of WONGOSOL and shall consist of all women NGOs, CSOs, and CBOs of Liberia who are registered members of WONGOSOL with the following functions and duties:

- i. Formulate and approve the rules of procedure of the General Assembly,
- ii. The General Assembly shall be a forum for communication and dialogue platform for all members. Serve as a platform to debate and identify critical issues affecting the organization.
- iii. Approve policies, programs, new members, by-laws, budgets, financial statements, audit reports, the membership fees, and other key issues related to the growth and development of WONGOSOL.
- iv. Receive, review, and make decisions on reports from the Board and the Secretariat.
- v. The GA has the power to warn, fine and suspend members who go against the norms of WONGOSOL depending on the gravity. An emergency meeting can be called by the AGA to discuss urgent matters.
- vi. Delegate to the Board such powers, as it deems practical for the effective and efficient implementation of WONGOSOL's work.
- vii. Monitor, evaluate and approve the work of the Board,
- viii. The Assembly shall keep the vision of the organization focused and ensure that its objectives and policies are consistent with the vision.
- ix. The Assembly shall review any misconduct brought against elected officials of WONGOSOL and make a decision at the assembly.
- x. To elect members of the Board of Directors and the presiding officer of the next Assembly;
- xi. To exercise the power of impeachment of elected officers and removal of any other functionary from office.
- xii. Do and perform all other acts that may be deemed necessary and suitable to achieve WONGOSOL's mission.

WOMEN NGO SECRETARIAT OF LIBERIA (WOGNOSOL) CONSTITUTION

Section 1: President of the General Assembly

The General Assembly shall be presided over by the President elect. The president of the GA shall be elected during election year by the delegates to the GA. In the event that the President of is unable to chair a meeting of the General Assembly, the Vice- President chairs the meeting.

a) *The functions and powers of the President of the General Assembly shall be;*

- i. The President chairs all meetings of the General Assembly.
- ii. Coordinates with Secretariat in planning the GA activities
- iii. She inducts the elected Board members at each GA

b) *The terms of Office of the President of the General Assembly shall be*

- i. The President is elected at the GA every 2 years. Based on performance, the President will be endorsed by the GA for a consecutive term.

Section 2: Vice- President of the General Assembly

In the absence of the President, the Vice President will assume the functions of the President of the General Assembly

Tenure: The Vice President is elected at the General every 2 years. Based on performance, the Vice President will be endorsed by the GA for a consecutive term.

Section 3: The Annual General Assembly

The Annual General Assembly (AGA) shall convene for business at least once each year in the month of December and all members of WONGOSOL are vested with the right to attend the AGA, fully participate in deliberations, exercise, and enjoy all other rights and privileges. Each network member shall be represented by not less than two delegates. Representation must however ensure gender sensitivity

Section 4: Meetings and Venue

There shall be a General Assembly meeting once a year. This meeting shall be convened by the Board of WONGOSOL. The business session of the General Assembly decides in principle by consensus of the members in attendance. If consensus cannot be reached, the President may propose a vote. If approved, a decision will be reached by a simple majority vote of the representatives in attendance of the meeting. At any meeting of the business session of the General Assembly, 60 % of the membership shall constitute a quorum.

WOMEN NGO SECRETARIAT OF LIBERIA (WONGOSOL) CONSTITUTION

Article 8: The Board of WONGOSOL

Section 1: Composition of the Board

The Board of Directors shall consist of nine elected members, including the Chairperson, Co-Chair, Financial Secretary, Secretary (without voting rights), member and five regional Board members representing institutions within their respective regions. The regional Board members should be elected and endorsed at the General Assembly (GA), and only institutions from those regions should have voting rights. Interested institutions should submit letters of application to the GA.

Section 2: Function of the Board of Director

- i. The Board of Directors shall formulate and recommend general policies, guidelines, and annual work programs to the Annual General Assembly (AGA) for its consideration and approval.
- ii. The Board of Directors is also vested with the power and responsibility to receive and deliberate on all reports submitted from the Secretariat in keeping with any provision of this Constitution or otherwise sent or required during the absence of the Annual General Assembly (AGA).
- iii. The Board of Directors shall Receive and deliberate on all reports and make recommendations and suggestions for the general improvement of the operations of the Secretariat programs.
- iv. The Board of Directors shall by a two-thirds majority vote of its full membership suspend any officer or other functionary of WONGOSOL or impose any other disciplinary measure for act and conduct of malfeasance, and or nonfeasance pending impeachment proceedings at the next Annual General Assembly, if applicable.
- v. The Board of Directors shall review WONGOSOL annual program and budget before it is submitted to the general membership at the Annual General Meeting for its approval.
- vi. The Board of Directors shall appoint the external auditors to audit the finances of the WONGOSOL and make recommendations for more effective management and control at the secretariat.
- vii. The Board of Directors shall undertake and perform all other duties and responsibilities as are generally appropriate and appertaining to it to ensure the smooth, effective, and

WOMEN NGO SECRETARIAT OF LIBERIA (WONGOSOL) CONSTITUTION

viable functioning of the WONGOSOL during the absence of the Annual General Assembly (AGA).

- viii. The Board of Directors shall get involved with and support the ongoing fundraising endeavors of WONGOSOL, review and approve all fundraising plans developed as a means of helping to ensure growth and sustainability of WONGOSOL Secretariat and its members.
- ix. The Board of Directors shall meet no more than four times a year (every quarter) except where there is an emergency then, the Chairperson shall call an emergency meeting.
- x. The Board of Directors may develop specific rules and regulations to help govern its membership and mode of operations in line with the WONGOSOL Constitution & Bylaws.
- xi. Members of the Board shall not engage in political activities during their tenure.

Section 3: Functions of the Board of Director Leadership

3a) The Chairperson of the Board of Directors shall monitor the execution and implementation of the approved plans, policies, and procedures emanating from the Annual General assembly and endorsed by the Board of Directors.

She shall work regularly with the Executive Director of WONGOSOL to ensure these plans are adequately carried out.

Presides over all Board meetings of the organization.

The Chairperson of the Board shall serve as a primary signatory to the account of the organization;

Performs all other duties and responsibilities and exercise such other powers and authority as are generally related to and/or incidental to her office.

3b) The Vice Chairman of the Board of Directors shall be the principal assistant to the Chairman, performing those duties and responsibilities assigned to him or her by the Chairman and cooperating with the Chairman in the discharge of his/her duties and responsibilities.

If neither the Chairman nor Vice Chairman is present at a meeting, the Board of Directors shall elect an interim Chairman for that meeting.

WOMEN NGO SECRETARIAT OF LIBERIA (WOGNOSOL) CONSTITUTION

3c) The Financial Secretary of the Board shall work with the Finance Manager of the Secretariat to ensure the accounting and maintenance of all funds collected and disbursed by the Secretariat and the Board.

She shall serve as internal auditor for the organization and shall be a signatory to the account as party B to the chairperson.

Section 4: The Board Committees and Functions

The committees will be headed by a member of the Board. Each committee will work closely with Executive Director to strengthen the capacity of the Secretariat. The committees shall report to the Board on a bi-annual basis.

In order to ensure a process of maximum participation, monitoring, evaluation, transparency, and accountability in WONGOSOL generally and being aware of the fact that time is usually a challenge for members' participation. There shall have 4 standing committee comprising of at most three (3) members and shall be established at the level of the Board but linked to the secretariat and the membership. Adhoc committee shall be established and shall carry on their functions as the need arises. As a result, all standing committees shall work annually immediately after three months of the election of a new board and no later than three months to the AGA as a way of ensuring maximum preparation and ownership of the AGA Planning process. The Standing Committees shall also be comprised of experts nominated by the membership where applicable.

- a) Grievance Committee:
- b) Membership Committee: This committee shall provide guidance to the recruitment and accreditation process and criteria for increasing the membership base of the network. It shall work with the Network Coordinator to plan and facilitate the membership recruitment drive for the organization. Shall be responsible to handle all grievances of personnel as well resolve conflicts and legal matters beyond the reach of the secretariat.
- c) Recruitment Committee for the General Assembly: Coordinate elections process for the upcoming GA; draw up election criteria and circulate with members, review eligible candidate, and shortlist and submit names to the President and sitting Board of Directors.
- d) Fundraising Committee: Comprised of eminent members with expertise in resource mobilization
- e) Resource Mobilization and Program Committee: This committee shall consist of not more than seven persons drawn from the membership with program experience. The committee

WOMEN NGO SECRETARIAT OF LIBERIA (WOGNOSOL) CONSTITUTION

shall be headed by a member of the board to review the program plans and reports of the secretariat. It shall be responsible to advise the board of directors and provide technical assistance to the Secretariat on program issues. Two (2) members of the board shall be the head or lead persons of the committee whereas the Program Manager shall serve as the secretary. This committee shall work on an adhoc basis and shall get involve with fundraising, program and project development, monitoring, and evaluation.

Section 5: Board Meeting

The board shall meet four (4) time a year.

Section 6: Board Recruitment and Tenure of Office

i. Recruitment

The recruitment of Board members will be open to anyone one who support the cause of the Women NGO Secretariat of Liberia and is willing to support the work of WONGOSOL. The network members and advisory members will be prioritized. The advisory committee should comprise of eminent of any individual and member

ii. Board of Director Tenure

The Board of Directors shall serve for at least two years and individual board members could be retained based on performance with approval from the Board recruitment committee and the AGA. Institutions shall only serve two terms on the board of WONGOSOL.

iii. Board of Director Recruitment

All officers of the Board of Directors of WONGOSOL shall be recruited through a vetting process by the Board recruitment committee that will be setup by the AGA. The Board recruitment committee will carry out the vetting and submit the listing to the AGA for approval. The recruited Board members will be inducted by the President and Vice President of the AGA.

WOMEN NGO SECRETARIAT OF LIBERIA (WONGOSOL) CONSTITUTION

Members of the Board will be recruited through application and nomination process. The recruitment committee will setup criteria for the Board recruitment that will be approved by the sitting Board. All applicants or nominees will be subject to interview and a transparent vetting process. Those accepted or recruited by the board recruitment committee will be presented to the AGA for endorsement.

iv. Board Benefits

All members of the Board of Directors of WONGOSOL shall work on a voluntary basis but shall be entitled to the following benefits:

- a) **Transportation Allowance:** The Board of Directors during the fiscal year shall be entitled to receiving transportation allowances and said allowance shall be decided by the secretariat and based on WONGOSOL's financial standing. Said allowance should be paid on a quarterly basis to help facilitate Board members movement to and from meetings. The secretariat may also serve refreshments during meetings.
- b) **Capacity Building Trainings:** As individuals expected to carry out specific functions, roles, and responsibility at the level of the board, it is important for members to have opportunities for capacity development as a means of ensuring efficiency and effectiveness. Therefore, members of the board through various committees will work with the secretariat to identify and budget for capacity building opportunities.
- c) **On the other hand, when there is an opportunity for training internally or externally,** Members of the board may participate. During said period, the general travel per diem rates used by the secretariat for both internal and external travels shall be applied.
- d) **Profiling in Publications and Website:** As professional members of the Board of WONGOSOL, all board members shall be profiled on WONGOSOL's website and specific publications as may be decided by the secretariat. Ex. Newsletters etc.

Article 9: The Eminent Committee

The Eminent Committee shall comprise members and individuals who have served WONGOSOL in a more strategic role or may have supported WONGOSOL immensely and is willing to provide expertise for WONGOSOL. The Eminent committee shall contribute to fundraising activities of WONGOSOL and technical support to WONGOSOL in collaboration with the Board. They shall participate in the AGA as Guest of honor with voting no right. They shall be nominated at the General Assembly and the Secretariat will formally communicate with them.

WOMEN NGO SECRETARIAT OF LIBERIA (WONGOSOL) CONSTITUTION

Article 10: The Secretariat

The Secretariat shall be headed by an Executive Director, recruited by the Board. The secretariat of WONGOSOL shall be responsible for the running of the day-to-day activities of the organization and shall be responsible for the following:

- a) The Secretariat shall call a quarterly meeting of all heads of the membership
- b) The secretariat shall ensure that all of its members have By-laws and article of incorporation and accreditation to become full flesh member of WONGOSOL. Community Women's group could present letter of authorization from the community leaders.
- c) The Secretariat shall present a financial report and activities to the Board on a quarterly basis
- d) The Secretariat shall coordinate and monitor all activities of the women organization and to ensure that projects of interest funded through WONGOSOL are properly implemented as per their plan of action
- e) The Secretariat shall implement all activities of WONGOSOL as directed by the Board of Directors
- f) The Secretariat shall monitor women organizations in all counties.

The Secretariat shall comprise of the following staff; which shall also be recruited by the Executive Director in consultation with the Board based on their qualifications:

- a) Executive Director
- b) Financial Administrator
- c) Program Manager
- d) Human Resource Officer
- e) Network Coordinator

Positions and Functions of Core Staff/Senior Management:

The positions for the core staffs shall be Executive Director, Finance and Administrative Manager and Program manager. Their roles and responsibilities shall be as followed:

- a) Executive Director: The Executive Director shall be the official representation and spokesperson for the organization. She shall be the official representative of WONGOSOL at all public functions. The Executive Director shall run the day-to-day activities of the organization, including the supervision of staff. She shall have the legal right to enter into

WOMEN NGO SECRETARIAT OF LIBERIA (WOGNOSOL) CONSTITUTION

partnership agreement with any institution that shares the mission of WONGOSOL. She shall report directly to the Board of Directors. Other functions of the Executive Director are the following:

- i. Represents the Network at official gathering
 - ii. Supervises other line managers of the secretariat on a daily basis
 - iii. Prepares and submits reports to the Board of Directors
 - iv. Serves as recording secretary to the Board of Directors responsible to produce minutes
 - v. Responsible to employ and dismiss all other staff in consultation with the Program and Finance Managers.
 - vi. Attend all meetings of the Board of Directors
- b) Finance and Administration manager: The Finance & Administrative manager takes care of all financial and administrative issues of the organization including preparation of financial records, annual budgets, etc. She is responsible to provide sound financial management services to ensure that financial transactions are carried out in line with the financial policy of the organization and according to standard accounting principles. The Finance & Administrative manager is responsible to provide technical guidance to the Executive Director on all financial and administrative matters. She shall serve as Secretary to the Board's Financial Committee. In summary the financial manager shall do the following:
- i. Preparation of financial reports
 - ii. Preparation of payroll and disbursement of salaries
 - iii. Preparation of budget and cash flow
 - iv. Facilitate the auditing of the financial records of the organization
 - v. Maintain accurate record of organization asserts
 - vi. Represent the organization on all financial issues
 - vii. Carry out regular banking transactions in line with financial guidelines.
 - viii. Handle all administrative matters in consultation with the Executive Director
- c) Program Manager: The program manager is the direct assistant of the Executive Director on program matters. She is responsible for the effective coordination of the various programs of the organization and shall directly supervise the program staff. The Program Manager amongst others is responsible to do the following:
- i. Designs and develops programs for the institution.
 - ii. Oversees the implementation of projects and activities of the institution.
 - iii. Prepares monthly, quarterly, semi-annual, and annual narrative reports

Chapter 4

Membership

All membership/ admissions to WONGOSOL shall be based on criteria set in the committee as highlighted in following Articles.

Article 11: Roles

Each women group shall have the following roles and responsibilities to WONGOSOL:

- a) Promote the vision, objective, and image of the organization.
- b) Actively participate and support the programs of the organization.
- c) Attend and participate in the General Assembly and other advocacy activities.
- d) Elect qualified people to serve on the Board of Directors who are knowledgeable of the constitution and By-Laws and uphold all its provision.

Article 12: Rights

Each representative of the organizations shall enjoy the following rights within the organization;

- a) Attend and participate in General Assembly meetings.
- b) Serve on any committee within the organization.
- c) Participate in decisions through discussions and voting on issues.
- d) If eligible, seek elective office.
- e) Receive minutes of meetings and other prescribed reports.
- f) Examine the records and accounts of the organization.
- g) Withdraw her membership from the organization.
- h) Along with other members and when constituting at least two-thirds of the membership of the organization, cause to be convened a special meeting of the General Assembly.
- i) Participate in WONGOSOL projects and receive just benefit(s) as per level of participation.
- j) Be eligible for training, information, travels, business involvement, local and international representation, and recommendation.

Article 13: Membership Dues

Dues are payable from January 1, through December 31 of each calendar year. Dues shall be paid monthly. Appropriate due receipts will be issued. Dues not paid by December 31 shall be considered delinquent and all voting and other membership privileges shall be forfeited. However, membership may be re-instated with full privileges for the remaining of the membership year by paying all delinquent dues and other indebtedness to the organization. An organization is certificated upon payment of all dues.

Article 14: Taxation and Contributions

Reasonable taxation and contributions shall be levied from time to time on members whenever expedient for a particular project or cause and shall be conveyed to members in advance. They must be paid if membership is to be retained.

Article 15: Criteria For Membership to WONGOSOL

Criteria for memberships are:

- a) Organization should be fully organized.
- b) Organization should be accredited and recognized by Government.
- c) Organization should be able to pay their dues.
- d) Organization should have an office space.
- e) Organization should be regular at meetings, including call and emergency meeting.

Article 16: Regional Clusters

Regional Clusters shall be established in five sub- regional counties except for Montserrado County Region I: Bomi, Gbarpolu and Grand Cape mount; Region 2-Margibi & Grand Bassa; Region III: -Bong, Lofa & Nimba; Region IV: - Grand Gedeh, River Gee, Sinoe, Grand Kru & Maryland; Montserrado to stand alone The Regional (sub- division) Clusters shall be form by clustering several counties that are within the same proximity. There shall be rotational hosting of the two annual meetings for the regional clusters; this is done in order to have shared term to host the cluster meetings. The cluster shall be responsible for their operations and shall be coordinated along with full technical support and partial financial support from the Secretariat to host the regular regional meetings. The Regional Cluster shall be formed at the Annual General Assemble and each Cluster shall present a tentative work-plan to be approved at the assembly for in cooperation within the proposed Annual Work-plan of WONGOSOL. The leadership structure of the regional cluster shall comprise of five (5) persons.

Chapter 5

Meetings

Article 17: The General Assembly

The General Assembly shall meet once a year. The meeting shall be held in the last week of January. The Chairperson of the General Assembly shall call all meetings. Such meetings shall be held at the headquarters of the Women NGOs Secretariat, or any venue identified by the Board of Directors. Special General Assembly can be held as required.

Article 18: The Board of Directors Meeting

The Board shall meet once at the end of every quarter. The Chairperson may however call special meetings of the Board when required to settle urgent matters, or upon written request by a majority of Board members. The Chairperson of the Board shall determine the place and time for all meeting.

Article 19: The Regional Clusters Meeting

Each of the Regional Clusters shall meet twice a year. Special meetings shall also be held when requested by two-third of the membership or by the Board and the General Assembly. The Cluster meeting time and place shall be determined by its members and share with the Secretariat for proper planning and coordination.

Chapter 6

Removal from Office

Article 20: Removal of Official from Office

An official may be removed from office for acts incompatible with her status. Such acts include:

- a) Misapplication and/or misuse of assets of WONGOSOL
- b) Misconduct
- c) Conviction for criminal offence
- d) Prolonged absence from WONGOSOL without excuse

Chapter 7

Finance

Article 21: Funding

The Women NGOs Secretariat of Liberia shall be funded by fundraising activities, appeals, donations, membership fees and dues. The amount will be used for the day-to day running of the secretariat and detailed account provided on how such funds were expended. All funds are to be deposited in a bank chosen by WONGOSOL.

Article 22: Contribution

The General Assembly shall make voluntary monetary contribution by tasking it membership to finance worthwhile projects when general funds are insufficient

Article 23: Monetary Management

The Women NGOs Secretariat shall establish and maintain accounts at any reputable and recognized banking institution for the safe custody of its funds and other instruments of financial assets and liability. The banking institution in which the main account is lodged shall be located in the same city as the headquarters of the organization. Fund shall not be withdrawn from the treasury of WONGOSOL except for appropriation made by the Board. A financial report shall be made available quarterly to the Board as well as an annual statement to the general membership. WONGOSOL shall not be used arbitrarily and/or unilaterally for anything except by resolution of the Board.

Article 24- Signatories

The Annual General Assembly shall approve three (3) designated individuals for final withdrawal, and this approval shall be presented to the Board on a quarterly basis. Signatories to the account fall into two categories: A and B/C. The Executive Director assumes the role of Category A, the Chairperson as Category B, and the Treasurer/Finance Manager in Category C. Both the Executive Director and either the Chairperson or Treasurer/Finance Manager from Category B/C can sign. The Treasurer shall have the authority to sign in the absence of the Chairperson.

Additionally, the Finance Manager is limited to signing amounts ranging from \$1 to \$1000. Any withdrawal exceeding this range must be endorsed by either the Chairperson or Treasurer.

WOMEN NGO SECRETARIAT OF LIBERIA (WONGOSOL) CONSTITUTION

Article 25: Financial Matters

Section 1: Bank Account

All monies of WONGOSOL shall be deposited in a reputable bank approved by the Board.

Section 2: Budget

The organization shall adopt and operate a budget on an annual basis. The annual budget shall be proposed by the secretariat and forwarded to the Board for review and inputs and approved by the General Assembly. All expenditure from the organization's accounts shall be based on the approved budget. The Board of directors shall approve all expenditure against the annual budget. Program/project budgets should be approved by the Executive Director.

Section 3: Deposits

- i. The Accountant shall write all checks when authorized by the Executive Director to be submitted to the Board or Chairperson of WONGOSOL for approval.
- ii. All funds/assets received on behalf of the organization are to be deposited with the Treasurer of the organization who shall deposit said funds/assets at a reputable bank. The Treasurer is to immediately issue a receipt for all funds collected. All funds/assets received by the Account should be deposited in a bank for safekeeping within 24 hours of the receipt of it. All funds/assets received during the weekends shall be deposited in a Bank on the following Monday. Under no circumstances shall anyone keep the organization's funds anywhere other than the bank.
- iii. All funds/assets received by sectional heads are to be deposited with the Accountant of WONGOSOL within a period not exceeding 20 working days. Receipts are to be issued before registering and due pay members to ensure accountability. The Treasurer shall also give receipts for all monies received. All receipts should bear the symbol/stamp of the organization
- iv. Copies of financial document (receipts, invoices, withdrawal slip, deposit slips, etc) are to be provided to the financial secretary and the Treasurer of the Board.

Section 4: Donations

- i. Only members of WONGOSOL designated by the Constitution or the treasurer of the Board shall solicit for and collect funds/assets on behalf of the organization.
- ii. Any member of WONGOSOL found soliciting for and receiving funds for the organization without the requisite authorization shall be turned over to the law for redress.

WOMEN NGO SECRETARIAT OF LIBERIA (WONGOSOL) CONSTITUTION

Section 5: Membership Due

With regards to the use of funds collected from the membership from dues and registration etc, 60% of the total amount shall be deposited as support to the members' Capacity Building and Empowerment Trust (CET) while the remaining 40% shall be used by the secretariat for operations. In addition, at least 5% of all other funds coming to WONGOSOL either for Institutional support, administrative cost, or unrestricted funds shall be deposited in support of the CET. The Financial Manager shall therefore keep track or record of every financial transaction and report regularly on the Status of the Membership Committee for subsequent submission to the Board and the membership respectively.

Section 6: Fiscal Year

The fiscal year of the organization shall be from January 1 to December 31 of each year

Article 26: Audits

There shall be a yearly audit of the accounts of the organization by an auditor. A management Consultant or a CPA firm approved by the Board on a contractual basis

Article 27: Contracts/Grant Agreements

All contract or grant agreements for the organization shall be signed either by the Chairperson of WONGOSOL or by the Executive Director for accountability and transparency

Chapter 8

Properties and Assets

Article 28: Registry of Assets

The WONGOSOL shall maintain an up-to-date registry of all its properties and assets. The properties of the organization shall be used only for activities of the organization and shall be kept at the premises of the organization or at such other places considered safe by the Board or Secretariat and are not to be for personal use.

Chapter 9

QUORUM

Article 29: Meeting Quorum

WOMEN NGO SECRETARIAT OF LIBERIA (WOGNOSOL) CONSTITUTION

Two-Thirds of the members of the General Assembly and the Board of Director at any meeting will constitute a quorum

WOMEN NGO SECRETARIAT OF LIBERIA (WOGNOSOL) CONSTITUTION

Chapter 10

Reporting

Article 30: Annual General Report

The Board shall make a formal report to the General Assembly on activities of the organization for the year through the Chairperson.

Article 31: Annual Financial Report

The Treasure shall make a formal financial report to the General Assembly of all income and expenditures of the organization for the year.

Article 32: Quarterly Operational/Financial Report

The Treasurer shall prepare and submit quarterly operational/financial reports to the Board from which the Board shall prepare an annual report for members and donors.

Article 33: Compilation and Circulation of Reports to parties concerned

Reports shall be compiled and circulated to all parties concerned when due.

Chapter 11

Miscellaneous

Article 34: Chairperson

The presiding officer shall start meeting on time, discourage members from discussing and maintain decorum

Article 35: Members

Members shall be on time since a quorum requires their individual presence and contribution. Members shall not obtain the floor to second a motion. Sit while another is speaking, take part in discussion to express a view and seek information or parliamentary assistance. Members shall not speak on a motion while a vote is being taken and shall not delay in paying dues, taxation, or fines. No member shall accept an office except she is willing to assume its responsibilities.

WOMEN NGO SECRETARIAT OF LIBERIA (WONGOSOL) CONSTITUTION

Article 36: Annual Work Plan/Program

An annual work plan with a corresponding budget should be submitted to the General Assembly for scrutiny, amendment, and approval.

Article 37: Use of WONGOSOL Facilities

WONGOSOL facilities can be used through a written request from the entity desiring to use the facilities, addressed to the Executive director of the Secretariat

Chapter 12

Dissolution

Article 38: Dissolution of the Organization

Upon dissolution or in the case of insolvency, and upon discharge of the debts and liabilities of the Organization, the remains shall not be distributed among its members but shall be transferred to some other institution by guarantee having similar objectives of WONGOSOL or applied to some charitable object, such other institution or charity to be determined by ordinary resolution of the members at the AGA prior to the dissolution of the Organization.

Chapter 13

Amendments of By-Laws

Article 39: Amendments of the Organization By-Laws

- a) The By-Laws or any part thereof may be amended, abrogated, rescinded, altered, or added thereto by a two-third majority of members, present and in good standing, voting at an Annual General Assembly
- b) Proposals about any amendment thereof must be sent to the Secretariat at least one month before the Assembly at which they shall be considered and circulated in writing to members at least two weeks before each General Assembly.