

The 2022 Revised BY-LAWS

AND

CONSTITUTION



OF THE

**LIBERIA ARTISANAL FISHERS' ASSOCIATION,
(LAFA) INC.**

REPUBLIC OF LIBERIA

Tag Name: "Protecting Fisheries Together"

PREAMBLE

We, the Liberia Artisanal Fishers' Association (LAFA) Inc. conscious of the need to create coordination, fraternity, solidarity, and empathy among the artisanal fishers in all of Liberia's nine (9) coastal counties;

Aware of the environmental, social, and economic challenges of today's world, particularly in our country Liberia and the need to prepare for any unforeseeable social, economic and environmental issues that might arise;

Acknowledging the need to protect the marine resources of Liberia and the livelihood of our artisanal fishers and their families through staunch, impartial, and peaceful advocacy and decision-making processes.

Understanding that the survivability of thousands of lives rests on the artisanal fishing sector

Committed to our devout obligation to eliminate poverty within the artisanal fishing sector and improve the livelihood opportunity of fishers by ensuring the promotion of food security in our country and working collaboratively with the government of Liberia and other development partners;

Realising that it is through unity that the interest of the artisanal fishers shall be safeguarded, hence our name tag, "Protecting Fisheries Together."

We do hereby organise ourselves into a single umbrella organisation of the artisanal fishers irrespective of tribal, creed, citizenship, religion, or political affiliation to enact and adopt this Constitution for the governance of the Liberia Artisanal Fishers Association across the nine (9) coastal counties of Liberia.

VISION STATEMENT

To create local opportunities, growth, and impact in every fishing community for the sustainable livelihood of artisanal fishers.

MISSION

Our mission is to:

- a) Ensure adequate utilisation of the fisheries resources for the benefit of the Liberian people through sustainable management, ecosystem-based and integrated development approaches.
- b) Advocate for the sustainability of artisanal fishing in Liberia through national policies recognition
- c) Drive partnership with the Government and development partners via the means of combating illegal, unregulated, and unreported (IUU) fishing practices.
- d) Work to develop programs that promote sustainable small-scale fishing.

CORE VALUES

Our fundamental values and principles are:

- a) **Accountability** – as part of our mandate to advocate and protect the welfare of all small-scale fishers, LAFA believes that creating a platform for small-scale fishers to access information will be a start of accountability. LAFA will also create a clear communication module which will inform the public on how we account to our members and partners.
- b) **Respect** – as human decency speaks to our moral actions and socially acceptable behaviour, LAFA believes that as we accept every person regardless of colour, sex, or religion, this shall transcend into the way we treat the ocean from which our livelihood so depends.
- c) **Honesty** – the act of honesty shall be demonstrated in the way we interact with our members, partners, and key stakeholders. Our dealing shall be in a fair and transparent manner.
- d) **Advocacy** – LAFA prioritises non-violent advocacy as its major means of approaching the national government and its key partners to protect the marine resources of Liberia and the livelihood opportunities of artisanal fishers and their families. The institution's advocacy approach will be staunch, organised, coordinated, and impartial, and will be done through peaceful and transparent means.

ARTICLE I

SUPREMACY OF THE CONSTITUTION

SECTION 1: Governing Instrument

- a) This Constitution shall serve as a governing tool and instrument for the Liberia Artisanal Fishers Association (LAFA), with offices across the nine coastal counties of Liberia and shall be given due recognition and respect.

ARTICLE II

HEADQUARTERS & Sub-offices, NAME, MOTTO, COLOURS, SLOGAN, AND EMBLEM

SECTION 1: Headquarters

- a) The Headquarters of Liberia Artisanal Fishers Association (LAFA), Inc. shall be in Montserrado, Republic of Liberia, West Africa.

Section 2: Sub-offices

- a) The Liberia Artisanal Fishers Association shall establish sub-offices across the nine coastal fishing counties: Bomi, Grand Bassa, Grand Cape Mount, Grand Kru, Margibi, Montserrado, Maryland, River Cess and Sinoe county respectively. Each county shall have its own leadership with similar structure as seen in Article V, section 2., except that they shall be described as county level structure.

SECTION 3: Organisation Name

- a) The name of the organisation shall be known and called "Liberia Artisanal Fishers Association", herein referred to as LAFA, Inc.

SECTION 4: Organisation Motto

- a) The motto of the Association shall be "Unity is Our Strength" with a name tag "Protecting Fisheries Together."

SECTION 5: Organization Color

- a) The colours of the Liberia Artisanal Fishers Association shall be Red, White, and Blue.
- b) The red stands for the struggle the fishers continue to endure, the white stands for purity and the blue for the ocean which contains the marine resources that sustains the livelihood of fishers and coastal communities.

SECTION 6: Organization Emblem

- a) The emblem of the Association shall be crafted as the map of Liberia, identifying the nine (9) coastal counties on the coastal line in Liberia, showing the blue sea with a canoe, motor, net, and fishermen performing fishing activities at sea with a deep red background at the upper corner.

ARTICLE III

AIMS AND OBJECTIVES

SECTION 1: Aims and Objective

The aims and objectives of LAFA are to serve as a national-level not-for-profit civil society umbrella organisation acting to propagate the views and aspiration of local and small-scales fishers across Liberia:

- a) Responsible for advocating for the welfare and protection of all small-scale fishers.
- b) Effectively work toward eradicating unhealthy fishing practices and bad governance within the Liberia fishery sector.
- c) Promote coordination and partnership among community-based artisanal fishery associations.
- d) Advocate for the provision of sustainable fishing gear for artisanal fishers
- e) Advocate for opportunities for the capacity building of artisanal fishers
- f) Build a network with internal and external partners for the welfare of artisanal fishers.

SECTION 2: Attainment of Strategies

The LAFA shall seek to achieve its aims and objectives by the following strategies:

- a) Establishing LAFA local branches within fishing communities across the nine coastal counties in Liberia
- b) Build relationships with community-based organisations within the fishing sector to promote a sustainable and healthy artisanal fishery sector in Liberia.
- c) Disseminating information through semi-annual newsletters, articles, and other publications to state LAFA operations over the period.

ARTICLE IV

MEMBERSHIP AND OBLIGATION

SECTION 1: Membership

- a) The Membership of the LAFA shall be open to all artisanal fishers without discrimination, religion, tribe, language, sex, nationality, or political opinion. However, application for membership shall be made in writing on a prescribed form with an attached passport-size photo.

Membership of LAFA shall include the below-listed people:

- a) Fishing technicians
- b) Craftsmen/Boat Builders,
- c) Fishermen
- d) fishmongers,
- e) fish processors,
- f) fish sellers,
- g) safeguards etc.

SECTION 2: Membership Categories

LAFA shall have the following categories of membership comprising of:

- a) Registered and dues-paying members.
- b) General members
- c) Associate members

SECTION 3: Membership Rights

- a) **Registered and due-paying** – these are members of LAFA who have the right to participate in decision-making processes, have voting rights, can contest for leadership positions, and are entitled to receive benefits, if available, from LAFA
- b) **General Members** - these are members who are considered part of LAFA because of their livelihood activities as prescribed in the membership category in section I. These members do not have the right to vote and contest for leadership positions.
- c) **Associate Members** – these are international and local partners who have key interests and stakes within the artisanal fishery sector of Liberia. These people cannot contest or hold positions or make decisions on behalf of LAFA. However, they could serve as observers and make recommendations if they observe issues that need LAFA attention.

ARTICLE V

MEMBERSHIP BENEFITS AND ENTITLEMENT

SECTION 1: Members' Entitlement and Benefit

- a) Any registered and due paying member who dies suddenly without financial obligation to the association, said member next of kin shall receive a cash amount which shall be determined by LAFA.
- b) LAFA shall establish a loan scheme if the opportunity is available to which registered, and dues-paying members shall be entitled.

ARTICLE VI

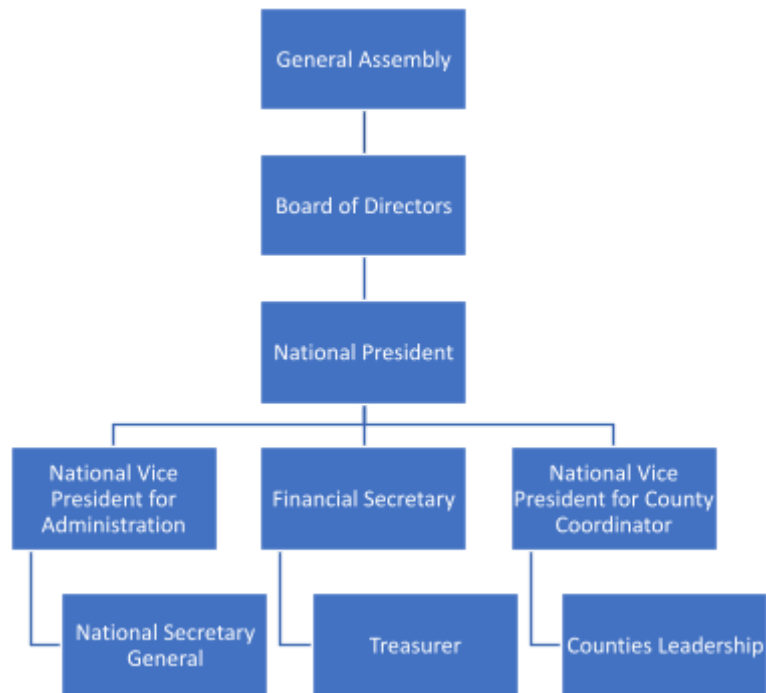
ORGANISATIONAL STRUCTURE and ORGANOGRAM

Section 1: Leadership Structure

The organisational/leadership structure of LAFA shall comprise the following organs:

- a) The General Assembly
- b) The Board of Directors
- c) The Executive Committee

Section 2: Organogram



Section 3: General Assembly

- a) The General Assembly shall be the highest consultative and decision-making body of the Association. It shall meet annually in December each year to discuss the yearly report from the Board of Directors for decision-making. It shall comprise all registered and dues-paying members of LAFA. General and Associate members could attend and act as observer but cannot participate nor vote on any matter and decision arising during the Assembly.

Section 4: Board of Directors

- a) The Board of Directors shall be the supervisory authority of LAFA and shall be made up of five persons. The Board of Directors shall be nominated by the Executive Committee and vetted by an ad-hoc committee.

Section 5: Board Vetting Committee

- a) The Executive Committee shall be responsible for setting up an independent vetting committee of the Board. This ad-hoc/vetting committee shall be responsible for receiving nominations of Board Members from members of the Executive Committee and shall vet such names and personalities and decide on those qualified to serve and submit said names to the Executive Committee for acceptance and publication. Upon the induction into office of the selected board member, the committee shall be dissolved.

Section 6: Board Tenure

- a) The Board of LAFA shall serve for the period of four consecutive years and can be nominated for a second term but cannot serve for more than two terms.

ARTICLE VII

THE POWER AND FUNCTIONS OF THE EXECUTIVE COMMITTEE

Section 1: Structure of the Executive Committee

The Executive Committee shall have the below-listed structure which shall be supported by standing committees as outline in section 8:

- a) National President
- b) National Vice President for Administration
- c) National Vice for County Coordination
- d) National Secretary General
- e) National Financial Secretary
- f) National Treasure

Section 2: Executive Committee Tenure

- a) The Executive Committee shall serve for a period of three years and shall be elected during an annual general assembly meeting.

Section 3a: Function of National President

The National President shall be responsible for the administration of the day-to-day affairs of LAFA with the mandate to promote the aims and objectives of the institution:

- a. S/he shall preside over all meetings of LAFA.
- b. The National President shall be signatory A to all LAFA accounts and two other signatories.
- c. Along with Executive Committee members and in consultation with the Board, write proposals and lobby for projects.
- d. Shall approve all financial transactions of LAFA and co-sign all cheques and slips for withdrawal and disbursement of funds.
- e. Produce quarterly, semi-annual, and annual activities report and submit them to the Board of Directors
- f. Produce annual financial audit report and submit to the Board of Directors
- g. The National President, in consultation with the Executive Committee, shall have the power to appoint or hire the services of key experts, and Committee heads and members.

Section 3b: Eligibility & Qualifications

- a) Must have the ability to read and write or at least have full high school education.
- b) Must have at least five (5) years of experience in Administration within at least one of the fishing communities.
- c) Must be an advocate and a good communicator.
- d) Must be within the age range of 30-55
- e) Must be a fisherman, fishmonger, fish processor, fish trader, safeguard, and or defined area within the artisanal fishing sector of Liberia.
- f) Must be a reputable and honest person with a clean financial record.

Section 4a: National Vice for Administration

- a. The National Vice President for Administration shall be responsible to lead all LAFA administrative work.
- b. The National Vice President for Administration shall be signatory C to all LAFA financial accounts.
- c. S/he shall be responsible for designing of programs in collaboration with the National President
- d. S/he shall support the National President in writing project and activities reports on a quarterly, semi-annually, or annual basis.
- e. S/he shall be the key architect of LAFA activities in designing, coordinating, monitoring, and reporting.
- f. Collaborate and support the National Secretary for Finance to write for grants under the supervision of the National President
- g. S/he shall work closely with the Secretary General in ensuring that key documents pertinent to the LAFA are kept safe.
- h. S/he shall be responsible for the coordination and management of all standing committees that shall be appointed by the National President: the Committee on Gender, Grievance and Ethics, the Committee on Research and Advocacy, the Committee on Public Engagement and membership Recruitment and others that made arise

Section 4b: Eligibility & Qualifications

- a) Must be a high school graduate or with some university education or higher degree.
- b) Must have excellent written and verbal communication skills.
- c) Must have strong computer skills.
- d) Must have at least two (2) years of experience in leadership and outreach activities within at least one of the fishing communities.

- e) Must be a strategic planner and must have the ability to multitask
- f) Must be within the age range of 25-55
- g) Must be a reputable and honest person with a clean financial record.

Section 5a: National Vice President for County Coordination

- a) The National Vice President for County Coordinator shall be responsible for coordinating LAFA's local structure at the county level.
- b) Liaise with the National President Office to communicate needed information to county structure.
- c) Supervises County Structures, receive monthly and quarterly reports and compile them into an annual county-level activities report, and submit to the National President
- d) Ensure that there is a clear and open communication link established between and among the nine coastal counties' local LAFA network.
- e) S/he shall be responsible for managing LAFA County Coordinators, Monitoring Control & Surveillance, Research and Data Collection, M&E, Audit, County Supervisors and Local Chiefs.

Section 5b: Eligibility & Qualifications

- a) Must be a high school graduate or above.
- b) Must have at least five (5) years of experience working in the fishing communities.
- c) Must be an advocate and a good communicator.
- d) Must be within the age range of 25-55.
- e) Must be a fisherman, fishmonger, fish processor, fish trader, or safeguard, and must have a canoe with a licence.
- f) Must be a good team leader with advocacy and engagement skills.
- g) Must be a reputable and honest person with a clean financial record.

Section 6a: National Secretary for Finance

- a) The National Secretary for Finance shall be the lead expert and shall manage and coordinate all LAFA financial matters.
- b) S/he shall be signatory B to all LAFA accounts and shall be the custodian of financial records, cheques, and fund request slips.
- c) S/he oversees audit and internal financial management controls and operations.
- d) Develop fundraising strategies, and manage relationships with donors, partners, and key stakeholders.
- e) Prepare timely and detailed reports on LAFA financial performance quarterly, semi-annually, and annually.

- f) Lead the development of LAFA financial regulation, systems and policy and ensure staff adherence.
- g) Ensure adherence to donor financial regulations and policies.
- h) Ensure that LAFA meets its financial obligations to partners both nationally and internationally.
- i) S/he shall work in close collaboration with the National Treasure in the management of the organisation account (s).
- j) Both the National Financial Secretary and the National Treasure shall be responsible for Planning and Resource Mobilization, Policy and Regulation, and the personnel responsible to lead all necessary audits of the organisation.

Section 6b: Eligibility & Qualifications

- a) Must be a high school graduate or above.
- b) Must have excellent written and verbal communication skills.
- c) Must have strong computer skills.
- d) Must have at least five (5) years of experience in a similar role;
- e) Must have an in-depth understanding of financial policies, regulations, and accounting processes.
- f) Must have strong attention to detail.
- g) Must be within the age range of 25-55.
- h) Must be a reputable and honest person with a clean financial record.

Section 7a: Function of the National Treasure

- a) S/he shall be responsible to deposit and, or disbursement of all approved funds.
- b) S/he shall be responsible to manage all petty cash not exceeding 100 USD or its Liberian Dollars equivalent.
- c) Support the Financial Secretary in developing financial policies and regulations.
- d) Shall assist the National Financial Secretary in recording and tracking all LAFA financial transactions, and ensure the financial books are well balanced.
- e) Support the National Financial Secretary to develop the organisation's due payment schedule and plan.

Section 7b: Eligibility & Qualification

- a) Must be able to read and write with a good understanding of numbers.
- b) Must have some accounting knowledge whether high school level or above.
- c) Understanding the idea of bookkeeping
- d) Must have some computer skills or knowledge.
- e) Must have at least two (2) years of experience in a similar role.
- f) Must have an in-depth understanding of financial policies, regulations, and accounting processes.

- g) Must have strong attention to detail.
- h) Must be within the age range of 30-55.
- i) Must be a reputable and honest person with a clean financial record.

ARTICLE VIII

FISHING COMMUNITIES

Section 1: Understanding of Fishing Community

- a) Fishing communities are communities where artisanal fishing activities are being conducted. LAFA herein acknowledges that a community might have more than one landing site.
- b) And these sites shall have a local administration overseeing the affairs of that site.
- c) Hence, LAFA shall incorporate and ensure that a smooth and operational network is built.

Section 2: LAFA Role in a Fishing Community

- a) LAFA shall make its presence known in each fishing community by establishing LAFA County Structures that work at the local and county level
- b) LAFA County structure shall ensure that all small scales fishers engaged and invited to join LAFA at the local to have unified voice
- c) The County Structure shall liaise with existing local structure within each fishing community at each landing sites to promote LAFA Policies
- d) LAFA National Vice President for County Coordination shall ensure the conduct of fair and transparent county level election processes.

ARTICLE IX

FINANCES

Section 1: LAFA Financial Strategies

- a) Sources of LAFA finances shall be through collecting monthly dues, meetings dues, emergency contributions and other contributions. LAFA shall seek to solicit other sources of finance via applying or competing for grants and financial or material awards
- b) All LAFA finances shall be controlled and managed by the Director of Finance with the supervision of the Executive Director.

- c) Based on the financial policy and regulation, due remittance for county-level operations shall be determined and approved by the Executive Committee.
- d) All members shall pay dues which shall be determined by the LAFA Executive Committee and shall conform with current economic trends.

ARTICLE X

Closed Season

Section 1: Controlling Fishing Timeline

- a) LAFA Executive Committee shall promote national policies regarding control fishing timelines across in the nine coastal counties. While there's yet policies of such, the LAFA Executive Committee shall work alongside local authorities, e.g., CMAs, Sea chiefs, Cooperative heads, county administrations, Fishing Communities etc., to initiate steps in developing local norms and laws in this regard.
- b) LAFA shall strengthen collaboration with NaFAA and local county authorities to affect this.

ARTICLE XI

DISCIPLINARY MEASURES

Section 1: Offences

LAFA sees the below as a gross offence and violation of this Constitution. Accordingly, all officers and members of the Association are required to adhere to and avoid committing any of the following:

- a) Violation of any of the provisions of the Constitution, Byelaws or Rules of LAFA.
- b) Publishing or circulating among the membership false and misleading reports, information, or misrepresentation.
- c) Slandering or willfully wronging a member or officer of the LAFA.
- d) Using abusive language or disturbing the peace and harmony of any meeting in or around any office or meeting place of LAFA.
- e) Fraudulently receiving any money due to LAFA or misappropriating the money and funds of LAFA.
- f) Using the name of LAFA to solicit funds or making commitments without the knowledge and consent of the Executive Committee.
- g) Deliberately and willfully engaging in conduct that violates the responsibility of members towards LAFA.

- h) Using the office of LAFA, the organisation's letterhead and other official documents for personal gains.
- i) Any other offences not specified in the Constitution that are or may be detrimental to LAFA as determined by LAFA's leadership.

Section 2: Penalties

- a) Officers and members of the Association may be penalised for committing any one or more of the above-listed offences in section 1 under Article XI. Members of the Association found in gross violation shall be tantamount to either fine, suspension, or expulsion from the Association, depending on the gravity of the offence(s).
- b) The Committee on Gender, Grievance and Ethics shall be responsible to investigate and determine the gravity of each and any offence and recommend the necessary action to the Executive committee.

Section 3: Impeachment

- a) Any elected official of LAFA who shall violate any of the provisions in Article XI, Section 1 of the By-laws and Constitution of the Association shall be impeached by 2/3 majority votes of the General Assembly.
- b) In the case of embezzlement or misappropriation of LAFA's funds, if proven guilty, said official shall be duly prosecuted by the court of competent jurisdiction of the Republic of Liberia.

Section 4: Investigation Timeline

- a) If a person accuses a member or official of the Association, he or she shall provide all evidence to the Executive Committee in 10 days in writing with a Cc copy sent to the Board of Directors on the day of the allegation.
- b) The Board and the Executive shall hold a special session to investigate the matter.
- c) The Board of Directors and the Executive Committee shall make a comprehensive decision in 20 days from the date the complainant's evidence was provided
- d) The decision from the special session shall be made public, and a copy of the said decision shall be filed for future reference.

ARTICLE XII

CONDUCT OF ELECTION

Section 1: Election Timeline

- a) Election(s) for the Executive Committee and the leadership of LAFA shall be held in the third year of the tenure of the Executive Committee.

- b) The Executive Committee shall serve for three years; in the third year, there shall be an election of Executive Committee Members.
- c) The third General Assembly meeting shall be described as the National Convention, which shall be the election year for the Executive Committee.
- d) Each county shall send an equal representation to the convention.
- e) Each delegate shall be responsible for underwriting their expenses leading to the convention.
- f) An ad hoc election committee shall be set up to manage LAFA elections during each election year.
- g) The Chairperson of the Board of Directors shall be ex-officio to the Election Committee.
- h) A simple majority shall be required to win an election;
- i) An unopposed candidate shall be recognized as a winner to occupy any seat s/he vie for.

Section 2: Election Qualification

- a) A candidate/nominee for an elected position must be cleared of any liability to LAFA.
- b) Must have an up-to-date dues payment record.
- c) Must have a track record of working within the artisanal fishing sector.
- d) An Executive Committee member who wants to be re-elected shall apply like all other candidates.
- e) Candidates applying for any of the Executive Committee (National President, National Vice President for Administration, National Vice President for County Coordination, National Secretary General, National Financial Secretary, and the National Treasure) positions must have a minimum of high school education with proven documents.

ARTICLE XIII

GENERAL ASSEMBLY

Section 1: The Governing Body of LAFA

- a) The General Assembly shall be the supreme governing body of LAFA, and its decision shall be binding on members and officials of the Association.
- b) Decisions deriving from the General Assembly shall be based on single majority votes and shall be final.

Section 2: Time of the General Assembly

- a) The General Assembly shall be held annually on the **First Saturday** of December in each year.
- b) Notice and invitation to the General shall be made available to participants at least 30 days before the Assembly.
- c) The General Assembly meeting where Executive Committee members shall be elected shall be called the Assembly of Convention.

Section 3: Calling of the General Assembly

- a) The Executive Committee shall determine the place for holding the General Assembly.
- b) The Board of Directors shall approve every location called to hold the General Assembly meetings.
- c) This information shall form part of the invitation and published notice for the General Assembly.

Section 4: Delegates to the Assembly

- a) The delegates to the General Assembly shall be selected by each fishing community independently.
- b) Delegate names shall be submitted to the Executive Committee 15 days before the Assembly.
- c) The Executive Committee, with the Board of Directors' approval, shall determine the number of delegates per community and county each year.

Section 5: The Secretary to the Assembly

- a) During the General Assembly meeting each year, the Executive Director shall serve as secretary to the Assembly.
- b) The secretary shall ensure invitations and publications about the Assembly are made in accordance with this Constitution.
- c) During the Election year, the Ad hoc Election Chair shall resume the role as secretary to the Assembly.

Section 6: Presiding Officer of the Assembly

- a) The President of the Board of Directors shall be the chief presiding officer of the General Assembly.
- b) S/he shall nominate a member of the Board of Directors to act in his/her place in the event of his/her absence.

Section 7: Assembly Delegate Composition

The delegate to the General Assembly shall be composed of the following:

- a) All Executive Committee members
- b) Accredited delegates from fishing communities
- c) Representatives of the Board of Directors
- d) National and International partners, as determined by the Executive Committee and approved by the Board of Directors.
- e) NaFAA, etc

Section 8: Quorum

- a) For the proceedings of the General Assembly to be valid, there must be at least 2/3 of the total invited delegates present.
- b) The number and list of invited delegates shall be published during the Assembly.
- c) All Executive Committee members and the Board of Directors are required to be present during the General Assembly.
- d) The absence of any Executive Committee member and Board shall be done in writing.
- e) Only registered and dues paying LAFA members can vote during the Assembly

Section 9: Cost of the Assembly

- a) The Executive Committee shall be responsible for designing a strategy to unwrite the cost of the General Assembly.
- b) Dues and other fees shall be known to all fishing communities for at least 30 days before the Assembly.
- c) Attendees shall be responsible for their travel and accommodation costs to the Assembly.

ARTICLE XIV

SPECIAL ASSEMBLY

Section 1: Special Assembly Meeting

- a) If an issue is unresolved during the General Assembly meeting, based on the gravity of the matter, a resolution to a Special Assembly shall be made.
- b) The Special Assembly shall be held at least 15 days after the General Assembly meeting.

Section 2: Special Assembly Meeting Notification

- a) When a special assembly is called, all branches or fishing communities shall be notified two (2) weeks prior to the hosting of such assembly.

Section 3: QUORUM of a Special Assembly:

- a) The quorum of the special assembly shall be the same composition as that of a General Assembly. Its duties shall be limited only to the subject for which it was called.

ARTICLE XV

HONORARIUM

Section 1: Honouring of an Executive Committee Member

- a) An Executive Committee member who serves the association diligently, free of corruption or any misappropriation or abuse of the organisation's resources, shall receive an accolade at the end of his/her term in office. This shall be done by the Board of Directors at a General Assembly gathering.

ARTICLE XVI

RESIGNATION

Section 1: Resignation Proceeding

- a) Any Executive member who wishes to resign (voluntarily/otherwise) his/her position at any time shall inform the National President and the Board of Directors of his/her decision to resign one (1) month before the effective date of his/her resignation.
- b) The same shall apply to people serving on a standing committee.

Section 2: Turning over of Document After Resignation

- a) If an Executive Committee member or an officer resigns, s/he shall turn over all assets and documents of LAFA within his/her possession. Upon handing over all assets and documents, the Executive Committee shall present a clearance letter to the resigned staff.
- b) In the case of an Executive Committee member, upon the Board receiving the resignation of an Executive Committee member, the Board of Directors shall ensure that the executive member goes through a due auditing process and is cleared off by the Association in writing.

ARTICLE XVII

REMOVAL FROM OFFICE

Section 1: Removal of An Executive Committee Member from Office

- a) An Executive Committee member shall be removed from office if he/she is caught breaching the Constitution of the LAFA according to Article XI, Section 1.
- b) Prior to convening to cast a vote of no confidence within an Executive Committee member, an ad hoc grievance committee shall hear the matter and come up with a recommendation that may lead to the official removal from office.
- c) If the matter reaches the point of removal from office based on the ad hoc grievance committee hearing recommendation, the Board of Directors shall call for an emergency Board Meeting.
- d) During the emergency Board of Directors meeting, 2/3 of the members must cast a vote before an Executive Committee member can be removed from office.

ARTICLE XVIII

CONSTITUTION REVIEW AND AMENDMENTS

Section 1: Amendment

- a) All proposed amendments to the 2022 Revised By-laws and Constitution of the Liberia Artisanal Fishers Association (LAFA) Constitution shall be submitted to the Executive Committee in writing 30 days before the General Assembly Meeting.
- b) The Executive Committee shall submit a request to the Board of Directors up to at least a week upon receipt.
- c) The Board of Directors shall review said request to amend specific clause (s) of the Constitution and shall place it on the agenda for discussion during the General Assembly meeting.
- d) Upon deliberating the matter to amendment, a specific clause (s) of the LAFA's Constitution, 2/3 of the General Member must agree through a secret ballot cast.
- e) The agenda for the General Assembly Meeting shall be sent out to all LAFA members at least 15 days before the Meeting with all matters captured.

ARTICLE XIX

OATH OF OFFICE FOR THE EXECUTIVE COMMITTEE

The oath of office shall be taken by all Executive Committee Officers at the handing-over and induction ceremony before the authorities of the LAFA and administered by any person deemed fit.

I _____ HAVING BEEN ELECTED TO THE OFFICE OF _____ FOR _____, FAITHFULLY PROMISE TO EXECUTE MY DUTIES AS AN EXECUTIVE OFFICER. I WILL DO IT TO THE BEST OF MY ABILITY TO UPHOLD AND DEFEND THE CONSTITUTION OF LAFA, SO HELP ME, GOD.

OATH OF ALLEGIANCE FOR THE BOARD:

All new members of the Executive Administrative Board of LAFA shall take this\ Oath to be administered by the president.

I _____, HEREBY, DO ACCEPT THE MEMBERSHIP INTO THE BOARD OF LAFA AND DO SOLEMNLY PLEDGE THAT I SHALL PERFORM MY DUTIES DURING THE TERM OF OFFICE, ALWAYS LIVE UP TO THE PILLARS OF LAFA, AND SHALL NEVER UNDER ANY CIRCUMSTANCE DIVULGE ANY OFFICIAL SECRET OF THE BOARD, BETRAY A COLLEAGUE, BECOME DISLOYAL TO LAFA MEMBERS, OR USE THE BOARD FOR ANY OF MY OWN SELFISH OR PERSONAL INTEREST. SO HELP ME, GOD.

MEMBERS AND PARTICIPANTS OF THE CONSTITUTION REVIEW COMMITTEE



ENVIRONMENTAL JUSTICE FOUNDATION
Community for Fisheries Project



Attendance Form

Activity: LAFA Constitution Review
Date: 12/19/2022
Venue: EJF County Office

No.	Date	Name	Purpose	Cell #	Signature
1	Dec 19, 2022	Terry N. Blamo	Review of LAFA Constitution	0777094298	
2	" " "	Napoleon Robson	"	0775575417	
3	" " "	Christopher Kiel	"	0778120723	
4	" " "	Philip D. George	"	0770951844	
5	" " "	Lewis Gidley	"	0777353437	
6	" " "	Linda T. Tozhar	"	0776553678	
7	" " "	Theresa S. Kungwa	"	0770438586	
8	Dec 19, 2022	Tefa C. Doe	"	0770599603	
9	192022	Olivia P. Livingstone	Review of LAFA Constitution	0770195513	
10	Dec 19, 2022	Isabella N. Nola	Review of LAFA Constitution	0778784192	
11	Dec 19, 2022	Robert D. Mall	Review of LAFA Constitution	0777291132	
12	12/19/22	Morris M. Kausual	LAFA Constitution Review	0886285579	

ARTICLE XX

PROMULGATION AND ADOPTION

This Constitution and By-laws of LAFA is hereby faithfully approved, promulgated, and adopted on this 14st Day of March A.D. 2023 as LAFA working instrument for the governance of the organisation hereinafter.