

**THE CONSTITUTION AND BYLAWS  
*OF THE*  
CONFERENCE UNITED METHODIST YOUNG  
ADULT FELLOWSHIP (CUMYAF)**

**Liberia Annual Conference/United Methodist Church**



**GROWING IN CHRIST**

Revised 2023

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## **PREAMBLE**

We, Young Adults of the Liberia Annual Conference, United Methodist Church, being conscious of our vows to GOD and HIS CHURCH deem it necessary to organize ourselves into a constituted body to be known and styled; “ **THE CONFERENCE UNITED METHODIST YOUNG ADULT FELLOWSHIP – CUMYAF**”

In this light, we do hereby solemnly make, establish, proclaim and publish CONSTITUTION and BY-LAWS for our governance with Hope and Guidance from our Lord and Savior, Jesus Christ, in an effort to glorify His Name.

This Constitution and by-laws is the supreme and fundamental law of CUMYAF and its provisions shall have binding force and effect on all authorities and persons throughout the various layers of the fellowship (Local Church, District and Conference).

Any laws, resolutions, memorandum of understanding, traditions, customs and guidelines found to be inconsistent with it, shall to the extent of the inconsistency, be void and of no legal effect. The Judicial Committee is empowered to declare any inconsistent laws unconstitutional.

## **ARTICLE ONE: NAME & DEMICILE**

1.0. The name of this body shall be “Conference United Methodist Young Adult Fellowship and shall herein after be refer to as The Fellowship, The conference or CUMYAF, domiciled at Liberia Annual Conference Quarters on 12<sup>th</sup> Street, Sinkor, Monrovia, Liberia with district offices run district leaderships in all counties in Liberia and the Republic of Guinea mission areas.

## **ARTICLE TWO: PURPOSE AND FUNCTION**

2.0 The purpose of the United Methodist Young Adult Fellowship shall be to proclaim the Gospel of Jesus Christ through:

- a. Witnessing
- b. Worshipping
- c. Studying
- d. Fellowshiping and
- e. Serving mankind and the Church

## **2.1 Function**

The function of The Fellowship shall be to supervise and handle matters beyond the control of all United Methodist Young Adult Fellowships across the LAC/UMC.

2.1.1. To coordinate the activities of the District and Local Young Adult Fellowships and unify programs for the United Methodist Young Adult groups in the Liberia Annual Conference.

2.1.2. The Fellowship shall endeavor to widen the bounds of friendship between the United Methodist Young Adult Fellowship of Liberia Annual Conference and Young Adult Fellowship groups of other countries through the Gospel. It shall encourage the Young Adult Ministry; conduct meaningful programs and affiliate with other related Christian Organizations.

## **ARTICLE THREE: MEMBERSHIP**

3.0. The Membership of the Conference United Methodist Young Adult Fellowship shall consist of the following:

1. Local United Methodist Young adult Fellowship
2. District United Methodist Young Adult Fellowship
3. Affiliate Organizations

3.1. All Executives (elected and appointed) of each District United Methodist Young Adult Fellowship within Liberia Annual Conference shall automatically become members of the Conference administrative arm in their jurisdiction. They shall coordinate the affairs of the Young Adult Fellowship in their respective Districts and shall report to the Conference United Methodist Young Adult Fellowship, through their presidents or designated representatives of their work at the place and time specified by Conference United Methodist Young Adult Fellowship.

3.2. The Membership of the CUMYAF shall not be limited by sex or race, but however, to become a member one MUST be within the ages of Twenty-five (25) years and thirty-five (35) years, professed Christianity, and a baptized and confirmed United Methodist.

3.3 Subject to changes in the Book of Discipline, all United Methodists between the ages of 25 years to thirty-five (35) years, regardless of status, marital or otherwise, are considered Young Adults and should work with his or their local Young Adult Fellowship and District until the attainment of age thirty-six (36).

3.4 Affiliated Membership of the Conference United Methodist Young Adult Fellowship shall be extended to organizations such as the National Student Christian Council (NSCC), Sierra Leone United Methodist Young Adult Ministry, West Africa Central Conference Young Adult

Fellowship (WACCYAF), Liberia Council of Churches Youth Desk (LCCYD) and other Organizations, provided however that said Organization or Institution profess and maintain Christian Values. They shall be called upon from time to time to participate in programs or projects as may be deemed necessary and shall be informed of the Fellowship's operation.

3.5. That all members of the organization shall possess a valid membership card which is obtainable for a price to be determined by the executive council when a local group through the District is charged with the submission of its list of full members.

## **ARTICLE FOUR (4): AUTHORITY**

4.0. The Conference United Methodist Young Adult Fellowship shall have the power and authority to formulate and promulgate rules, organize Local and District United Methodist Young Adult Fellowship, and shall discipline same, as well as its members, when necessary.

4.1. The District Superintendent, pastor, or Elder of any District shall not dismiss or suspend the District President or any District and/or local Officer of the United Methodist Young Adult Fellowship as they are elected by a cross-section of the young people.

4.2. That CUMYAF shall charter all local Young Adult Fellowship; the Charter and the Membership Cards shall be sold for a price to be determined by the Executive Council. Only Chartered United Methodist Young Adult Fellowships shall enjoy all rights and privileges of a United Methodist Young Adult group.

4.3. No District of the Young Adult Fellowship shall have the power to charter a local Young Adult Fellowship but chartering of local groups with the Conference United Methodist Young Adult Fellowship be done through the District or Local group concern. All Districts shall have the power and authority to organize Young Adult Fellowship in the respective jurisdiction.

4.4. If any Local group is chartered directly by the Conference without prior knowledge of the district or the local group, the district must be informed by the Conference Young Adult Fellowship within 60 days after the chartering.

## **ARTICLE FIVE: GOVERNANCE**

5.0 The CUMYAF shall be governed by members from its ranks called executives. The executives shall be obtained through two means: elections and appointment.

## **5.1 Elected Executives**

The elected executives shall be comprised of the following and shall collectively constitute the Executive Committee:

- 1) President
- 2) 1st Vice President
- 3) 2nd Vice President
- 4) Secretary
- 5) Assistant Secretary
- 6) Financial Secretary
- 7) Treasurer

**5.1.1** The hereinabove mentioned Executives Committee shall have the responsibility to administer the daily affairs of the fellowship. Said committee shall be amendable to Executive Council and/or the Annual Assembly both of which are hereinafter discussed.

## **5.2.0. Duties and Responsibilities of Elected Executives**

The following shall constitute the duties and responsibilities of the respective elected executives:

### ***5.2.1. President***

The president shall preside over all meetings of the fellowship; shall with the advice and consent of the Executive Committee, appoint delegations, representatives, advisors, and committees; shall head the delegation of the fellowship to the Liberia Annual Conference/ UMC sessions; shall represent the fellowship on all board, committee, councils, and commissions of the LAC/UMC as provided for by the UMC Book of Discipline; shall serve as ex-officio on all committees of the fellowship; shall represent the fellowship on all boards of affiliate member organizations, and shall be the **only 'A' signatory to the fellowship's** account.

He/she shall make a written report quarterly to the Executive Council and an annual report to the Annual Assembly of the Fellowship. The report shall cover the implementation of programs and activities as they relate the implementation of the Calendar of Events of the fellowship for the reporting period as well as other incidental undertakings. Administration and working

relationship within, without and around the fellowship shall also constitute major component of the report.

### ***5.2.2. First Vice President***

The First Vice President shall assume all the duties and responsibilities of the president in the absence, incapacity, resignation, impeachment or demise of the president. He /she shall be obliged to complete the ensuing unexpired term of the president and may pursue to be elected for his own term subsequently. He shall perform other duties as delegated by the president. He/she and the president shall not be members of the same District or local unit.

### ***5.2.3. Second Vice President***

The Second Vice President shall in consultation with the Executive Committee coordinate the affairs and implement the activities of the fellowship in the leeward districts and circuit of the Conference that are of reasonable proximity to his district of origin or residence; were applicable to a District, the Second Vice President shall hail from and coordinate the affairs of Local Churches outside the Headquarters and or City limit of the District Conference. He/she and the president/ First Vice shall not hail or be residents of the same district or local unit.

Districts may choose to have only one Vice president, but local units shall only have one. Where there is only one vice president, he/she shall function as would the First Vice enshrined hereinabove.

### ***5.2.4. General Secretary***

The General Secretary shall keep all records/ documents of the fellowship; shall take and provide the minutes of every meeting of the fellowship; shall prepare the agenda for meetings in consultation with the president; shall cite members to meetings; send out invitations and coordinate the secretariat of the fellowship. He / She shall perform other functions delegated by the president or the Executive Council and must be cognizant of the work of all committees of the Fellowship.

### ***5.2.5. Assistant General Secretary***

The Assistant General Secretary shall assist the Secretary in the discharge of the duties and responsibilities of the secretariat; shall succeed the secretary and complete the unexpired ensuing term in case of incapacitation, impeachment or death. He is subject to the assignment of the secretary, president and Executive Council.

### ***5.2.6. Financial Secretary***

The Financial Secretary shall be responsible to collect all monies of the fellowship; shall record and deposit same with the treasurer within forty-eight hours. He/she shall record and prepare a voucher for cash disbursement, and shall serve as a member of the Finance Committee. He/she shall make quarterly reports of the financial income of the fellowship at Executive Council Meetings, and an annual report at the Annual Assembly; shall also make other reports if situation dictates or if deemed expedient by the president or the Executive Council. Shall submit to audit upon the submission of each report.

### ***5.2.7. Treasurer***

The treasurer shall receive from the financial secretary all finances of the fellowship within forty-eight hours of collection and subsequently deposit same in the fellowship's bank account. He/She Shall be the financial custodian of the fellowship and solely disburse its funds duly approved by the finance committee; shall be a signatory to the fellowship's bank account and shall advise the fellowship on expenditure matters. He/she shall make report as would the Financial Secretary sequentially and submit to audit upon submission of same.

### **5.3.0. Qualifications of Elected Executives**

5.3.1 The President shall be at least a high school graduate; must have been an active member of the fellowship for at least two (2) consecutive years at all levels of the Fellowship. The First and Second Vice Presidents shall have similar qualifications.

5.3.2. The Secretary and Assistant Secretary shall be at least high school graduate with minimum typing and managerial skill. They must have been active members of the Fellowship for at least two (2) consecutive years prior to their election. He/she shall be cognizant of the operations of the Fellowship.

5.3.3. The Financial Secretary and Treasurer must at least be high school graduates with skills in financial management. They must have actively been members of the fellowship for at least two consecutive years prior to election. Must each have a financially impeccable character.



**5.3.4.** All Executives of the fellowship shall possess strong moral character and humble personality as required by the Bible.

Active Member Defined: Being prompt and present at all meetings of the fellowship; Local, District and Conference, being wholly involved and equally participating in programs of the fellowship and financially current with payments of all monies ; dues, fines, pledges, fee, etc. of the fellowship.

#### **5.4.0. Appointed Executives**

**5.4.1.** Appointed executives of the CUMYAF shall comprised of all those appointed by the president to committees, as special representatives, advisors, etc. They shall in combination with the executive committee constitute the Executives Council along with president of the various districts. Appointed Executives shall serve at the will and pleasure of the president and shall be dismissed with or without cause. The president shall determine their qualification with the approval of the Executive committee, notwithstanding, they shall have expertise in their respective area of assignment.

#### **5.5.0. Standing Committees**

CUMYAF shall have the following standing committees comprising a chairperson, co-chairperson, secretary and at least a member. The following shall constitute the various standing committees of the fellowship:

- I. Committee on Planning, Implementation and Research
- II. Committee on Spiritual Growth
- III. Committee on Membership
- IV. Committee on Finance
- V. Committee on Audit
- VI. Young Woman Network
- VII. Committee on Recreation
- VIII. Committee on Work and Agriculture
- IX. Committee on Health
- X. Advisory Committee
- XI. Committee on Grievance and Ethics

### ***5.5.1. Program, Planning, Implementation and Research***

This committee shall endeavor to plan and execute all programs, activities and projects of the Fellowship. It shall seek to design ways and means of generating the needed funds for the operation and function of the Fellowship. It shall report at quarterly meetings and Annual Assemblies as well as give regular briefings at meetings updating the body on upcoming programs, activities and projects. It shall and collaborate with all other committees to ensure their objects and plans for the ecumenical conference year are actualize.

### ***5.5.3. Spiritual Growth Committee***

This committee shall be responsible for the spiritual awakening and advancement of the fellowship through the conduct of worship services, Bible studies, and evangelistic meetings amongst other appropriate strategies. It shall endeavor to encourage members of the Fellowship to lead a exemplary life in order to make disciples for Christ.

### ***5.5.4. Membership Committee***

This committee shall design strategies that will increase the membership of the fellowship. Retaining the current members of the fellowship shall also be pivotal to this committee, and shall implement through visitation to members who are absent for an unprecedented time, sick and shock-in, bereave, celebrating etc. it shall aspire to explore other means through which its objectives will be met.

### ***5.5.5. Finance Committee***

This committee shall formulate rules and financial guidelines that will govern the financial operation of the fellowship. it shall carve the budget of the fellowship, monitor and control expenditure. The First Vice President, Financial secretary and treasurer among other presidential appointees shall constitute the membership of the committee with the above named elected officers serving as members.

### ***5.5.6. Auditing Committee***

This committee shall conduct a comprehensive audit of the financial transaction of the fellowship following every financial report. It shall be guided by the financial procedures governing the fellowship's financial transactions. It member shall be drawn from at least four districts.

#### ***5.5.7. Young Women Network Committee***

This committee shall aspire to empower female young adults to actively participate in the work of the fellowship. it shall organize appropriate programs for the actualization of this goal.

#### ***5.5.8. Recreation Committee***

This committee shall endeavor to amuse, refresh and awaken members of the fellowship through the conduct of outings, trips, games, parties and other appropriate programs and activities for that purpose.

#### ***5.5.9. Work and Agriculture committee***

This committee shall undertake work projects (cleaning-up campaign, building etc.) for the fellowship; shall secure agricultural projects for the sustainability of the Fellowship. It shall be empowered to establish and manage agricultural projects of the fellowship.

#### ***5.5.10. Health Committee***

This committee shall among other things provide first-aid and other medical services to young adults during all gathering of the fellowship. it shall also educate members of the fellowship on the prevention of health related problems, and provide counseling when necessary.

#### ***5.5.11. Advisory Committee***

There shall be an advisory committee whose membership shall comprise of adults who have passed through the ranks of the fellowship. They shall be consultants and advise the fellowship on issues of fundamental, imperative, critical and crucial concern jointly or severally. They shall jointly constitute the nomination and Election Committee of the fellowship. The Director of the Youth/Young Adult Ministries shall be a member and shall additionally be signatory to the fellowship's account.

#### ***5.5.12. Committee on Grievances and Ethics (COGE)***

a. There shall be a Committee on Grievance and Ethics which shall have jurisdiction to hear and decide all administrative and moral complaints brought against members and officers of the fellowship. The committee shall hear and decide on complaints brought before it within a reasonable time and submit a report to the immediate EXCO or assembly following the complaint. Upon receipt of a complaint, the committee may recommend to the executive committee temporary punitive actions such as suspension and recusal depending on the gravity

of the complaint or in the interest of the fellowship provided that such temporary punitive action shall not exceed the immediate executive council meeting after the action had been taken.

d. The committee shall employ an alternative dispute resolution mechanism or investigation method in reaching a decision over complaints brought before its decisions made by the committee shall be based on a simple majority vote provided that all votes must be expressed.

e. The committee shall submit its findings and recommendation upon investigation or resolution to the immediate scheduled executive council meeting or called executive council meeting following the complaint for action. The EXCO upon receipt of the committee's findings and recommendations or resolution shall vote by secret ballot or headcount to confirm, modify or reject the recommendations of the committee.

### **5.5.13. Other Committees**

The president with the acquiescence of the Executive Committee may constitute ad hoc committees to perform special task at a given time. He/she may also constitute sessional committee to facilitate and foster the smooth running of the Fellowships at the Annual assembly.

## **ARTICLE SIX: ELECTIONS**

6.0. The followings in collaboration with Article 5.3 shall constitute the guide for elections of officers of the fellowship. The Ad hoc Elections Commission shall also formulate other rules that enable free, fair, transparent elections as well as rules that will protect the interest of the fellowship:

A) The Executive Committee of the Fellowship shall be elected by a simple majority vote of all members present at the seat of the Annual Young Adult Conference or Assembly. This shall be done by secret ballot.

B) All Officers shall be elected for a period of two (2) years. The body may re-elect any officer or group of officers for a second term of office but no one person shall be allowed to serve in a particular office for more than two (2) terms.

C) Voting rights and candidacy shall be limited to only members of the United Methodist Young Adult Fellowship of Liberia. Such membership must be chartered and members there from must possess a valid Young Adult Membership Card. Voting at the Young Adult Annual Conference is vested in members of the fellowship who possess membership cards and whose local group is chartered and must be accredited delegates.

D) Voting rights and candidacy for Executive Committee of the Conference shall be limited to Elected Executives, Chairpersons, Co-Chairpersons and Secretaries of Standing Committees, Special Presidential Appointees, and delegates, provided that the special presidential appointees shall be defined by the administrative policy of each fellowship.

E) No one person shall hold two-elected positions in the CUMYAF cycle (Local, District and Conference).

F) Candidates aspiring for position shall possess the following pre-requisites: Christian character, consecrated, friendly, sincere, respectful, democratic, responsible and resourceful. He/She must also have a good attendance report.

## ARTICLE SEVEN: MEETINGS

7.0. The Fellowship shall meet in the following ways:

### A) *Regular Meetings*

Regular meeting shall be held as often as necessary to discuss the daily operation, activities and programs of the Fellowship. It shall be attended by the general body.

### B) *Executive Council/EXCO Meeting*

**Executive Council/EXCO Meeting:** this shall be held quarterly and shall be attended by executives of the fellowship including the presidents of the various Districts and Circuit. Quarterly reports shall be submitted by the District Presidents, Committee Chairpersons, Representatives, Financial Secretary, Treasurer, and the President etc. The meeting shall evaluate the various performances of the reporting officers and make other decisions in the interest of the Fellowship. The president may also call emergency Executive Council meeting when the need arises. Decisions emanating from the EXCOs are amendable to the Annual assembly. The Executives shall from time to time decide its venue.

### C) *Young Women Annual Gathering/Symposium*

**Young Women Gathering:** This shall be held once a year at a time to be determined by the Executive Council. The Young Women Network Committee shall spearhead this gathering, and

shall be use to scrutinize its activities around the Conference as well as the achievement of its goals.

#### ***D) Annual Assembly***

**Annual Assembly:** This shall be held January of each year. The dates, place and activities of this meeting shall be agreed upon by the Assembly in session. Representation to the assembly shall be based on District. The number of representatives shall be decided by the Executive Council from time to time. The Annual Assembly is the highest decision making body of the Fellowship.

### **ARTICLE EIGHT: REMOVAL FROM OFFICE**

8.0. Any elected officer of the Fellowship, except the President, may be suspended from office by 2/3 vote of the Executive Council present at said meeting.

8.1. The President may be impeached by 2/3 of the members of the Annual Assembly in its session. He/she shall be due process in the impeachment proceedings, and shall only be impeached for malfeasance, misfeasance and nonfeasance or acts that have the propensity to undermine the integrity and adverse to the interest of the Fellowship. The impeachment proceedings shall be presided over by the Chief Jurist or any jurist and it ruling, his/her ruling shall be final. The resignation of the President shall be submitted within one calendar month as of the date of the decision and after which, if not submitted, an emergency Executive Council Meeting be called and impeachment proceedings be brought against him/her.

8.2. The Executive Council or Annual Assembly may also suspend or impeach any other elected officer for a genuine cause.

### **ARTICLE NINE: BYLAWS**

9.0. In the absence of the Young Adult Annual Conference, decisions taken by the Executive Council at its meetings shall be binding. Such decision may be rectified or modified by the Annual Assembly if necessary.

9.1. Under no condition whatsoever shall the President and the First Vice-President leave for the same destination, except at the seat of the Young Adult Assembly and the Work Camp. During the President's absence from office, the next higher officer shall act and administers the affairs of the fellowship pending the return of the President.

9.2. If elections are held at an Annual assembly, the officers shall be installed in the month of March of that year.

9.3. The conference year of the fellowship starts from March and ends the day prior to the commencement of the next Annual Assembly.

9.4. All Local Groups should hold elections before attending the District assemblies; all District/Circuits before attending the Annual Conference of the Young Adult Fellowship. The Conference should hold her elections before attending the Liberia Annual Conference, United Methodist Church. Such elections shall take place at the appropriate places – Local meeting, District assemblies and the Young Adult Conference for the Conference level.

9.5. No person shall be elected to any position whose District has not paid at least 4/5 of its annual assessment.

9.6. Fines not exceeding \$100.00 Liberian Dollars and not less than L\$5.00 shall be from time to time imposed on persons who deliberately disturb meetings of the fellowship. The fine to be imposed is nevertheless determined by the Chair. Such fines are payable within the session in which such fines are imposed. Failure to do so will debar such persons from deliberating in the meeting.

9.7. The members present and voting at any duly announced meeting shall constitute a quorum.

## **ARTICLE TEN: AMENDMENTS**

10.0. Amendments to any part of this Constitution shall be made only at the seat of the Young Adult Conference by two-thirds vote (majority) of all members present.

10.1. Amendments must be circulated around the Conference at least two months prior to the Annual Conference to facilitate discussion and revision by members.

## ARTICLE ELEVEN: INTEGRATION

11.0. The Constitution and By-Laws of the Conference United Methodist Young adult Fellowship shall be the written instrument embodying the laws of the fellowship. It shall be used in conjunction with the Book of Discipline of the United Methodist Church. No District and/or local group shall promulgate law as governing their fellowship contravening the constitution and by-law as and the Book of Discipline of the United Methodist Church.

### ANY LAW TO THE CONTRARY NOT WITHSTANDING

Done in the Committee Room at 12 Street, Sinkor, Monrovia, Liberia on 31<sup>st</sup> of August, A.D. 2022 and Adopted at the 37 Annual Assembly of The Conference United Methodist Young Adult Fellowship on 13<sup>th</sup> day of January A. D. 2023, at Israel Jasper Williams Memorial United Methodist Church in the City of Unification Town, Margibi County, Republic of Liberia.

### Members of the Constitution Revision Committee

Bro. Victor K. Howard	-	-	-	Consultant/Lead
Bro. Titus K. Jlatuh	-	-	-	Cabinet Representative
Bro. Edwin Dormie, Jr.	-	-	-	Secretary General
Sis. Martha B. Dobbah	-	-	-	Member
Bro. Winston Vawulu	-	-	-	Chair Member
Bro. Emmanuel Kpon Saye	-	-	-	EX-Officio (19th President)