

# **Mauritanian Friendship Association of Greater Cincinnati**

**M.F.A.G.C.**

## ***CONSTITUTION***

### **PREAMBLE**

United in the goal of preserving our cultural heritage and achieving high standards for the Mauritanian community in the Greater Cincinnati area, we hereby declare the birth of the Mauritanian Friendship Association of Greater Cincinnati.

The Mauritanian Friendship Association of Greater Cincinnati is a **non-profit** and **non-political** organization.

The Mauritanian Friendship Association of Greater Cincinnati shall abide by American laws.

### **ARTICLE I - Name - Location – Purpose**

**Section 1:** The name of the organization is **MAURITANIAN FRIENDSHIP ASSOCIATION OF GREATER CINCINNATI** with the acronym **M.F.A.G.C.**

**Section 2:** The Executive Bureau of the Association is granted the authority to determine the location of the headquarters of the Association.

**Section 3:** Purpose of the Association

- Dedicate itself to strengthen the Mauritanian community in the Greater Cincinnati area and to promote the welfare of its members
- Promote the Mauritanian culture in the United States.
- Facilitate relationships between the people of Mauritania and the people of America through socializing and culture.

## **ARTICLE II - Mission of the Association**

The mission of the Association is to plan and implement programs and activities that reflect the purpose cited in Article I.

## **ARTICLE III – Membership**

**Section 1:** Are eligible for membership

- a) Residents of the Greater Cincinnati area who are of Mauritanian Descent.
- b) Residents of the Greater Cincinnati area who are parents, children or spouses of persons of Mauritanian Descent.
- c) Residents of the Greater Cincinnati area who are committed to the mission of the Association.

**Section 2:** To be considered active members, all adult members shall pay Membership dues as established in the by-laws.

## **ARTICLE IV - Structure of the Association**

**Section 1:** The Association is composed of the three (3) following bodies: the General Assembly, the Executive Bureau and the Advisory Council.

**Section 2:** The composition and duties of the members of the Executive Bureau and the Advisory Council are established in the By-Laws.

## **ARTICLE V - The General Assembly**

The General Assembly consists of all the members of the Association.

## **ARTICLE VI - The Executive Bureau**

The Executive Bureau is established to manage and represent the Association.

## **ARTICLE VII - The Advisory Council**

The Advisory Council is established to provide counsel to the Executive Bureau on all matters of the Association. The Advisory Council is in charge of resolving conflicts within the Association.

## **ARTICLE VIII - Elections**

Procedures for Elections are established in the bylaws.

## **ARTICLE IX - Meetings**

Meetings procedures are established in the bylaws.

## **ARTICLE X - Amendments**

**Section 1:** Amendments to the Constitution or Bylaws may be initiated by the Executive Bureau or by a petition signed by one-fifth (1/5) of the active membership of the Association.

**Section 2:** A two-third (2/3) vote at the General Assembly is required to amend the Constitution or the Bylaws.

**Section 3:** The Constitution, the Bylaws and all amendments are effective from the date of approval by the General Assembly.

## **ARTICLE XI - Resignation or Removal from Office**

**Section 1:** An officer may resign with a 30 day written notice submitted to the President or the Secretary General.

**Section 2:** The General Assembly may remove officers who violate the Constitution or Bylaws with a two third (2/3) majority vote.

**Section 3:** The executive Bureau may remove officers absent for more than sixty (60) days without valid reasons. In the case of a vacancy, the Executive Bureau may select a temporary replacement until the following General Assembly meeting.

**Section 4:** Officers leaving Office shall return all belongings of the Association within 30 days.

## **ARTICLE - XII: Dissolution**

**Section 1:** Only the General Assembly can dissolve the Association with a two third (2/3) majority vote.

**Section 2:** In the event of dissolution, all assets of the Association are transferred to another non-profit organization selected by the General Assembly with a two third (2/3) majority vote.

*Amendments to the Constitution adopted by the General Assembly  
on \_\_\_\_\_ in Cincinnati, OH*

*The President \_\_\_\_\_*

*The Secretary General \_\_\_\_\_*

# **Mauritanian Friendship Association of Greater Cincinnati**

**M.F.A.G.C.**

## ***BYLAWS***

### **ARTICLE I – Membership**

**Section 1:** Active members are members who are current in the payment of Membership dues. All members 18 years or older shall pay membership dues.

**Section 2:** Membership dues are twenty (\$20) dollars twice a year: One payment of \$20 by June 31, and one payment of \$20 by December 18.

**Section 3:** Only active members are entitled to the benefits and voting privileges of the Association. Underage children of active members are considered active members of the Association.

**Section 4:** Membership may be revoked by the Advisory Council for violation of the Constitution or the Bylaws.

### **ARTICLE II – Finances**

**Section 1:** The financial resources of the Association consist of Membership Dues, Donations and Fundraising.

**Section 2:** The fiscal year of the Association is from January 1<sup>st</sup> to December 31<sup>st</sup>.

**Section 3:** The Executive Bureau set and approves all expenses of the Association.

**Section 4:** In the event of fraud or impropriety, the association reserves the right to take necessary legal action to recover misappropriated funds or redeem its image.

**Section 5:** All financial transactions or commitments for and on behalf of the Association must be approved by the President with either the Secretary General or the Treasurer.

## **ARTICLE III – Organization Chart**

As stated in article IV of the Constitution, the three bodies of the organization are the General Assembly, The Executive Bureau and Advisory Council.

### **Section 1: The General Assembly**

The General Assembly consists of all members of the Association.

The General Assembly elects the members of the Executive Bureau and the Advisory Council on simple majority votes.

### **Section 2: The Executive Bureau**

The power of the Management and representation of the Association is vested in the Executive Bureau. The Executive Bureau makes its decisions by simple majority vote. In the event of a tie, the president's vote overrules.

The Executive Bureau is comprised of 11 members elected by the General Assembly

- 1) President, 2) Vice-President, 2) Secretary General, 3) Assistant Secretary General, 4) Treasurer, 5) Cultural Affairs Officer, 6) Assistant Cultural Affairs, 7) Social Affairs Officer, 8) Assistant Social Affairs, 9) Organization & Logistics Officer, 10) Auditor 11) IT Officer

As necessary, the Executive Bureau may establish special committees or select delegates to assist with the activities of the Association.

### **Section 3: The Advisory Council**

The Advisory Council is in charge of resolving conflicts within the Association.

The Advisory Council provides counsel to the Executive Bureau on all matters.

The Advisory Council consists of 8 members, including the Chairperson, elected by the General Assembly.

The Advisory Council is in charge of selecting an Election Committee for each election.

## **ARTICLE IV – Duties of Officers**

### **Section 1: The President**

The President is the chairperson of the Executive Bureau and the President of the Association.

The President is a signatory to the bank Account with the Treasurer and Secretary General.

The President shall present an annual report at the annual meeting of the General Assembly. The President shall provide a monthly update to the Advisory Council on the state and activities of the Association.

## **Section 2: Vice President**

The Vice President is the Spokesperson of the Association.

The Vice President assumes other functions at the request of the President.

The Vice President assumes the position of President in the event the President is unable to complete his/her term of office.

## **Section 3: Secretary General & Assistant Secretary General**

**3.1** The Secretary General keeps the minutes of all meetings.

The Secretary General handles all communications within the Association.

The Secretary General is a signatory to the bank account. His/her records shall be made available to the next administration.

The Secretary General assumes the position of President in the event both the President and the Vice President are unable to complete their term of office.

Only the Secretary General can request a General Assembly meeting.

**3.2** The Assistant Secretary General assists the Secretary General in his/her duties. The Assistant Secretary General assumes other functions at the request of the Secretary General.

Assistant Secretary General assumes the position of Secretary General in the event the Secretary General is unable to complete his/her term of office.

## **Section 4: The Treasurer**

The Treasurer has custody of all the funds of the Association.

The treasurer shall keep records of all received funds and disbursements.

The treasurer is a signatory to the Association's Bank account.

The Treasurer shall provide a financial report at each meeting of the Executive Bureau.

## **Section 5: Cultural Affairs Officer & Assistant Cultural Affairs**

**5.1** The Cultural Affairs Officer is in charge of programming and implementing all Cultural activities of the Association

**5.2** The Assistant Cultural Affairs assists the Cultural Officer in his/her duties. The Assistant Cultural Affairs assumes other functions at the request of the Cultural Affairs Officer.

### **Section 6: Social Affairs Officer & Assistant Social Affairs**

**6.1** The Social Affairs Officer is in charge of programming and implementing all Social activities of the Association.

**6.2** The Assistant Social Affairs assists the Social Officer in his/her duties. The Assistant Social Affairs assumes other functions at the request of the Social Affairs Officer.

### **Section 7: Organization & Logistics Officer**

The Organization & Logistics Officer is in charge of all matters of organization and logistics regarding all activities of the association.

The Organization & Logistics Officer has custody of all non-monetary resources of the Association.

### **Section 8: Auditor**

The Auditor reviews all the assets and expenditures of the Association. The Auditor confers to the Executive Bureau in case of discrepancy in the books of the Association.

### **Section 9: IT Officer**

The IT officer is in charge of all operations related to Information Technology.

The IT officer administers the website of the Association [www.MauriGC.org](http://www.MauriGC.org)

The IT Officer works directly with the President and assumes all IT functions at the request of the President.

## **ARTICLE V – ELECTIONS**

**Section 1:** The General Assembly elects all officers with single majority votes.

**Section 2:** Candidates for the Presidency shall submit their candidacy to the Advisory Council no later than 30 days before the election.



**Section 3:** Every active member 18 years or older has the right to vote and the right to candidacy.

**Section 4:** The Advisory Council sets up an Election Committee for every election. Candidates are not permitted to belong to Election Committees.

**Section 5:** Members of the Executive Office and the Advisory Office are elected every two (2) years. Elections are held between in December or January.

**Section 5:** A quorum of fifty (30) active members is required to hold elections.

**Section 6:** The Advisory Council shall provide the Secretary General with all records of elections.

## **ARTICLE VI - MEETINGS**

### **Section 1: The General Assembly**

The General Assembly shall hold 2 regular annual meetings. The Executive Bureau decides the date, time and place of the meeting.

The Executive Bureau may request a General Assembly meeting as necessary

The Advisory Council may request a General Assembly meeting as necessary. In such case, the Advisory Council shall provide the Secretary General with a minimum of (7) days' notice.

### **Section 2: The Executive Bureau**

The Executive Bureau shall meet at least once a month.

As necessary, the Executive Bureau shall meet by request of the President or two thirds (2/3) of its members.

Meetings of the Executive Bureau require a quorum of

- 3 officers if the President is present.
- 4 officers if the President is absent.

**Section 2: The Advisory Council**

The Advisory Council shall meet as necessary.

Members of the Advisory Council may participate in the Executive Bureau's meetings as observers.

*Amendments to the Bylaws adopted by the General Assembly  
on \_\_\_\_\_ in Cincinnati, OH*

*The President \_\_\_\_\_*

*The Secretary General \_\_\_\_\_*