



THE CONSTITUTION OF
MANKON CULTURAL
AND DEVELOPMENT
ASSOCIATION OF
AMERICA (MACUDA-A)

PREAMBLE

WE THE MANKON PEOPLE IN AMERICA DO RESOLVE TO FORM AN ASSOCIATION, MACUDA-A. THE GOALS SHALL BE AS HEREAFTER PROVIDED:

1. To create an association that binds together Mankon people in America.
2. To create a social, academic and cultural forum which fosters all the ideals and virtues, which we acquire and share by virtue of our common ancestry; and
3. To influence and contribute towards the socioeconomic and cultural development of Mankon.

WE DO HEREBY RESOLVE TO FORM AN ASSOCIATION, THE CONSTITUTION OF WHICH SHALL BE AS PROVIDED HEREINAFTER.

CHAPTER 1: GENERAL AIMS AND OBJECTIVES

ARTICLE 1: NAME

The association shall be known as **MANKON CULTURAL AND DEVELOPMENT ASSOCIATION OF AMERICA**, hereafter referred to as “**MACUDA-A**”.

ARTICLE 2: STATUS

MACUDA-A shall be a non-profit and a non-governmental organization.

ARTICLE 3: MOTTO

The motto of MACUDA-A shall be: **PEACE, UNITY AND PROGRESS.**

ARTICLE 4: EMBLEM

The emblem of MACUDA-A shall be a gong with a peace plant in the middle and an insignia of MACUDA-A surrounding the bottom.

ARTICLE 5: THE AIMS AND OBJECTIVES

The objectives of MACUDA-A shall be:

1. To bring together all Mankon people in America with the view of promoting the cultural values of Mankon.
2. To foster a spirit of oneness, peaceful coexistence and cooperation amongst its members.
3. To take a census of all its members in America. A permanent register will be maintained and updated as necessary.
4. To actively participate and contribute to development projects alone or in collaboration with other Mankon associations.
5. To organize Mankon cultural and traditional festivals.
6. To rejoice with members in times of happiness and condole with them in times of sorrow.
7. To educate its members by calling on experts among its own ranks and those around them as friends, to talk on subjects that are essential and beneficial to the association.

CHAPTER 2: MEMBERSHIP

ARTICLE 6: WHO CAN BE A MEMBER OF MACUDA-A?

Unless otherwise provided in this constitution or any exemptions made under this constitution, membership is open to any of the below, as long as they are 23 years of age and above:

1. Mankon people residing in America.
2. Any Mankon person by virtue of birth, marriage or association.
3. Any person whose parents are from Mankon.
4. Anyone who has lived in Mankon and adopts the Constitution of MACUDA-A.
5. Friends of Mankon who share the aims and objectives of MACUDA-A, and have elected to be part of the association.
6. Membership is contingent upon the payment of yearly dues.

ARTICLE 7: REVOCATION OF MEMBERSHIP

1. Membership and its continuity are contingent on payment of yearly dues.
2. Membership is automatically revoked by operation of law if a member does not pay his or her yearly dues consecutively for a period of three (3) years, unless they are paid in full.
3. Membership is revoked if a member conducts himself or herself contrary to the objectives of MACUDA-A.
4. Membership shall be revoked if a member acts or omits to act, the result of which places the Association in jeopardy or in a negative light.
5. Revocation shall be upon recommendation by the Constitutional Committee.

CHAPTER 3: STRUCTURE

ARTICLE 8: THE ORGANS OF MACUDA-A

The organs of MACUDA-A shall be:

1. The General Assembly.
2. The National Executive.
3. The Chapters.
4. The Various Standing Committees.
5. The Board of Directors.

ARTICLE 9a: THE GENERAL ASSEMBLY

1. The General Assembly (GA) shall comprise of all registered members of MACUDA.
2. The General Assembly shall be the Supreme body of MACUDA-A, and shall meet annually at a National Convention.
3. The GA shall elect the National Executive.
4. The GA shall have two (2) extra ordinary session meetings per year through teleconferencing to discuss the affairs of the association every 3rd Sunday in March and October.
5. The GA shall elect members of the endowment fund.

6. Every National Executive member leaving office shall handover all MACUDA-A documents and materials in his/her possession to his/her replacement. The handing over shall take place at the Saturday general assembly meeting after election. The Treasurer, the Financial Secretary and the General Secretary shall have three weeks to reconcile reports and hand over their documents.

ARTICLE 9b: THE NATIONAL CONVENTION

1. The Annual National Convention (ANC) shall hold on the first weekend of the month of August.
2. The ANC shall be hosted by an active chapter of the association with a minimum of five members on a rotating basis.
3. The National Executive shall work in collaboration with the hosting branch to search an appropriate venue for the Convention activities and prepare the agenda.
4. Funding of the ANC shall come from National. Host branch or personnel shall provide man power.
5. The national president and each local chapter shall present a written annual report.
6. Sunday activities shall be coordinated primarily by the local chapter, and be limited to BBQ.
7. Proceeds from ANC shall be split 40/40 with host chapter while 20% is reserved for the endowment fund.

ARTICLE 10: THE BOARD OF DIRECTORS

A. Role

The Board of Directors [BOD] shall be the governing body of MACUDA-America, and shall be responsible legally and in a fiduciary manner (on behalf of the General Assembly) for setting the direction and policy of the Association, and for overseeing the activities of the NE.

B. Composition

1. The Board of Directors shall comprise an odd number (7) of individuals (“directors”), including standing members consisting of the current President, immediate ex-President and Endowment fund chairperson.

2. Members of the BOD shall be elected at the AGM. Any member in good standing as stipulated by Article 16 shall be eligible for nomination. Following the election, the first four shall be BOD members. No more than one (01) member shall come from the same chapter.

C. Term

Each member of the Board in good standing shall serve a 4-year term renewable once, followed by a 2-year mandatory hiatus before the member is eligible for re-consideration.

D. Duties of the BOD

1. The board shall be charged with setting the mission, goals, and strategy of MACUDA-A, shaping the vision of the President and ensuring that the vision is followed closely, and providing oversight.

E. MEETING

1. Meet quarterly in January, April, July and October.
2. Must release a statement after each board meeting.
3. The BOD members shall amongst them choose one member to be the BOD Chairperson and another as BOD Secretary. The sitting MACUDA-A President cannot be in any of those positions.

ARTICLE 11: THE NATIONAL EXECUTIVE

The National Executive (NE) shall be a managing body in charge of the day to day running of MACUDA-A affairs.

The NATIONAL EXECUTIVE shall comprise of the following:

1. The National President.
2. The Vice President.
3. The General Secretary.
4. The Financial Secretary.
5. The Treasurer.

6. Public Relations Secretary.
7. Secretary for Culture and Development (2 member team)

ARTICLE 12a: POWERS AND DUTIES OF THE NATIONAL EXECUTIVE

A. The National President Shall:

1. Be the Chief Executive of MACUDA-A and a standing member of the Board of Directors.
2. Preside at all General Assembly Meetings and National Executive Meetings.
3. Be the signatory to all resolutions, declarations, and statements made by the GA.
4. Deliver at the GA, a President's Address.
5. Have full access to all MACUDA-A accounts.
6. Appoint in consultation with the NE, members of the various committees upon proposition by the various chapters/members of MACUDA-A. Any such appointee could be rejected by the General Assembly if they foresee any conflict of interest.
7. Be a bonafide son or daughter of Mankon. Bonafide in this case shall mean a member with at least one of their biological parents from Mankon.

B. The Vice President Shall

1. Assist the National President in the discharge of his/her functions.
2. Assume the functions of the National President in the case of either a permanent or temporary absence.
3. Be a standing member of the Projects Committee.
4. Moderate all GA meetings in conjunction with the president.
5. Be a bonafide son or daughter of Mankon.

C. The Secretary General Shall:

1. Be responsible for the day-to-day administration of the Secretariat of the Association.
2. Shall be the liaison between the chapters and the NE.
3. In conjunction with the financial secretary, keep up-to-date register of members of MACUDA-A.

4. Take minutes at general assembly and National executive meetings.
5. Preside over meetings in the absence of the president and the vice.
6. Provide a draft convention report 3 weeks after the convention.

D. Financial Secretary

1. Shall be an authorized co-signatory to the MACUDA-A Account.
2. Shall keep adequate records of all MACUDA-A financial transactions.
3. Shall be responsible for collecting monies due to the Association.
4. Shall pay all monies collected to the Treasurer for banking against a receipt.
5. Shall act in the full capacity of the Treasurer in the absence of the latter.
6. Shall, in collaboration with the treasurer, present a full and detailed statement of account to the Association during the GA session.
7. Shall publish quarterly statements of accounts to the BOD through the President.
8. Shall be a standing member of the endowment fund committee.
9. Shall issue receipts for all monies collected for the association from a serially numbered receipt book.
10. Shall in collaboration with the Treasurer and local organizing committee, present a draft financial after 3 weeks convention.
11. Shall be a bonafide son or daughter of Mankon.

E. The Treasurer Shall

1. Work in close collaboration with the Financial Secretary.
2. Be co-signatory with the Fin. Sec to the MACUDA-A Account.
3. Bank monies in the name of the Association NOT later than 2 business days following collection;
4. Keep a simple cash book;
5. Issue receipts for all monies deposited with him/her from a serially numbered receipt book;
6. Keep a detailed account of expenditure supported by vouchers;
7. Keep the Association's check book;

8. In collaboration with the financial secretary, prepare and submit a statement of income and expenditure as required by the Association.
9. Shall in collaboration with the Treasurer and local organizing committee, present a draft financial after 3 weeks convention.
10. Be a bonafide son or daughter of Mankon.

F. Public Relations Officer (PRO)

1. Shall ensure that all activities of the association are duly given the widest publicity through all available media.
2. Shall be responsible for announcing all general assembly meetings and securing and disseminating all information deemed to be of interest to members.
3. All other information that concerns policy shall be disseminated with prior authorization from the national executive.

G. The Secretary for Culture Shall

1. Be the main contact person for newly arrived Mankon people to the United States.
2. Be in charge of logistics and protocol of all MACUDA-A cultural events.
3. Responsible for working with different branches to ensure and/or encourage them to have a presentation during the cultural night.
4. Serve to enlighten and engage all members on our culture, such as facilitating cultural conference calls.

ARTICLE 12b: TERMS OF EXECUTIVES:

1. The president, Secretary General, Treasurer and PRO shall each serve a 2 years term.
2. The Vice President, Financial Secretary, and Secretary for Culture and development shall each serve a 3 years term.
3. Terms are renewable once in the same position

ARTICLE 12c: TERMINATIONS:

1. Upon submission of a letter of resignation, or
2. No longer meeting up with membership responsibilities, or
3. Upon recommendation by the constitutional committee, or
4. Upon a vote by the general assembly.

ARTICLE 13: CHAPTERS

1. Chapters of MACUDA-A may be formed at any convenient level.
2. The chapters shall be created in accordance with the provisions of this constitution and the by-laws annexed thereto.
3. The chapters shall elect an executive and create such offices as may allow for its proper functioning.
4. Chapter By-Laws shall be in alignment with the national constitution.

ARTICLE 14: MANKON ENDOWMENT FUND

1. Shall receive 20% of convention proceeds for investment.
2. Shall be a standing committee of MACUDA America.
3. Shall comprise 5 members, three (03) of which are elected members, an investment officer (who must be an expert in investment or knowledgeable therein), and MACUDA-A financial secretary.
4. The chairman of the Endowment Fund committee shall be a standing member of the Board of Directors.
5. The financial Secretary of MACUDA A shall be a standing member of the Endowment Fund committee.
6. The Committee shall meet quarterly through teleconferencing.
7. The chairman of Endowment Fund committee shall present quarterly reports to the Board of directors and annual reports at MACUDA-A general assembly meetings.
8. The Committee shall be charged with growing the endowment fund through fund raising.
9. Shall serve a 4 years term renewable once.
10. Shall be elected by the General Assembly.
11. The Investment officer member is exempt from term limits.
12. The investment officer shall be nominated by the Endowment Fund Committee and shall need approval by NE, BOD and General assembly.

ARTICLE 15: COMMITTEES:

A. CONSTITUTION COMMITTEE

1. Shall be a standing committee of MACUDA America.
2. Shall comprise 5 members.
3. Shall be responsible for updating and interpreting the constitution.
4. Shall receive nominations for candidates running for national office.
5. Shall oversee the running of elections and handover from one executive to another.
6. Shall handle all impeachment matters.
7. Shall meet at least quarterly via teleconferencing.
8. Shall release a quarterly statement to MACUDA America following each meeting.
9. Legal counsel(s) shall be standing member(s) of the committee.
10. Members of this committee shall be elected by the GA and the legal counsel shall coordinate their first teleconference meeting. The elections shall be conducted by the BOD. No two members of this committee shall come from the same branch.
11. Shall serve a 4-year term renewable once.
12. Shall oversee the handing over process.

B. PROJECT COMMITTEE

1. Shall execute any developmental projects arrived at by the association.
2. Shall be chaired by the national vice president.
3. Shall meet quarterly via teleconferencing.
4. Shall receive and review all national project suggestions.
5. Members shall be nominated through branches of MACUDA-A.
6. Shall comprise of 4 members and the vice president.
7. Shall hold quarterly meetings and release a statement after every meeting.
8. Shall present a written annual report during the annual general meeting.

C. LEADERSHIP TEAM

1. Shall be convened by the National President.

2. Shall meet twice a year in January and June or as needed.
3. Shall meet to review and discuss the state of the association.
4. Shall comprise The National Executive, current chapter Presidents, Committee Chairpersons, all past National Presidents, and BOD.

D. AD HOC COMMITTEES

1. Ad-Hoc Committees shall be created and members appointed as needs arise.
2. Any such committee stands disbanded upon the completion of its mandate.
3. Such committees shall include, but not limited to, outreach and fundraising, Education and Publication, and Health.
4. The BOD, the National Executive, or the General Assembly is empowered to create an Ad-Hoc Committee.

ARTICLE 16: Eligibility for Elected officials and Electoral Process.

1. The constitution Committee shall act as elections running body for all elected positions within the organization except for the elections of the constitution Committee in which case the BOD shall conduct such elections.
2. Electorates for every election will be current registered members of the organization.
3. Electorates shall be given the opportunity to cast their votes online or in person.
4. To be eligible for any elected position, candidates must have paid their dues for the last 3 years and attended at least 2 of the last 5 conventions.
5. Election calendar shall be published at least 60 days prior to voting.
6. In case of elections irregularities, petitions shall first be handled by the Constitution Committee. In a case where a resolution is not reached, recommendations shall be tabled to the general assembly for voting.

CHAPTER 4: FINANCES

All funds raised by MACUDA-A shall be used in accordance with Article 5 of the constitution.

ARTICLE 17: FINANCIAL SOURCES:

MACUDA-A shall derive its finances or income from the following sources:

1. Annual membership dues.
2. Donations from members, well-wishers including corporate bodies.
3. Proceeds from our Social and Cultural activities.
4. Proceeds from sales of publications, artistic productions etc. by MACUDA-A.
5. Bequests and legacies.
6. Special levies to meet exigencies.
7. Interest accruing from invested funds or savings.
8. Any other source that conforms to our non-profit status.

ARTICLE 18: BANKING

1. All finances shall be deposited in a Bank agreed upon by the National Executive.
2. The bank account of MACUDA-A shall be managed by the Treasurer and Financial Secretary.
3. The treasurer shall hold all check books to the MACUDA-A accounts.
4. The Treasurer and Financial Secretary shall be co-signatories to all MACUDA-A bank accounts.

ARTICLE 19: EXPENDITURE

1. All expenditure shall be incurred in accordance with the objectives of MACUDA-A as outlined in Article 5 of this Constitution.
2. The Project Committee shall submit a proposed project and cost to the National Executive for review and approval.

ARTICLE 20: FINANCIAL OBLIGATIONS OF CHAPTERS TOWARDS THE NATIONAL ASSEMBLY:

1. Chapter executives shall be responsible for collecting the national levies of its members.
2. National levies shall include, but not limited to national dues, convention fees etc.
3. Shall forward the appropriate amounts and names to the national Treasurer no later than June 15.
4. Members from States without branches may register directly with the national financial department during each MACUDA-A financial cycle.

ARTICLE 21: AUDITING

1. The finances of the association shall be audited by an audit committee (ad hoc).
2. Auditing can be triggered by any organ of the association as listed in article 8.
3. Any request or recommendation for auditing shall be reviewed by the Constitutional Committee.
4. An ad hoc committee of 3 shall be constituted by the Constitution Committee.
5. The General Assembly shall appoint an EXTERNAL auditor to audit the financial records and accounts as prepared by the Financial Secretary only when necessary.

6. Only external auditors shall be entitled to remuneration.
7. Members of the National or Chapter Executive shall not serve as auditors.

ARTICLE 22: APPRECIATION AND RECOGNITION

1. Recognition shall be given only to members of MACUDA-A and their children.
2. Recognition shall be limited to outstanding service to MACUDA-A and Mankon.
3. No more than 3 recognitions shall be made each year during a routine or regular convention.
4. All nominations for recognition shall be reviewed by an Ad-Hoc committee constituted by the National Executive.
5. Funding shall come from MACUDA-A or donor-designated sources.
6. A donor may provide criteria for selection of recipient but cannot handpick the recipient.
7. Nominations for consideration shall be accepted from members and any of the organs of MACUDA-A as listed in article 8.

ARTICLE 23: AMENDMENT

In the event of any amendment to the constitution, the constitution committee is responsible for sending the amended proposal to the general assembly at least 60 days before the convention.

Amendments to this Constitution may be initiated by any of the following methods:

1. On the proposal of the National Executive after consultation with the leadership team.
2. On the proposal of two-thirds of the registered members that make up the Association and are present at the convention. There shall be no voting by proxy.

ARTICLE 24: DISSOLUTION

The concept and principles on which the Association is founded rule out its dissolution. Should it become absolutely necessary for the Association to dissolve either voluntarily or by operation of law, such dissolution shall be effected in accordance with the following procedure:

1. **VOLUNTARY DISSOLUTION:** A voluntary dissolution shall be occasioned when at a General Assembly a motion is tabled in accordance with the by-laws annexed to this Constitution. A motion moved in its proper form shall bring about dissolution if three quarters of registered and present members are in its favor.

2. **OPERATION OF LAW:** The association shall be dissolved by operation of law in the event of any legislative act or act of state that mandates its dissolution.

Whether a dissolution is occasioned voluntarily or by operation of law, the General Assembly, summoned specially for this purpose shall proceed to set a Trustee Administration Committee (TAC) which shall comprise the National President, the Secretary General, the Treasurer, and two other members who shall be empowered to call up all assets of the Association, settle any liabilities and shall, in the case of any residue, pay same to MACUDA-A or other charitable institution conforming to the provisions of this constitution, to be decided upon at the General Assembly meeting authorizing a dissolution.

Any dissolution of this association will be for charitable and educational purposes under section 501(c) (3) of the United States Internal Revenue Code.

MACUDA-A in pursuance of its aims and objectives; can seek legal advice, go to arbitration, initiate legal proceedings and defend legal actions brought against it by any third party. (No dispute shall be taken to arbitration, or to court of law or any authority or institution without the MACUDA-A General Assembly having the opportunity of considering and resolving it.)

This Constitution has been revised by the following members of MACUDA-A Constitutional Committee:

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Dr. Mabel Che-Tuma
Stella Angwafo, Esq.