

# CONSTITUTION

## ASSOCIATION OF LIBERIAN UNIVERSITIES (ALU)

### **PREAMBLE**

We, the Presidents of six Universities, to wit: The University of Liberia; Cuttington University; the African Methodist Episcopal University; The United Methodist University; The Stella Maris Polytechnic and the African Methodist Episcopal Zion University assembled at the Cuttington Monrovia office have realized through several local and international meetings that the Universities in many countries have formed local associations; do hereby resolve unanimously, to form a local association as follows:

### **Article 1: Name**

The Association shall be known as and called The Association of Liberian Universities (ALU)

### **Article II: Mission Statement**

The mission of ALU shall be to maintain high academic standards in all Liberian Universities and to promote collaboration, cooperation consultation and exchange of ideas and personnel, among students, faculty and the administration of member Universities.

### **Article III: Aims and Objectives**

ALU shall have the following aims and objectives:

- To set uniform standards for admission to Universities in Liberia
- To set standards for recruitment of faculty and staff
- To set standards for accreditation and
- To collaborate in all areas of common interest

### **Article IV: Activities**

ALU shall seek financial support from interested institutions/organizations to engage in the following activities:

- Conduct research in various fields of study
- Send junior faculty abroad to study for advanced Degrees. Publish journals and books
- Provide scholarships for needy students especially women
- Develop science and technology centers
- Attend international conferences
- Undertake outreach programs in the rural arrears

Establish links with regional and international organizations, to discover opportunities that will enhance knowledge creation and dissemination.

### **Article V: Membership**

a. Bona fide members:

Membership of ALU shall be open to all accredited Universities in Liberia, provided however that each University must have graduated students for at least, three consecutive years and many of such graduates must have been providing useful services to the Liberian public.

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Membership status may be reviewed from time to time to ensure high standards in the association.

b. Associate Members

Any Institution or Organization that provides funding and/or is preoccupied with activities that complements and/or promote the ideals of Higher Education in Liberia, may apply to be considered for Associate membership. In addition, junior colleges and new Universities that are not fully accredited may also apply for associate membership.

c. TERMINATION OF MEMBERSHIP

- i. The membership of any institution may be terminated if it fails to pay its dues for more than one year. Such and institution may reapply to join the organization in future and the Board will decide, as it deems appropriate.
- ii. An institution may also be expelled for cause during a meeting of the Board, provided that not less than 75% Board members are present and voting on the matter.

### **Article VI: Financial Deposits and Withdrawals**

The Association shall open an account in a reputable bank in Liberia. Member institutions will be required to deposit their annual dues into the account; any other money obtained by the association may also be deposited to the account

The President of the association, the Treasurer and the Executive Secretary shall be signatories to the accounts; any two of the three may sign to withdraw money from the account

### **Article VII: Meetings**

ALU shall meet in a General Assembly once every year. The venue for the following meeting will be decided by the General Assembly at annual meeting. The quorum for general meetings shall be 50% of membership while the quorum for decision making at a meeting shall be 75% of members present and voting.

### **Article VIII: Membership Contributions**

An annual contribution of one US dollar for every registered student will be paid as dues by each member institution.

### **Article IX: Organization**

ALU shall have the following officers:

- President
- Vice President (three)
- Secretary General
- Treasurer

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The Secretariat, responsible for the implementation of all programs of the association shall be headed by the Executive Secretary, with the following officers working with him:

- Administrative and Finance Officer
- Program officer
- Research officer
- Public relation officer
- Legal retainer

### **Article X: Functions**

#### a. President

He/She shall be the President of the Board of the Association. He/She shall preside over Executive Committee meetings and shall also preside over the General Assembly. He/She shall be a signatory to the association's accounts. He/She shall guide the other officers of the Association and provide Leadership where and when required. He/She shall be elected for a period of two years only. The position is institutional and therefore once a President of the association ceases to be President of a University, his/her successor replaces him/her as President of the association. The same is true for the Vice President of the association

#### b. Vice Presidents

There shall be three, Vice Presidents: one for administration, one for academic programs and the third for finance. In the absence of the president, the first vice shall act as president and when both the president and the first vice are absent, the second vice assumes the office of the president and it follows in that order

#### c. Treasurer

Keeps an accurate record of all financial transactions of the Association. Reports to the Executive Committee. His/Her term of office is the same as that of the Secretary General. He/She shall be a signatory to the association's accounts

#### d. Secretary General

He/She heads the secretariat and handles all correspondence of the Association. He/She reports to the Board. His term of office is three years. He may be reappointed for a second term only, except it the Board decides to the contrary. He/She is the executive officer of the Association. He shall be a signatory to the association's accounts. He/She writes proposals and seeks funding from local and international donors and promotes the image of the organization locally and internationally.

#### e. Administrative and finance officer

He/She is responsible for keeping the books of the corporation, takes care of all logistics and supervises all other staff members under him/her. Other responsibilities include: keeping an accurate record of all financial transactions and assisting the Secretary General in preparing

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proposals, in preparing budgets, in fund raising activities, acting for him/her in his/her absence and doing any other duties assigned by the Secretary General.

- f. Public relations officer  
He/She is a mouth-piece of the Secretary General. Helps to promote the image of the organization by newspaper articles and radio programs and by visiting offices and attending meetings and conferences in the interest of the organization. He/She does any other duties assigned by the Secretary General.
- g. Research Officer  
The research officer identifies suitable research projects and encourages institutions to undertake them with funding from the association. His/her term of service is the same as that of the Program Officer.
- h. Program Officer  
Plans programs for the Association and ensures that they are implemented. He/She is elected for a period of five years and may be reelected for a second term only.
- i. Legal retainer  
Deals with legal issues that affect the Association. He/She serves as long as his/her services are needed by the association.

### **Article XI: Elections**

The members of the Executive Committee shall be elected by, at least, 75% of the members present and voting during the general election at the General Assembly. Election shall be by secret ballot.

### **Article XII: Amendments**

This constitution may be amended by 75% majority of members present at a General Assembly and voting, provided a notice of the amendment is given to all members at least two months before the General Assembly.

- a. The Board of Directors may adopt bye-laws, provided that they are complementary to, but in no way in conflict with this constitution