

BIBLE SOCIETY OF LIBERIA

CONSTITUTION

ARTICLE VII

EXECUTIVE COMMITTEE

- There shall be an Executive Committee composed of Chairperson, Vice Chairperson and the Treasurer elected by the Board.
- The Executive Committee of the Board of Directors shall coordinate the activities of the special committees and supervise the administration of the Bible Society.
- The preparation of the annual budget of the Bible Society shall be supervised by the Executive Committee and submitted to the Board for approval
- The Executive Committee, between meetings of the Board shall perform the functions and have the powers and authority of the Board of Directors, reporting its actions at the next regular meeting of the Board for its endorsement.

ARTICLE VIII

MINUTES OF PROCEEDINGS

1. Full and accurate minutes of the proceedings of the Annual General Meetings shall be kept in a permanent form and circulated to members of the Board.
2. The minutes of the proceedings of the Bible Society at its Annual and other meetings shall be kept by its secretary, and those minutes as recorded shall be approved by the Board of Directors and signed by the Chairperson.
3. The minutes of the Board of Directors at its regular and other meetings shall be kept by the Secretary of the Society, and after being recorded and attested by his / her signature, they shall be presented for approval at the next meeting of the Board.
4. The minutes of each special committee shall be read and approved before adjournment, and duly recorded and attested by the officer designed by the Executive Committee, and shall be presented at the next regular meeting of the Board for its action.

ARTICLE IX

PROPERTY

No purchase of real estate to be permanently held by the Bible Society or sale of real estate shall be made without being first approved by the Board of Directors.

ARTICLE X

AMENDMENT OF THE BYE-LAWS

The Board of Directors Members may make, altar or amend and Bye-Laws at or alternation or amendment of any existing Bye-laws shall take effect the same meeting at which the amendment

THE BIBLE SOCIETY IN LIBERIA
REVISED CONSTITUTION

PREAMBLE:

The Bible Society of Liberia is a not-for-profit, non-denominational Christian organization registered under the Association Act of 1976 amendments there to. It is a member of the worldwide fellowship of United Bible Societies, which exists to ensure the common task of achieving the widest possible effective and meaningful distribution of the Holy Scriptures and of helping people interact with the Word of God.

The Society was established in 1964 by the American Bible Society and the British and Foreign Bible Societies in response to the challenge of making the Christian Holy Scriptures available to the churches for its work of evangelism and Christian nature.

The Society, like other Bible Societies of the world-wide fellowship of the United Bible Societies, aims at developing scripture products that meet human needs so that the WORD OF GOD will touch and transform people's lives where they are. To this end, the Society is engaged in translating the Christian Holy Scriptures from the original languages of Hebrew, Greek and Aramaic into the major Liberian languages, publishing the scriptures in suitable formats, distributing the scriptures at prices that are affordable and promoting the use of the scriptures.

Membership of the Society is voluntary and consists of individual Christians, Christian organizations and churches who have expressed their support for the Society and subscribed to the membership fees as prescribed by the Board of Directors from time to time.

Support for the Society is from individuals, churches, Christian organizations, and other corporate entities who share the Society's vision and from the sale of Scriptures.

A Board of Directors of not less than seven and not more than nine members, made up of both clergy and lay persons, is charged with conducting the general business of the Society and developing policies for the Society. The Board works through Standing Committees, and the day-to-day management and administration of the Society are coordinated by a management team headed by an Executive Secretary.

THE BIBLE SOCIETY OF LIBERIA shall be constituted as follows:

ARTICLE I

NAME:
The Society shall be called BIBLE SOCIETY OF LIBERIA (BSL). Hereinafter referred to as "THE SOCIETY"

ARTICLE II

LOCATION:

Located in the Bible House, Tubman Boulevard, b/w 11th & 12th Streets, Sinkor, Monrovia, Liberia.

ARTICLE III

MISSION

BIBLE SOCIETY OF LIBERIA exists to ensure that the scripture is available, accessible, and affordable to all people in Liberia.

ARTICLE IV

VISION

We envision a society where lives are transformed through the Scripture being available to every person in the language they can read and understand.

ARTICLE V

VALUES

- We make every effort that in all our works as steward, we display Godly accountability, integrity and honesty.
- We, as a Christian organization, acknowledge our dependence on Jesus as our source and inspiration. We therefore strive to seek God's direction and delight in all we do through the word of God and prayer
- Bible Society of Liberia conforms to a system of values as a core consideration in its actions and decisions. These values relate to our belief in the central role of Christ in all that we do, the values of the human being, and the special place of the society in which we live. These values we uphold in our approach to our mission as a non-denominational, nonpolitical, Christian organization.

ARTICLE III

VICE CHAIRPERSON

In the absence of the Chairperson, the Vice Chairperson shall preside over all Annual General Meetings and also meetings of the Board of Directors. (In the absence of Chairperson and Vice Chairperson) a member of the Board of Directors shall be appointed to chair.

ARTICLE IV

THE TREASURER

The Treasurer shall be the financial officer for the Bible Society of Liberia; he/she shall monitor the daily financial activities of the Bible Society of Liberia. The Treasurer shall make sure that the Bible Society accounts are up to international standards and always kept up to date; that all stock and all other assets including properties are mandated responsibly and safely, that all financial transactions of the Society are handled professionally without risk; and that the Board of Directors is at all times kept fully informed about these matters. He / she shall be a signatory to all financial matters of the Bible Society. The Treasurer shall make annual report to the Board of Directors.

ARTICLE V

THE GENERAL SECRETARY

Under the general direction of the Executive Committee, the Executive Secretary shall manage the day-to-day affairs of the Society according to the Constitution and the United Bible Societies standards. He/she shall provide general supervision to all staff and the appointed committees of which he/she is ex-official member without a vote. He/ she shall be recording Secretary of the Executive Committee, the Annual General Meeting, and the Board of Directors. He / She shall keep aspects of the Bible Society's work nationally, regionally, and globally always and provide information as requested by the Board. The Executive Secretary shall see to it that the decisions of the Bible Society of Liberia are implemented; prepare agendas for all meetings in consultation with the Chairperson and submit annual report.

ARTICLE VI

SPECIAL COMMITTEES

The Executive Committee shall set up all necessary committees which shall be responsible to the Executive Committee for the supervision of the areas of work entrusted to them. A committee so appointed shall cover, separately or jointly the areas of production and supply, translation, finance of funds, within the limits of their respective budgets, as approved by the Executive Committee.

ARTICLE I

ELECTION OF THE BOARD OF DIRECTORS MEMBERS

1. A nomination Committee shall be appointed by the Board of Directors Members to consider the nomination of candidates to serve on the Board. Members of the Bible Society as well as Board of Directors Members may nominate candidates. Voting shall be by secret ballot and each member shall be allowed one vote. The Nominating Committee shall supervise the balloting and ensure that the results are consistent with Article IX of the Constitution of the Bible Society of Liberia.

2. Four absences without acceptable or legitimate reasons shall be considered that said member has relinquished his/her membership on the Board of Directors, except he/she has been excused by a vote of the Board of Directors on the recommendation of the Executive Committee

3. The Board of Directors Members may also invite any person (s) for advice upon the recommendation of the Executive Committee, but such invited person (s) shall have no right to vote.

ARTICLE II

CHAIRPERSON

The Chairperson shall preside over all Annual General Meetings and of meetings of the Board of Directors; the Chairperson shall see to it that the Constitution, By-Law and policies of the Bible Society of Liberia are duly observed. He / she shall perform such duties as are usually assigned to Chairperson in consultation with the Executive Committee.

(a) Approves and signs all official papers of the Bible Society of Liberia

(b) Discharge such other duties as are delegated to him/ her by the Bible Society of Liberia

ARTICLE VI

AIMS and OBJECTIVES:

The aims and objectives of the Society shall be:

1. To encourage a wider circulation and reading of the Holy Scriptures.

2. To initiate and promote the translation, revision, production, distribution, and use of the scriptures in as many languages and dialects as shall be considered necessary, in consultation with and co-operation with local churches,

3. To publish the Scriptures without doctrinal notes, comments, or interpretation,

4. To function in the closest co-operation with churches seeking their active participation and support in all the works of the Society,

5. To solicit financial assistance from individuals, churches, and other groups to receive and retain endowments for the work of the Society,

6. To do all or any of the above things as principals or agents or otherwise or rather alone or in conjunction with any other body or persons.

ARTICLE VII-A

MEMBERSHIP

Membership of the Society shall consist of individual Christians, churches and Christian organizations who subscribed to the Constitution and By-Laws, Mission, and Vision of the Society.

There shall be three categories of membership:

a. Individuals
b. Churches
c. Para Church Organizations

ARTICLE VII-B

Members of the Society in a given community or locality shall with the consent of the Board of Directors apply to form an association of members; example, Bible Society Youth wing, Bible Sunday Club, Bible Month Club or HIV/AIDS Awareness Club, etc. 3The object of every Association shall be to assist the Society in carrying out its objectives, accordingly all associations shall work as closely as possible with the Executive Secretary and comply strictly with such instructions and advice of the Board of Directors.

The Association shall seek the co-operation of all Christians of all denominations in their respective localities whether or not such Christians are members of the particular Association concerned.

Every Association shall be under the immediate supervision of a President and such other officers as may be deemed necessary after consultation with the Executive Secretary: and such officers shall form a Committee in each locality.

Once in every other year a General Meeting shall be held in each locality to elect persons to such offices as shall have been created for the Association of members concerned. Other meetings may be held by the Association as laid down in the bye-laws or regulations or as recommended for each group by the Executive Secretary.

ARTICLE VIII

THE ANNUAL GENERAL MEETING (AGM)

The Annual General Meeting shall be the highest decision-making body of the Bible Society.

The Annual General Meeting shall be called by the Board of Directors, who shall give at least two months' notice to its members. The Board of Directors may decide also to call an extra ordinary Meeting when necessary to deliberate and decide matters of importance in the interest of the Society, in this case, at least one-month notice shall be given to the members together with an agenda.

The Annual General Meeting of the Society may be held in Monrovia every year in the month of May, unless decided otherwise at the previous Annual General Meeting or by the Board of Directors. Among the ordinary business to be transacted at the Annual General Meeting shall be:

- The election of members to fill vacancies on the Board of Directors
- The receiving of reports from the Board and Management.
- To advice on the general policies of the Society
- To discuss any other matter(s) referred to it by the Board of Directors.

ARTICLE IX
BOARD OF DIRECTORS

The Business of the Society shall be the responsibility of a Board of Directors, consisting of not less than seven and not more than nine (7- 9) members. (5-7) members elected by the Annual General Meeting (AGM) and two appointed by the Board of Directors.

The Board of Directors shall elect from amongst its own members officers of the Board of Directors who shall be Chairman, Vice Chairman and Treasurer. However, the Board of Directors shall not be composed of more than nine or less than seven persons. Of the total Board of Directors members, no two persons shall come from the same Church.

Each member of the Board of Directors shall be elected for a period of four (4) years and shall be eligible for re-election. No member of the Board of Directors shall serve for more than two (2) terms consecutively. No person who is in the employ of the Society shall be eligible to be a member of the Board of Directors.

BY-LAWS OF THE BIBLE SOCIETY OF LIBERIA

ARTICLE XIII

INTERPRETATION

The Board of Directors shall be the sole authority for the interpretation of this constitution or of any By-Law and Regulations made thereunder from time to time, and question of interpretation shall be final and binding on the Bible Society of Liberia unless otherwise directed by the Board.

ARTICLE XIV

AMENDMENTS

This Constitution shall not be amended except at a duly constituted Annual General Meeting by the approval of a simple majority of the members present and voting thereon. Written notice of any proposed amendment to these members of the date of Annual General Meeting at which it is to be discussed and decided upon. A proposed amendment shall be placed before the Annual General Meeting upon the recommendation of the Executive Committee of the Board of Directors Members. Members of the Society may also propose amendments to this Constitution provided that such proposed amendment must be submitted in writing to the Board of Directors within a period not less than one month for consideration by the Board prior to the AGM at which such proposed amendment shall be discussed and acted upon. And that in the absent of the Annual General Meeting, the Board of Directors shall act on behalf of the Annual General Meeting consistent with the Constitution.

ARTICLE XV

BY – LAWS

For the application of this Constitution a set of By-Laws shall be drawn up, approved and issued by the Board of Directors Members.

ARTICLE XVI

DISSOLUTION

The dissolution of the Bible Society can only be affected upon the decision of an Annual General Assembly in accordance to the procedures stated in Article twelve. The Board of Directors Members shall thereupon proceed to discharge all the liabilities of the Bible Society, and the remaining properties and assets of the Bible Society shall than revert to the United Bible Societies or to a body designated by the United Bible Societies.

The Board of Directors shall appoint from the membership of the Society standing committees which includes:

- Translation and Literacy Committee
- Business and Finance Committee
- Publishing / Distribution Committee
- Membership and Church Relation Committee
- Promotion and Resource Mobilization Committee
- Nomination Committee
- And others as deem necessary

The Board of Directors shall appoint from its own members Chairpersons of such committees.

The Executive Secretary shall be the Secretary to the Board of Directors and ex-officio member without voting right on the Board and all Committees.

The Functions of the Board of Directors as well as the rules and procedures governing its meetings shall be laid down in regulations which supplement this Constitution and shall not be inconsistent with it. They shall be as follows:

- To conduct the general business of the Society and determine its policy in accordance with the standards and principles laid down by this constitution and the United Bible Societies (UBS).
- To approve the publication and or circulation of versions of the Bible or Scriptures. (Only versions of the Holy Scriptures or any part thereof, in whatever language, which shall have first been approved by the Board of Directors upon the recommendation of the United Bible Societies Translation Consultant shall be published and or circulated by the Bible Society in Liberia)
- To receive reports from the appointed committees
- To approve the budget of the Society
- To appoint all senior officers of the Bible Society in consultation with the Executive Secretary.

- Ø To appoint auditors for the Society, to receive audited accounts and the auditor's report
- Ø To appoint such committees as may be necessary and give appropriate directions and instructions to and receive reports therefrom
- Ø The appointment of an Executive Secretary shall be made in consultation with the United Bible Societies (UBS).
- Ø To formulate regulations governing and give directions to the working of the Board of Directors and such Committees as it may be appointed
- Ø To fulfil the aims and objectives of the Society as are considered to conform to the standards set by the Society.

ARTICLE X

MEETINGS OF THE BOARD OF DIRECTORS

The Board of Directors shall hold meetings at least once every quarter convened by the chair in consultation with Board members and the Executive Secretary. The Executive Secretary shall convene a special call meeting at any time if requested to do so by the Chairman or by any three members of the Board of Directors in writing.

Any four members including an executive member shall constitute a quorum of the Board of Directors. Any senior staff or officer of the Society may in addition to his/her duties be required to attend the meetings of the Board and of the Committees thereof, to render such aid as imparting information, recording minutes of meetings and presenting reports.

The Chairman shall preside at any meeting of the Board at which he or she is present. In his or her absence the Vice-Chairman shall preside. In case both Chairman and Vice-Chairman are absent at a meeting, the members present shall elect a presiding from among themselves for that meeting. All records of a meeting shall be signed by the Chairman and the Executive Secretary.

The General Secretary shall prepare the agenda for all meetings of the Advisory Board in consultation with the Chairman. In the event of a tile, the Chairman shall have a casting vote at all meetings of the Board.

The officers of the Executive Committee shall be: the Chairman, the Vice Chairman, and the Treasure, (all of whom are elected from and by the Board of Directors for a period of up to three (3) years or not more than two terms.

ARTICLE XI

FINANCE:

The Society shall be a non-profit making organisation and shall derive its income from the following sources:

- Ø Membership fees
- Ø Gifts, Grants and Donations
- Ø Offerings taken on Bible Sundays and other occasions by churches, local associations and interested groups
- Ø Legacies, rents and investments
- Ø Income from the sale of scriptures
- Ø Income from other sources acceptable and approved by the Society

All funds raised for the Society shall be forwarded without delay to the Executive Secretary or to his duly appointed representative to receive such funds, and to issue official receipt for same.

The funds of the Society shall be kept in a bank account and all cheques drawn against the Society's account must be signed by a person or persons appointed to do so by the Board of Directors. The Accounts of the Society shall be audited annually by a recognized firm of auditors (appointed by the Annual General Meeting on the recommendation of the Board) as soon as possible after the end of each Financial Year and a statement be submitted to the Board of Directors and the United Bible Societies.

ARTICLE XII

PROPERTY

All properties for the Society shall be registered in the name of the Bible Society of Liberia. The acquisition use and disposal of all properties involving the expenditure of the Society's funds shall be directed by the Board of Directors.