
Constitution

**Liberian Association of
Hamilton and Niagara
(LAHN)**

Prepared: December 2018

Amended: November 30th, 2025

CONSTITUTION OF LAHN

DECLARATION OF ESTABLISHMENT

PREAMBLE:

WHEREAS we, as a concerned group of Liberian Canadian citizens residing in Hamilton and the Niagara region and its geographic areas, irrespective of our religious and political ideology, gender identity or ethnicities.

DETERMINED to promote the positive image and shared values of Canada and Liberia and foster cooperation between our two nations, cultures, and people.

RESOLVED to ensure cooperation between our community and the broader Canadian society through active engagement and participation in community-building initiatives

REALIZING the urgency to build a vibrant and thriving Liberian diaspora community and forge inter-beneficial partnerships that focus on passing a legacy to future generations.

DO HEREBY organize and incorporate ourselves into a non-governmental, not-for-profit corporation to be known and styled: **LIBERIAN ASSOCIATION OF HAMILTON AND NIAGARA (LAHN)**.

ARTICLE I: Articles of Incorporation

- a) This Constitution shall be read subject to the corporation's Articles of Incorporation and in accordance with the applicable legislation, including the Ontario Not-for-Profit Corporations Act, 2010 (ONCA) or the Canada Not-for-Profit Corporations Act (CNCA), as applicable. In the event of any conflict, the Articles of Incorporation and governing legislation shall prevail.
- b) Bylaws of the Liberian Association of Hamilton and Niagara Region
- c) These Bylaws are enacted pursuant to the Ontario Not-for-Profit Corporations Act, 2010 (ONCA), and shall govern the internal affairs of the Liberian Association of Hamilton and Niagara (LAHN), subject to its Articles of Incorporation and the provisions of the Act.”

ARTICLE II

Section 1. NAME

The name of this organization shall be the Liberian Association of Hamilton & Niagara Region; henceforth, it shall be referred to as LAHN.

Section 2. ADDRESS and HEAD OFFICE

The address and head office shall remain in the Hamilton municipality.

Section 3. AIMS, OBJECTIVES, and MOTTO

• 3.1. The objectives of LAHN are to:

- a) Support newcomers by helping them integrate effectively into the community;
- b) Provide the necessary education, resources, and tools that promote successful assimilation and long-term settlement;
- c) Build and strengthen strategic partnerships and networks within the broader Canadian society to advance the well-being of the Liberian community;

- d) Engage in fundraising activities to support and execute the organization's programs, initiatives, and projects;
- e) Provide satisfactory social, cultural, and recreational activities that enrich community life and foster unity;
- f) Support and assist community members in times of need, demonstrating compassion, solidarity, and collective responsibility;
- g) Create an enabling environment for all members to thrive while upholding shared values and community standards;

Section 4. The Motto of LAHN shall be as follows:

Fostering Unity, Peace, & Development.

Section 5. The Seal of LAHN

The Seal shall include the organization's name, logo, and motto. The president shall keep the organization's Seal from time to time, unless the membership decides otherwise. The validity of any cooperation's document is ensured by the seal of the organization.

Section 6. The Financial year

The financial year shall run from January 1 to December 31 of each year. LAHN shall conduct an annual financial review or audit in accordance with the ONCA threshold as follows.

- a) Revenue of \$500,000 or more: An audit is required.
- b) Revenue between \$100,000 and \$500,000: A review engagement (less extensive than an audit) is required, but an audit can be waived by an extraordinary resolution (at least 80% of members' votes at the annual meeting).
- c) Revenue of less than \$100,000: Both audit and review engagement can be waived by an extraordinary resolution by the Board of Directors.

Section 7. Whistleblower Policy:

- a) Members and staff may report unethical or illegal conduct anonymously without fear of retaliation.
- b) The Board shall investigate all reports promptly and confidentially.

Section 8. The Organization's Bank Account and Signing Officials

- a) The organization shall open and maintain a bank account with any financial institution in Canada for the conduct of corporate business from time to time.
- b) The only corporation members authorized to use their signatures for organization business are as follows (except as noted elsewhere in the Constitution):
 - i) Checks drawn upon the funds of the organization shall require the signatures of the Financial Secretary, and the President or the Vice-President;
 - ii) Withdrawal of any other organization's funds from the repository shall require two (2) Signatures: The Financial Secretary and the President or Vice-President;
 - iii) Any document committing the corporation to a plan of action requires two (2) signatures, a member of the board with temporary authorization of the Board of Directors and the President or Vice-President;
 - iv) In any financial matters, if there are only two (2) officials required as signatories, it shall be the Financial Secretary and the President or vice-president; and,
 - v) Signatories of the organization's account shall not be related by marriage, blood, or cohabitation.

ARTICLE II MEMBERSHIP

Section 1. Definitions:

Member

A Member is an individual who supports the mission and objectives of the Liberian Association of Hamilton and Niagara (LAHN), meets the eligibility criteria set out in these Bylaws, and has been admitted into membership in accordance with the procedures established by the Board.

Members shall have the following rights and responsibilities:

- The right to receive notice of, attend, and vote at all meetings of the members.
- The obligation to comply with the Bylaws, policies, and code of conduct of the Corporation.
- The right to propose resolutions and participate in elections, subject to the terms outlined herein

Section 2. Inclusive Membership

Membership of LAHN shall be inclusive of Liberians and non-Liberians.

There shall be two (3) classes of membership in this corporation, consisting of:

Class A – Full Membership

Class A membership shall be granted to:

- Individuals of Liberian descent who reside within the geographic boundaries of the organization, defined as Hamilton, the Niagara Region, and any city within a 45 km radius.

Rights and Privileges: Class A members shall have full rights and privileges, including:

- The right to vote in all organizational elections and decisions.
- The right to contest for any elected office.
- The right to participate fully in all organizational activities.

Class B – Associate Membership

Class B membership shall be granted to:

- Individuals of non-Liberian descent who are legally married to a Liberian and reside within the geographic boundaries of the organization, defined as Hamilton, the Niagara Region, and any city within a 45 km radius.

Rights and Privileges: Class B members shall:

- Have the right to vote in all organizational elections and decisions.
- Be eligible to contest for any elected office **except** the positions of **President, Vice President, and General Secretary**.
- Participate fully in organizational programs and activities.

Class C – Affiliate Membership

Class C membership shall be granted to:

- Individuals of non-Liberian descent who are not married to a Liberian.
- Individuals who reside outside the geographic boundaries of the organization, defined as Hamilton, the Niagara Region, and any city within a 45 km radius.
- Organizations or individuals who support the mission and objectives of LAHN but do not meet the criteria for Class A or B.

Rights and Privileges: Class C members may:

- Attend meetings and participate in programs.
- Observe or supervise voting activities.
- Not vote or contest for elected office.

Section 3. Privacy Policy:

Member data shall be collected, stored, and used in accordance with applicable privacy laws. Personal information will not be shared without consent.

Section 4. Anti-Discrimination Clause:

LAHN is committed to equity, inclusion, and non-discrimination based on race, gender, religion, disability, sexual orientation, or any other protected status.

Section 5.

- a) Any registered and dues-paying member, who has resided for a year or more in article II, section 1, (a) is qualified to run for office; and,
- b) Membership shall be voluntary, and withdrawal of membership shall also be voluntary unless otherwise determined by the organization.

Section 6. FEES and DUES

- a) All members shall be duly registered and must pay monthly or yearly dues and charges as may be from time to time to be active;
- b) There shall be a monthly due payment for all members in the amount of \$10.00 CAD.
- c) A member is in financial good standing if dues are paid in full for the current fiscal year or as to what is outstanding per month that elapses.

Section 7. TERMINATION and REINSTATEMENT of MEMBERSHIP

Causes of termination. The membership of a member shall be terminated upon the occurrence of any of the following events:

- i. The resignation of a member;
- ii. Non-payment of dues by a member or officer shall be considered equivalent to a resignation, i.e. the name will be dropped from the membership rolls, unless extenuating circumstances are given or known;
- iii. All rights of membership cease upon a member's death; and,
- iv. No member may transfer a membership.
- v. No cancellations or refund of dues shall be paid if a member resigns before the close of his membership year

Section 8. REINSTATEMENT of MEMBERSHIP

In the event any member drops out or is expelled from the society for a period of one year or more and wishes to rejoin, they may rejoin the organization. They shall make a formal request to the general body through written communication expressing their intention to rejoin. And a $\frac{2}{3}$ majority votes taken by a full membership's Conference or Annual meeting, full former membership rights and

privileges will be reinstated. No refund of dues will be provided to any member who resigns or withdraws their membership.

ARTICLE III Meetings

Section 1. MEETINGS of MEMBERS

- a) The sessions of the membership shall be held at any place within the cities of Hamilton and the Niagara region; unless in the absence of any such designation, members' meetings shall be held at the principal office of the organization;
- b) There shall be a general monthly meeting on the last Sunday of each month;
- c) LAHN shall maintain records of meetings, resolutions, financial statements, and member registers.
- d) The organization, at the end of LAHN's financial year, shall have an annual conference for the executive officials to give a full account of financial records or audit and other reports of LAHN's standings over the year in review; and,
- e) A special or emergency meeting of the members for any lawful purpose may be called at any time by any of the following:
 - i. The Board of Directors;
 - ii. The President, or
 - iii. Fifty percent (50%) or more of the membership, and a member of the Board or Executive shall preside over the meeting.

Section 2. General Meetings

- a) **Monthly General Meetings** The association may aim to hold a general meeting of the membership on the **last Sunday of each month**.
- b) In recognition of competing priorities and community events, the Executive Committee may reschedule or cancel a monthly meeting when necessary.

- c) In such cases, members shall be notified at least **seven (7) days** in advance, and a summary of key updates or decisions shall be shared with the membership in writing within **ten (10) days** following the originally scheduled meeting date.
- d) The Executive Committee shall ensure that **no fewer than six (6) general meetings** are held annually.
- e) Meetings may be held electronically or in a hybrid format, provided all participants can communicate in real time.

Section 3. Notice of Members' meetings

- a) All notices of meetings shall be sent, or otherwise given, not less than seven (7) days, unless it is an emergency meeting; and,
- b) Notice of any meeting of members shall be given by the following means:
- c) in person, i.e. by citation, by email, by mobile phone, i.e. text message, or by written communication.

Section 4. Absentee Voting

- a) There shall be no absentee voting.
- b) Voting may occur electronically if authorized by the Board in view of prevailing circumstances, e.g. COVID.

Section 5. Quorum

- a) The quorum for a meeting shall be one-fourth (1/4) of the total voting members present, which may constitute a quorum for the transaction of business at a meeting of the members.
- b) A quorum for member meetings shall consist of at least 50% plus one of voting members, or a minimum of 10 members, whichever is greater.

Section 5. Adjournment of Meeting

- a) Any membership meeting, annual conference, special or emergency meetings, whether or not a quorum is present, may be adjourned by the vote of the majority of the voting bodies represented at the meeting;

Article IV: NOMINATIONS and ELECTIONS

Section 1. Eligibility to vote

- a) The members eligible to vote shall be those members defined in Article II, section 1, (a); section 2, (a) and must be age eighteen (18) years old; and,
- b) Manner of Voting. Voting may be done by voice, by hand counting, or by a secret ballot from time to time.
- c) Nominating Committee
The President shall appoint an ad hoc committee from the membership to receive applications and select qualified candidates for nomination to the various elected positions at least three (3) months before the date of any elections; the committee shall reflect the diverse nature of our communities. The Committee shall solicit candidates from these various communities.
- d) The nominating committee shall not include any person who is serving as an officer or director;
- e) The nominating committee shall make its report at least forty (40) days before the date of election, and the General Secretary shall forward to each member, with the notice of meeting required; and thereafter the committee shall be dissolved after its work has been completed.

Section 2. Nomination of Board of Directors.

The Board of Directors of LAHN shall consist of no fewer than three (3) and no greater than seven (7) directors.

- A. Qualifications: A composition of the Board of Directors (BOD) with diverse backgrounds:
1. Must have good financial standing with the community and organization;
 2. Must have no conflicts of interest;
 3. Must have a time commitment, to include regularly attending meetings and participating in community events;
 4. Must subscribe to high ethical and moral standards;
 5. Must have effective communication skills in discussing issues like budget, conflicts, developments, enforcing rules and representing the organization's interests;
 6. Must have problem-solving skills;
 7. Must have some financial and managerial knowledge; and
 8. Must have a genuine commitment and interest in the community to see its growth and development, and a willingness to collaborate with others to achieve its aims and objectives.

These qualifications help to ensure that board members are well-equipped to handle their responsibilities and contribute positively to the community.

B. Election of Board of Directors

During the meeting to elect directors, every voting member present at the meeting may place the names of the nominees in the election box;

Candidates receiving the highest votes shall be elected as directors. There shall be a minimum of three and a maximum of seven members of the Board of Directors (BOD)

Article V – Election of Directors

Section 1. Nominating Committee

- a) **Formation and Purpose:** The President shall appoint an ad hoc Nominating Committee from the general membership **at least six (6) weeks prior** to any scheduled elections. The committee shall be responsible for receiving applications and selecting qualified candidates for nomination to the board.

- b) **Committee Composition:** The Nominating Committee shall reflect the diverse nature of the communities represented by the organization. It shall actively solicit candidates from the community to ensure inclusive and equitable representation.
- c) **Eligibility and Dissolution:** No individual currently serving as an officer or director shall be eligible to serve on the Nominating Committee.
- d) The committee shall submit its final report of nominated candidates to the General Secretary **no later than twenty-one (21) days before** the scheduled election date. The General Secretary shall distribute the report to all eligible voting members along with the official notice of the election meeting.
- e) The Nominating Committee shall be dissolved upon completion of its duties.

Section2. Election of the Board of Directors

- a) **Board Composition:** The Board of Directors of LAHN shall consist of **no fewer than three (3) and no more than seven (7)** members.
- b) **Qualifications:** Candidates for the Board of Directors must demonstrate the following:
 1. Good financial standing with the community and organization;
 2. No conflicts of interest;
 3. Commitment to attend meetings and participate in community events;
 4. High ethical and moral standards;
 5. Effective communication skills for discussing issues such as budgets, conflicts, developments, and organizational representation;
 6. Strong problem-solving abilities;
 7. Basic financial and managerial knowledge;
 8. A genuine commitment to the community's growth and development, and a willingness to collaborate toward shared goals.
- c) **Election Process:** Candidates receiving the **highest number of votes** shall be elected as directors. The final composition of the Board shall adhere to the minimum and maximum limits stated above.

Section 3. **Powers of the Board of Directors**

The BOD has general corporate powers. Subject to the provisions of the Federation of Canada Not-For-Profit Corporation law and any limitation in the Articles of Incorporation and these bylaws relating to action required to be approved by the members, the business and affairs of the corporation shall be managed, and all corporate powers shall be exercised by, or under the direction of, the board of directors.

Powers and Duties of the Board of Directors

1. **General Authority:** The Board of Directors shall supervise the management of the activities and affairs of LAHN in accordance with the Articles of Incorporation, these Bylaws, and the Ontario Not-for-Profit Corporations Act, 2010 (ONCA).
2. **Fiduciary Duties:** Each director shall act honestly, in good faith, and in the best interests of the Corporation.
 - Exercise the care, diligence, and skill that a reasonably prudent person would exercise in comparable circumstances.
 - Avoid and disclose any conflicts of interest in accordance with ONCA and these Bylaws
3. **Decision-Making Responsibilities:** The Board shall:
 - Approve LAHN's strategic direction, annual budget, and financial statements.
 - Establish and oversee Board committees as needed.
 - Approve policies and procedures governing LAHN's operations.
4. **Conflict of Interest:** Directors must: Disclose any actual or potential conflict of interest promptly.
 - Abstain from voting or participating in discussions where a conflict exists.
 - Ensure transparency and integrity in all board dealings
5. **Delegation of Authority:** The Board may delegate powers to officers, committees, or agents of the Corporation, provided such delegation is

consistent with ONCA. It does not absolve the Board of its oversight responsibilities.

6. **Indemnification and Insurance:** LAHN may indemnify directors and officers and purchase liability insurance, provided they have acted in good faith and in the best interests of the Corporation

Section 4: Removal and Term of Office of Directors

- i) All members of the board of directors shall hold office for two (2) years, and shall be re-elected for a subsequent two-year term. There shall be no term limitation to serve on the board;
- ii) If it is not the case that an annual conference is held at the end of the fiscal year, then the board members are to remain in office until otherwise;
- iii) The membership of the corporation shall remove any board member with an absolute majority vote, under the condition that they are deemed persona non grata to LAHN; and,
- iv) The Board of Directors (BOD) shall prescribe their own board rules.

E) Vacancies

- i) Any vacancy in the office of the Board of Directors may be filled only in the manner prescribed in Article VIII, Section 2,
- ii), and the vacancy may occur by removal, death, or resignation.

F) Place of Meeting

- i) The BOD director's meetings shall be held at any location within the political geography of the organization;
- ii) The BOD can choose to meet in person or do a teleconference, provided that the majority agreed;
- iii) The President of LAHN at any board meeting shall serve as the secretary to the board meeting; and,
- iv) All members of the Board of Directors (BOD) have equal votes and rights.

ARTICLE V: Elected Officials

Section 1. The Composition of Elected Officials

The executive council shall be comprised of the following:

i. The President; ii. The Vice President; iii. The General Secretary; iv. The Financial Secretary; v. The Treasurer vi. The Public Relations Officer (PRO), vii. Social Director.

ii. Directors and officers must disclose any actual or potential conflict of interest to the Board as soon as possible. They shall not participate in discussions or vote on matters where a conflict exists. All disclosures must be recorded in meeting minutes.

Section 2. The Election and Term of Officers

- a) The officials of the Liberian Association of Hamilton & Niagara (LAHN) shall be elected at an annual meeting or conference, or unless the board fixes another date and so notifies the assembly, and,
- b) All elected officials shall have a term of two (2) years in office and be re-elected for another term of two years and no more.

Section 3. Removal and Resignation from Office

- a) Any elected officer may be removed for a cause such as: Incapacitated, any criminal offence, bribery, incompetence in office, and financial crime;
- b) The vote to remove an Official is two-thirds (2/3) of a majority of the assembly of registered members present at a general or emergency meeting;
- c) Any officer may resign at any time they choose to resign if they notify the organization by writing, and upon the receipt of such communication, the officer will be investigated (when applicable) and when accepted, the individual will no longer be an officer; and,

- d) Any elected officer may be suspended from their position for failing to attend two (2) consecutive general meetings without valid extenuating circumstances. The Board of Directors may enforce suspension based on recommendations from the Executive following an investigation.

Section 4. Vacancies in Officers

- a) A vacancy may exist in any office because of death, removal, resignation, or any other cause; any such vacancy shall be filled only in the manner prescribed in the article. vii, section 1, and
- b) There shall be a by-election to fill a vacancy when such a vacancy exists from time to time in LAHN

ARTICLE VI: EXECUTIVE MEMBERS

Section 1. The Functions of the Executive Council Members

- a) The President Shall:

1. Summon through the General Secretary, a general and executive meeting of the organization as may from time to time be necessary;
2. Preside over all general and administrative meetings of LAHN;
3. Authorize the classified correspondence of the organization;
4. Be responsible for the coordination of the activities of the other members of the executive council;
5. Carry out any other duties whose nature demands the attention of the President's status;
6. Has the power to implement disciplinary action at meetings and against any erring member (s) of the Association as may be recommended by the Council of Elders and Disciplinary Committee;
7. Has the power to appoint a committee;

8. Be a co-signatory to all accounts of the organization; and,
9. Serve as the General Secretary to the Board of Directors.
10. Serve as an ex officio member of all ad-hoc and standing committees except the nominating committee and coordinate the work of all officers and committees so that the purpose of the association is served.

Section 2. The Vice President

b) The Vice President shall:

- a) Act according to Article VIII, Section 1 and its subsections above in the case of absence of the President;
- b) Assist the President in all his or her duties, if such a task is dedicated to him/her;
- c) Without prejudice to the generality of the preceding, he/she shall assume the Presidency with regard to the discharge of that office during the substantive President's absence, or Incapacitation, or resignation, or removal, or death; and,
- d) Perform any other functions, which are reasonably mandated to his or her office by the President.

Section 3. General Secretary

c) The General Secretary shall:

1. Be responsible for the Secretariat duties of the organization;
2. Summon meetings at the instance of the President, stating the agenda;
3. Keep minutes of all meetings of the Executive and Annual Meetings.
4. Take actions on minutes of such meetings;

5. Carry out any other duties which are reasonably incidental to his office.

Section 4. Financial Secretary

d) The Financial Secretary shall have the following functions and duties as follows:

1. Keep all financial records (financial statements, receipts, bank book, etc.) properly and updated;
2. He/she may issue a receipt to members for the payment of dues, fees and other payments from time to time;
3. He/she shall provide the members with a quarterly financial standing;
4. Collect all finances and turn them over to the Treasurer the same day for deposit in the organization's account;
5. He/she may be a signatory to the association's account; if three (3) signatures are required otherwise, the other officials;
6. Present at each annual meeting of the members of the corporation, LAHN, a comprehensive financial statement including the report of the accountant; sign such papers as may be required by his/her office or as may be directed by the board of directors; and
7. Cooperate with the audit committee in whatever way necessary during that period.
8. The Financial Secretary shall maintain financial records and make financial reports according to established financial policies.
9. Neither the Financial Secretary nor the Treasurer shall authorize payments alone; all disbursements require the approval of the President, the Financial Secretary and the Treasurer.

Section 5. Treasurer

e) The Treasurer shall:

1. Receive all monies of the corporation, LAHN, and have custody thereof;
2. Deposit the funds of the corporation LAHN in one or more banks selected by the board of directors and within the same or next business day;
3. keep a full account of all monies received and paid out and make such reports thereof to the membership and the executive council;
4. Receive and have custody of all deeds, securities, notes, contracts and other financial papers of the corporation LAHN and place them for safekeeping in the safe deposit vaults of a bank designated by the board of directors and under such rules of access as such board of directors shall determine;
5. He/she shall be a signatory to the association accounts
6. Serve as a member of the financial development committee;
7. Be one of the main signatories to the account (s) of the corporation LAHN; and,
8. Serve as a member of an audit committee to cause the books of account of the corporation, LAHN, to be audited at least once annually by an internal/ external audit.
9. The Treasurer shall oversee banking (deposits & withdrawals) and issue receipts.
10. He/She shall report according to the established management policies.

Section 6. The Public Relations Officer (PRO)

f) The Public Relations Officer shall have the following functions:

1. May design and execute promotional campaigns that involve direct communication with the community, consumers, and shareholders;

2. Dealing with enquiries from the public, the press, and related organizations;
3. Speaking publicly at interviews, press conferences and presentations;
4. Organizing promotional events such as press conferences, open days, exhibitions, tours, and visits;
5. He/she shall be responsible for disseminating information to the public; and
6. Serve as an ex officio member of all ad-hoc and standing committees except the nominating committee, and will coordinate and gather information surrounding the work of all officers and committees so that the purpose of the association is served.

SECTION 7. OTHER COMMITTEES

The corporation LAHN shall also have the following standing committees to implement its aims and objectives:

1. Finance & Investment Committee: This committee oversees the organization's financial health. It develops and manages the operating budget, sets financial goals, and ensures proper financial reporting and internal controls. It also oversees audits and investments to ensure accountability and transparency.
2. Programs, Projects & Planning Committee: This committee plans and executes various programs and projects. It ensures that projects align with the organization's strategic goals and oversees their implementation from inception to completion.
3. The Economic Development Committee advises on local business retention and recruitment. It develops policies and procedures to promote a healthy and diversified economy and works on projects that support business growth, redevelopment, and marketing efforts to attract new businesses.
4. Education, Training & Scholarship Committee: This committee promotes educational opportunities and training programs. It develops scholarship programs to support students and ensures educational initiatives align with the organization's mission. The committee also enhances training programs for staff and stakeholders.

5. **Audits & Legal Affairs Committee:** This committee oversees the organization's compliance with legal and regulatory requirements. It manages internal audits to ensure financial accuracy and accountability. The committee also handles legal matters, ensuring the organization adheres to all relevant laws and regulations.
6. **Research & Development Committee:** This committee focuses on driving innovation and growth through research and development. It identifies new trends, explores new technologies, and develops new products or services that benefit the organization. The committee also conducts research to support decision-making and strategic planning.
7. **Social Welfare, Women & Children, Youth, Cultural & Sports Committee:** This committee promotes social welfare and addresses the needs of women, children, and youth. It also organizes cultural and sports activities to foster community engagement and well-being. The committee works on initiatives to improve the quality of life for all community members, especially the vulnerable.
8. **Membership, Sponsorship & Strategy Committee:** This committee focuses on growing and maintaining the organization's membership base. It develops strategies to attract new members and retain existing ones. The committee also seeks sponsorship opportunities and partnerships to support the organization's activities and initiatives.
9. **Reconciliation/Arbitration Committee:** This committee handles conflicts and disputes within the organization. It works to resolve issues amicably through reconciliation and arbitration processes. The committee ensures that conflicts are addressed fairly and transparently, promoting a harmonious environment.
10. **Faith Building Committee:** This committee fosters spiritual growth and development within the community. It organizes faith-based activities, events, and programs to support members' spiritual well-being. The committee also works on building a strong sense of community through shared faith and values.
11. **Council of Elders:** This committee consists of experienced and respected members who provide guidance and wisdom to the organization. The Council of Elders advises on important matters, upholds traditions, and helps in decision-making processes. They are crucial in maintaining the organization's values and ensuring continuity.

12. The Council of Elders shall serve in an advisory capacity only and shall not override decisions of the Board or Executive.

13. Refugees and Immigration Committee: Established by the Executive, this committee supports refugees and newcomers with immigration-related issues. It provides guidance, resources, and advocacy to help individuals and families navigate the immigration system and integrate successfully into the community.

ARTICLE VII: Qualifications of Officials

Section 1. The President shall lead the organization, its policymaking and governance functions. The term consists of two months (election in October of the election year, inauguration in January), transition as President-elect—with the primary responsibility of learning the policies and procedures of the Association in preparation for the office of President, two years as President, and two months as President-elect—to provide continuity in transition. Specific responsibilities and functions of the President and the associated qualifications include:

I. A minimum of a post-secondary education or equivalent from a recognized academic institution.

II. Demonstrated ability and time to provide the vision and leadership required to guide the organization in positioning the Association for the future;

III. Breadth of knowledge and experience to lead the LAHN in making responsible, mission-driven decisions regarding the Association's policies and allocation of resources to meet its goals and priorities;

IV. Ability to preside at all meetings; strong interpersonal skills and understanding of strategic thinking in building consensus and taking action;

V. Ability to interpret policies and activities and communicate these to members;

VI. Ability to provide leadership by appointing Committees (in consultation with appropriate bodies and individuals) and serving as an ex officio member of all Committees, and;

VII. Candidates shall have no less than 12 months of membership to be eligible to contest any elected position

VIII. Age limit of twenty years and above.

Section 2. Vice President:

I. He/She must have a minimum of a post-secondary education or equivalent from a recognized academic institution

II. The Vice President must have the ability to assume the functions and responsibilities of the office of President in the absence or incapacity of the President through a broad understanding of the organization's purpose, goals, priorities, and activities. Additionally, the Vice President serves as the primary liaison to external partners and supports the president on a day-to-day basis. Qualifications, therefore, include extensive knowledge and experience with the organization's current activities.

III. The Age limit is twenty years and above.

Section 3. General Secretary

I. He/She must have a minimum of a post-secondary education or equivalent from a recognized academic institution

II. Must be able to serve as an executive administrative assistant, perform clerical and organizational tasks, but may also be responsible for more complex tasks.

III. In addition to routine secretarial functions such as filing, scheduling appointments, routing mail, taking minutes, or typing documents, the secretary must be able to conduct research, prepare reports for the executive committee or supervise clerical staff, manage the corporate record, or perform bookkeeping functions.

IV. He/she must have knowledge in maintaining filing systems and answering queries.

V. Must have experience in using various computer packages - Word, Excel, PowerPoint, etc.

VI. Age limit of twenty years and above.

Section 4. Financial Secretary

- I. He/She must have a minimum of a post-secondary education or equivalent from a recognized academic institution
- II. Must be able to assist with the verification of vendor invoices and assist in the distribution of payroll checks;
- III. Must have experience in inputting vouchers and performing necessary tasks for disbursements; and file correspondence, invoices, and other records in accordance with basic financial management principles.
- IV. Must be able to prepare and maintain a computerized fixed asset inventory of the organization;
- V. Must be able to assist with the preparation of budget documents
- VI. Age limit of twenty years and above.

ARTICLE VIII: USE OF ASSETS ON DISSOLUTION

Section 1 -- Dissolution

- I. In the event of dissolution, the residual assets of the organization will be turned over to one or more organizations which themselves have similar aims like LAHN;
- II. The Corporation does not contemplate pecuniary gain or profit to the members thereof and is organized for non-profit purposes, and no part of any of the net earnings thereof shall inure to the benefit of any member or other individual; and,
- III. The Association shall continue to function until it is officially voted out of existence by a two-thirds (2/3) majority of its full membership.

ARTICLE IX: AMENDMENTS

The constitution may be amended upon a two-thirds (2/3) vote of the membership present and voting at a regular/ annual meeting of the corporation, provided that a copy of the proposed amendment shall have been received by each member of the corporation at least thirty (30) days before the date of the meeting at which the proposed amendment is to be acted upon.

ARTICLE X: EFFECTIVE DATE

This constitution shall become effective immediately upon adoption by a two-thirds (2/3) vote of the corporation's membership present and voting.

In witness whereof, the undersigned Constitution Review Committee have subscribed their names to the Amended Constitution on this 30th day of November, 2025.

Signatures

Niamon Wuanti - Chairman

Martin Oghogho – Member

Theophilus Archieve Kiadii – Member

Jeremiah Cisco – Member

Paul Zaza Boi – Member

Prince Andrew Penie – Member

James Pewee - Member

Province of

Ontario

City of

Hamilton

Sworn to and subscribed before me this the day of, 20—

Notary Public

My commission expires: