



# **AFRICAN COMMUNITIES NETWORK OF IOWA**

**Working with African Communities**

## **BY-LAWS OF THE ORGANIZATION**

**(Enacted in Iowa City, IA on March 3rd 2018)  
(Revised on January 15<sup>th</sup> 2023)**

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### **ARTICLE I: ORGANIZATION**

- 1.1 The name of the organization shall be African Communities Network of Iowa (ACN).
- 1.2 The association shall have a seal which shall have inscribed thereon the name of the association, the date of its organization, and the words "Incorporated, Iowa."
- 1.3 The association may by provisions of these by-laws, vote to change its name.
- 1.4 The fiscal year of the association shall be January 1 through December 31.
- 1.5 The association shall be a non-profit organization.
- 1.6 The Association may engage in all lawful charitable and welfare activities permitted to organizations which are exempt from federal income taxation under Section 501(c)(3) of the Code of the federal tax laws.
- 1.7 The association may seek charities to fund projects and programs, and may receive payments for services rendered to other entities by the organization.

### **ARTICLE II: PURPOSES**

- 2.1 The association shall serve as a forum to bring together people of African descent, allies and friends of Africa in Iowa.
- 2.2 The association shall provide services that will promote and encourage the collective cultural, social, educational and economic welfare of its membership and the community.
- 2.3 It shall also safeguard the diverse African heritages and traditions inherent in the rich cultures of the continent, and serve as a medium to disseminate these heritages and traditions to the Iowa community.

### ARTICLE III: MEMBERSHIP

- 3.1 No person shall be discriminated from membership on the basis of race, sex, ethnic background, origin, religion or nationality, and are free to join and leave the association at any time of the year.
- 3.2 Membership - Any person, organization or institution subscribing to the purposes and objectives of the association may become a member by paying the designated annual dues.
- 3.3 Membership dues are payable on an annual basis. The Board of Directors shall set and determine the dues, benefits, roles and responsibilities of members, organizations and institutions of the association, unless otherwise specified in these by-laws.
- 3.4 The payment of dues for the Association's current fiscal year shall constitute paid-up membership, the only category of membership for good standing in the Association, hereinafter referred to as member(s). Membership in the Association is not transferable.
- 3.5 The membership year shall be the same as the fiscal year of the Association. Membership dues already paid are not refundable.
- 3.6 Resignation from membership, a committee, or the Board of Directors: - Any member may resign their membership by giving a notice to the Chair person. The Chair person shall present the notice of resignation to the Board of Directors for discussions and acceptance. Where a conflict is involved, the Board of Directors shall convene a meeting to settle any dispute.
- 3.7 Size of the Association: - Any group of 7 (seven) persons is considered as the minimum number of people required to form the association as long as they meet the requirements of membership in Article 3.12.
- 3.9 Members have the right to nominate candidates for election to the Board of Directors, and cause the entire Board or individual member(s) of the Board to be removed, at the annual meeting of the association by following the Article 5.11 of the Association. Nominations of persons for election to or from the Board of Directors of the association and proposal(s) of business to be considered by the association at the annual meeting may be made pursuant to the association notice procedures set forth by the provisions of these by-laws.
- 3.10 Removal from Membership -- Any member may be removed from membership by a majority vote of the members in good standing and are present at any annual meeting or special meeting called for the purpose, if the said member has engaged in acts of conduct detrimental to the purposes, objectives, programs or activities of the association. However, the member shall have first been notified of the accusations and shall have been given an opportunity to rectify the situation and be heard by the Board of Directors before the vote on removal. A reminder will be sent to the persons risking termination regarding their membership. Any member in default of payment of annual dues for more than 2 (two years) shall be suspended from all privileges of associate membership, and if after notice the default is not cured within a period of 60 (sixty) days, the membership automatically expires and terminates.
- 3.11 *Ordinary Membership (OM):* -- This is granted to non-paying members who are interested in participating in or benefiting from the Association like attending general meetings but not voting, participating in social gatherings; free of charge, or at some discounted fee or by some form of individual contribution to the event as shall be stipulated by the Board of Directors. Ordinary members can benefit from information sharing, education, health, business, and social projects that improve the welfare conditions of African immigrants and African communities.

- 3.12 *Associate Membership (AM)*: -This is granted to paying members who are interested in participating in or benefiting from the Association regarding information sharing, education, health, business, and social projects which improve the welfare of African communities. To be an associate member, individuals must pay a one-time registration fee of 20 (twenty) dollars and annual contribution of 10 (ten) dollars at the beginning of the fiscal year in January.

Associate Members can (i) vote (ii) be voted for office, (iii) be nominated in the Board of Directors and Committees, and (iv) obtain free or favorable discounts on dispensation of the association's products, services, social programs, marketing, and (vi) business advertisements.

An associate member can request to inspect a bank generated financial report of the association by giving 2 (two) weeks' notice to the Board of Directors of their intention and purpose of auditing the monthly generated bank financial reports of the Association.

- 3.13 *Honorary Membership (HM)*: -This is a non-voting membership or interest granted to other persons, non-religious, and non-political organizations or affiliates interested in participating in or benefiting from the Association regarding information sharing, education, health, business, and social projects that improve the welfare conditions of African communities. To be granted honorary membership a significant financial or humanitarian contribution is expected initially and during the lifespan of the association. No strings will be attached to such contributions, neither shall any undue influence be exerted by honorary member, other than the promotion of welfare of African communities.
- 3.14. *Second Chance Membership*: - A terminated member can be awarded membership again after 1 (one) year of suspension and resolving the issues regarding their termination. The member must however be vetted by the Board of Directors to be reinstated through simple majority voting.
- 3.15 Refunds of dues and contributions upon suspension, expulsion or termination of membership: Any member who on his or her own accord choose to quit the association shall not be refunded all the monies contributed directly or through services to the association.
- 3.16 Members shall only be refunded the amount spent on payments to services or items which have been approved by the Executive of the Board of Directors.

#### **ARTICLE IV: MEETINGS**

- 4.1 The association shall hold an annual meeting at the end of the fiscal year for associate members and the community for election of directors, and transaction of business within the powers of the association.
- 4.2 The Chair and the Secretary shall mail to every member, a notice indicating the time and place of such meetings in accordance with meeting notification procedures set forth by the Board of Directors.
- 4.3 For nominations or other business to be properly brought before an annual meeting by a member, the member must have given timely notice in writing to the Secretary of the Association. To be timely, a member's notice shall be delivered to the Secretary at the principal mailing address of the Association not less than thirty (30) days before the annual meeting. Such member's notice shall set forth (i) as to each person whom the member proposes to nominate for election, removal or reelection as a director, and (ii) as to any business that the member proposes to bring before the meeting.
- 4.4. Procedures and proceedings: - The Board of directors shall hold monthly meetings, but any other meetings can be called as need arises. A notice will be issued regarding the place, date and time which

must be arranged in advance. While the meeting format can be suspended for special meetings, when necessary, by a simple majority rule of a quorum, the chair person or one appointed in charge of the meeting shall adhere to the following format and time keeping:

- a. Chair to record and announce the presence of a quorum within the required waiting period of 15 minutes, and quickly go through previous minutes from the secretary or other designated persons. The secretary shall send minutes of previous meetings to the board to allow members to raise any questions they have to avoid reading all the minutes. [5 min].
- b. Chair to call for the approval of minutes and resolutions of a previous meeting, to be seconded unless otherwise. [1-2 min].
- c. Chair to open the meeting and call for discussions of first agendum, until all agenda are discussed. [5-15 min per item].
- d. Chair to call for discussions on any other business (AOB). [1-9 min] .
- e. Chair to call for adjournment of the meeting after discussing the day, time and place of next meeting.

4.4 General Meeting: - The presence of not less than twenty-five percent (25%) of associate members shall constitute a quorum for the general meeting, and shall be necessary to conduct the business of the association; but a lesser percentage may adjourn and suspend the meeting for a period of not more than 1 (one) month from the date scheduled. The secretary shall cause a notice of this new scheduled meeting to be sent to all members. A quorum as herein before set forth shall be required at any adjourned meeting. Upon failure to constitute a quorum 2 (two) times after suspending meetings a 3<sup>rd</sup> meeting shall be arranged and those available shall constitute a meeting irrespective of the 25% rule. Decisions made in this meeting shall be binding for all members.

4.5 Special meetings: - The chair person can call a special meeting. Notices of such meeting shall be emailed and a text notification sent/emailed to all members at least ten (10) days before the scheduled date set for such special meeting, with the venue and time of meeting clearly stated. Such notice shall state the reasons for the meeting, the business to be transacted at such meeting and by whom it was called. At the request of at least fifty percent (50%) of the members of the Board of Directors or fifty percent (50%) of the members of the association, the chair person shall propose special meeting to be called but such request must be made in writing at least fourteen (14) days before the requested scheduled date.

4.6 No other business but that specified in the notice may be transacted at such special meeting without the unanimous consent of all members present at such meeting.

4.7 At all meetings, except for the election of directors, all votes shall be by voice or show of hands. For election of directors, ballots shall be provided and there shall not appear any place on such ballot that might tend to indicate the person who cast such ballot.

#### **ARTICLE V: ELECTIONS AND BOARD OF DIRECTORS**

5.1 The business of the association shall be governed and managed by a Board of Directors consisting of seven (7) members. The Board of Directors shall serve no more than two (2) consecutive terms.

The Association shall decide by voting every 2 years the elections option they are going to adopt in the next election, between direct and indirect elections.

- 5.2 Indirect Elections of Board of Directors: - The 5 (five) directors shall be elected at the annual meeting of the association and they shall serve for a term of two (2) years. For continuity, the terms of office of the Directors shall be staggered. For the first election of the association, four (4) elected Office members will be chosen at random to serve a term of three (3) years. Elections will be conducted after any of the four (4) persons have served for two (2) years to replace five (5) outgoing Board members of the board who are not selected at random to continue as members of the Board.
- 5.3 Direct Election of the Board of Directors: - The Vice Chairperson automatically becomes the Chairperson for a maximum of two terms but can end own term in 2 (two) years if so desired. Members of the Association interested in the Office and the Board can contest by submitting their names to the elections committee chair in advance regarding the position they are interested in. Associate members shall vote in contestants for the 4 executive positions. The needed 5 Board members shall be selected from the pool of contestants who express interest in being Board members and those who did not win their contests but are interested in serving.
- 5.4 The Board of Directors shall have the control and management of the affairs and business of the association. The Board of Directors shall only act on behalf of the association when regularly convened by its chairman after due notice to all the directors of such a meeting.
- 5.5 At least fifty (50%) percent of the members of the Board of Directors shall constitute a quorum and the meetings of the Board of Directors shall be held regularly on a monthly basis.
- 5.6 Each director shall have one vote and such voting may not be done by proxy. Voting among directors of the Board can occur virtually online or electronically via a text message.
- 5.7 The Board of Directors may make such rules and regulations covering its meetings as it may deem necessary.
- 5.8 Vacancies in the Board of Directors shall be filled by the next person who got most votes among the contestants in the previous election, for the balance of the term, if the vacancy arises more than three (3) months to the end for the term. If no contestant is available, the vacancy shall be filled during the next general meeting of the association.
- 5.9 The Board of Directors shall select four (4) of their members to serve as chair, vice chair, secretary, and treasurer respectively to the board.
- 5.10 The Chair will assure that the Board of Directors fulfills its responsibilities for the governance of the association.
- 5.11 Termination of Directors of the Board: - A director may be removed when sufficient cause exists for such removal. The Board of Directors may entertain charges against any director and also on proposals from members as provided by provisions in these by-laws. The person of interest shall be accorded sufficient hearing to suspend or complete termination proceedings. The Board of Directors shall adopt such rules for this hearing as it may in its discretion consider necessary for the best interests of the association. The following causes shall be considered to initiate removal process of a member:
  - (i) Absence from meetings for more than 4 (four) consecutive times for non-medical reasons and or absence for one-half of the meetings in any fiscal year.

- (ii) Failure to pay membership dues.
- (iii) Gross misconduct, mis-appropriation of funds and property of the Association
- (iv) Abuse of office as regulated by Article 12 of the Association.

## **ARTICLE VI: EXECUTIVE OFFICERS**

6.1 The following executive officers of the association shall be elected from the membership of the board, by the Board of Directors:

- 6.1.1 Chair
- 6.1.2 Vice Chair
- 6.1.3 Secretary
- 6.1.4 Treasurer

6.2 The Chair shall preside at all membership meetings, and

- 6.2.1 Shall be the spokesperson of the Association,
- 6.2.2 Present an annual report of the work of the association at each annual meeting. The annual report must entail the current standing of the association regarding membership, financial accounts, and a summary of activities of the association. The secretary and the treasurer have a duty to provide financial and membership information to the chair in time to enable the chair to compile a satisfactory annual report.
- 6.2.3 See that all books, reports and certificates required by law are properly kept and timely filed.
- 6.2.4 Be one of the officers who must sign the checks or drafts of the Association,
- 6.2.5 Have such powers as may be reasonably construed as belonging to the chief executive of any association,
- 6.2.6 Be a signatory to the keeping, inspection, and appropriation of digital, financial, and physical assets, rights and information. Included in these items are the online passwords of domains, websites, email accounts, bank accounts, mailing and WhatsApp lists of members.
- 6.2.7 Shall in coordination with other members of the Board, initiate regular and special meetings with a notice of agenda through the Secretary, time, place, telephone, or virtual process. The Chair shall cause the Secretary to inform all members using an efficient and reliable method like email, texts, WhatsApp and phone calls if necessary.

6.3 The Vice Chair shall in the event of the absence or inability of the Chair to exercise his/her office become acting Chair of the association with all the rights, privileges and powers as if he/she had been the duly elected Chair.

- 6.3.1 Chair the Outreach Committee, and be responsible for all volunteer and outreach programs.
- 6.3.2 Consult with the treasurer and notify members of their unpaid dues for the fiscal year.

- 6.3.3 Record and monitor the duration each member of the Office and the Board has held their positions to implement the regulations on office holdings specified in Article 5 of the Association, and advise the Chair on the vacancies to be filled in consequent general elections.
  - 6.3.4 Perform other duties and exercise such other authority as may be presented by the Executive Committee or Board of Directors.
- 6.4 The Secretary shall: -
- 6.4.1 Keep a hard and digital copy of the minutes and other records in books and digital formats.
  - 6.4.2 Responsible for coordination with the treasurer in filing of taxes and renewal of certificates as required by any federal or state statutes, authorities or agencies.
  - 6.4.3 Give and serve all notices to members of the association.
  - 6.4.4 Keep hard and digital copy of the By Laws and the seal of the association.
  - 6.4.5 Attend all correspondence of the association and exercise all duties incident to the office of Secretary.
  - 6.6.7 Be a signatory to the keeping, inspection, and appropriation of digital, financial, and physical assets, rights and information pertaining to the association. Included in these items are the online passwords of domains, websites, email accounts, bank accounts, mailing lists, and WhatsApp lists of members.
  - 6.6.8 Inform and announce the scheduled meetings to all members using an efficient and reliable method like Email, Texts, WhatsApp, and Phone Calls if necessary.
- 6.5 The Treasurer shall:
- 6.5.1 Have the care and custody of all monies belonging to the association and shall be solely responsible for such monies or securities of the association. The Treasurer shall cause all monies to be deposited in a regular local business bank account.
  - 6.5.2 Keep the Associations checkbook and the bank debit card. Must be one of the officers who shall sign checks or drafts of the association. No special fund may be set aside that shall make it unnecessary for the Treasurer to sign the checks issued upon it.
  - 6.5.3 Maintain financial records and a list of all members of the Association.
  - 6.5.4 Render at stated periods a written quarterly account of the finances of the association and as may be ordered by the Board of Directors upon notice. The report shall be appended to the minutes of the meeting of the Board of Directors.
  - 6.5.5 Keep updated and basic financial accounting of revenues and expenditures of the Association to enable presenting a summary to the Chair in good time for annual meeting report and satisfying notified inspection request by any associate member.
  - 6.5.6 Be a signatory to the keeping, inspection, and appropriation of digital, financial, and physical assets, rights and information. Included in these items are the online passwords

of domains, websites, email accounts, bank accounts, mailing and WhatsApp lists of members.

- 6.5.7 The treasurer shall not make any payments, using a cheque or online without the approval of the Chair and the Secretary. A record of such any payments made to other parties and their approval must be kept by the Treasurer.
- 6.6 No member of the Board of Directors or officer shall be entitled to receive any salary or compensation, but nothing herein shall be construed to prevent an officer or director from receiving any compensation from the association for services rendered not as a director or executive officer.
- 6.7 Board Member & Officer Liability:
- (a) An officer is not liable to the association or any other person for an action taken or omission made by the officer in the person's capacity as an officer unless the officer's conduct was not exercised: (1) in good faith; (2) with ordinary care; and (3) in a manner the officer reasonably believes to be in the best interest of the association.
- (b) This article shall not affect the liability of the association for an act or omission of the officer.

#### **ARTICLE VII: COMMITTEES**

- 7.1 All committees of the association shall be appointed by the Board of Directors and their term of office shall be determined by the Board of Directors.
- 7.2 Each Committee shall be chaired by a member of the Board of Directors. All Committees shall submit regular report(s) of their activities and related events to the Board of Directors.
- 7.3 The permanent committees shall be:
- 7.3.1 Finance Committee -- The Finance Committee shall be responsible for the budgetary, fiscal and financial affairs and activities of the Association. The Committee shall consist of not less than three (3) members, including the Treasurer and Vice-chair. The Treasurer shall chair this Committee.
- 7.3.2 Planning Committee -- The planning committee's responsibilities shall include planning, development, coordination and evaluation of the Association's projects and programs. In carrying out its responsibilities, the committee shall work with and receive support from members assigned to, or responsible for specific areas, or members who may be given such special assignments and responsibilities by the chair. This committee shall consist of not less than three (3) members, and shall be chaired by the Chair of the Board.
- 7.3.3 Outreach Committee -- The committee shall be responsible for developing and implementing membership strategies, setting goals, establishing priorities and planning activities for recruiting, retaining and liaising with members and the community. It shall advise the Board of Directors on ways of keeping members informed and actively participating in the association's activities and functions. The Outreach Committee shall coordinate and disseminate to the general public, information concerning the association and its activities. The Outreach Committee, chaired by the Vice-chair shall consist of not less than four (4) members.



- 7.3.4 Electoral Committee – The Board of Directors shall establish an Electoral Committee consisting of no fewer than three (3) members at least ninety (90) days prior to the general meeting at which elections are to be held.

None of the members of the Electoral Committee shall be from the Board of Directors or any intending contestant. A member of the Board of Directors who intends to resign or retire from the Board may become a member of the Electoral Committee. Any other member who don't intend to be a contestants can be a member of the Elections Committee.

The Electoral Committee's report upon consultation with the Secretary, containing the names of candidates for election to the Board of Directors, shall be circulated to the members at least thirty (30) days before the annual general meeting at which the elections will be held. In a situation that there is shortfall of contestants to fill the vacant positions in the Board of Directors, the Electoral Committee may open applications up to fifteen (15) days before the annual general meeting. At the annual general meeting during which elections are to be held, an opportunity shall be provided for a Candidates' Forum, which, will include brief candidates' statements and a question-and-answer session.

- 7.3.5 Elders Committee: The Board of Directors in consultation with the membership shall recruit at least three (3) people to the elders' committee. The members of this committee should have deep cultural knowledge of the communities they live in. This committee shall play an advisory role to the board of directors and any of the other committees.

- 7.3.6 Special Committees -- The Chair in consultation with the Board of Directors may establish Special committees to deal with matters that have policy implications for the Association. Unless otherwise decided by the Executive Committee, such Special Committees shall be constituted for a maximum of one year at a time. They may request continuation on the basis of justification contained in their report.

- 7.3.7 In the event that such committees can't be constituted the Board shall form an ad-hoc committee to address the issue at hand.

- 7.4 Terms of Committee Membership and Procedures -- The Board of Directors shall appoint and set the terms of office of committee members. The terms of office of any committee may also be terminated as deemed necessary by the Board of Directors. The Board of Directors shall also have the responsibility of ensuring the effective functioning of the various committees.

- 7.5 The Board of Directors shall fill vacancies in the membership of any committee.

- 7.6 Quorum, Meetings, and Rules of Procedure -- The majority of the members of any committee shall constitute a quorum authorized to conduct business. Its chair may call meetings of committees or upon the request of any two (2) committee members on three (3) days' notice. Minutes of committee meetings shall be kept and subsequently submitted to the Board of Directors.

#### **ARTICLE VIII: AMENDMENTS**

- 8.1 These By-Laws may be altered, amended, repealed or added to by an affirmative vote of not less than two-thirds (2/3) of the currently registered members of the association at the annual meeting or any special meeting called for that purpose.

#### **ARTICLE IX: TAXATION, FINANCE, ASSETS, RECORDS, AND AUDIT**

- 9.1 The Association shall not conduct any other activities that may be in conflict with provisions of the Articles of Incorporation, the By-laws, the Internal Revenue Code, and the State of Iowa Codes relating to tax-exempt status of non-profit organizations.
- 9.2 The Association shall not receive any money or assets for which they do not have control of in terms of allocation to desired spendings. All assets or monies donated and deposited to the Association account belongs to the Association and shall not be withdrawn from the association to finance other projects, unless there is an agreed to contract between the Board and the party regarding the use of deposited funds or donated assets to fulfill the goals of the association.
- 9.3 The Association shall not lend or borrow funds unless approved by at least the majority (50% plus 1) of the Board.

#### **ARTICLE X: MISCELLANEOUS GROUPS**

- 10.1 Auxiliary Groups -- The Association may establish auxiliary or subsidiary groups of the Association under its auspices. The policies, programs, and activities of all such groups shall be set by the Board of Directors, and shall be consistent with and comply with the objectives and programs of the Association.

#### **ARTICLE XI: DISSOLUTION OF THE BOARD OF DIRECTORS OR THE ASSOCIATION**

- 11.1 Circumstances of dissolution and no dissolution of the Association—This Association shall be dissolved under following gross circumstances:
  - 11.1.1 a) Gross lack of membership as expressed in Article 3.7.
  - 11.1.1 b) Gross lack of participation and failure to achieve the goals of the Association.
  - 11.1.1 c) Gross violation of Bylaws or Articles of the Association by the membership and the Board.
  - 11.1.1 d) Gross misconduct and other violations as stated in Article 13 of the Association.

-The term-**gross**- is here defined as a level, degree, measure or threshold upon which the conduct of the association or the board of the Directors is considered detrimental to the articles of the association, welfare of members of African community, and derogatory to the reputation of the African community upon which interests of the association was founded and premised.

-A debate regarding what is -gross- with respect to the issue of contention will ensue as part of the special meetings procedure. A vote as to whether there is a gross violation has occurred by a member of the Association or by the Board as individuals by collusion shall occur.

- 11.1.2 The process of dissolution: - Any member or group of members of the association can call for a dissolution of the association if there is sufficient reason to do so. This interest must be expressed by at least any 5 (five) members of the association by collecting names and signatures of the duly paid (Associate) members of the Association and submitting the proposal to the Chair of the Board.

All the members petitioning dissolution must have been in good standing with the association for a period of not less than (6) months at the time of their petition. The chair must send a notice of interest by a member or group of members, indicating that the two thresholds in here stated have been met and the Association can hold a special meeting of the duly paid members to vote on the

matter. Requirements for invoking and utilizing a special meeting must be met and followed as stated in Article 4.5 of the association.

- 11.1.3 Appropriation of funds, property, rights, interests, and logo upon dissolution: - Having met the conditions of Article 11.1.1 (a), (b), (c), and (d), all debts and credits must be settled. All property and assets must be liquidated, and funds donated to other non-profit organizations engaged in improving the welfare of African communities in Iowa.
- 11.1.4 Members of the dissolved African Communities Network of Iowa are free to constitute a new Association, but they shall not in any way use the properties, funds, and rights of the dissolved Association, unless such rights, property or funds have been duly appropriated to them according to the appropriations rule in 11.1.3.

**ARTICLE XII: MISCONDUCT, ABUSE OF OFFICE, AND  
MIS-APPROPRIATION OF FUNDS AND PROPERTY OF THE ASSOCIATION**

- 12.1 Definitions of misconduct, abuse and misappropriation. The Board of Directors shall determine what constitutes an allegation of misconduct, mis-appropriation, and abuse by voting and using simple majority rule.
- 12.2 Upon failure to resolve the issue at stake internally, the association shall initiate use of third-party conflict management and resolution options including a court process if so desired.
- 12.3 Actions: Termination of members and directors if found responsible or party to any misconduct, abuse of office, and mis-appropriation of funds and property belonging to the Association.
- 12.4 Recovery of mis-appropriated funds and property shall be negotiated between the officer and the Board of Directors, and enforced through the US court system if necessary.

**INCORPORATION**

The African Communities Network of Iowa (ACN) is incorporated in the State of Iowa by its executive members:

- The Chairperson and
- The Secretary