

**UNITED STATES RWANDAN COMMUNITY ABROAD
CONSTITUTION OF THE NON-PROFIT MAKING ASSOCIATION**

CHAPTER ONE

DESIGNATION, HEADQUARTERS, DURATION, OBJECTIVES OF THE ASSOCIATION AND DEFINITION OF THE ASSOCIATION MEMBERS

Article 1

In accordance with the law governing non-profit making organizations in the United States of America, a nonprofit making organization known as **UNITED STATES RWANDAN COMMUNITY ABROAD- (USRCA)** in abbreviation--is hereby established.

Article 2

The headquarters of the association will be in the city where the current President resides or as the Executive Committee and its advisors will deem appropriate for strategic reasons.

The headquarters of the Association will change every 2 years when a new Executive Committee is elected and they decide on the matter.

Article 3

The association shall operate in the United States according to United States governing laws as specified in the IRS 501(c)3 codes and regulations, and shall coordinate activities with the locally recognized and admitted **Rwandan Communities Abroad** Associations.

Article 4

The **UNITED STATES RWANDAN COMMUNITY ABROAD, (USRCA)** is a non-political organization with the mission to mobilize all Rwandans in the United States in an environment which favors harmonious collaboration, solidarity and tolerance in order to form a synergy that encourages members towards self actualization as viable members of their local communities and support of the national developments of their motherland, Rwanda, and benefits all members in the areas of socio-economic and culture in both the United States and Rwanda.

The objectives of the association **UNITED STATES RWANDAN COMMUNITY ABROAD, (USRCA)** are:

- Promote cooperation between members of the Rwandan Community Associations,
- Establish a strong United States Rwandan Community Abroad Network among Rwandans, and Friends of Rwanda,
- Promote the Rwandan culture, Unity and Reconciliation in the RCAs,
- Discourage and Advocate against any ideology of divisionism among Rwandans,
- Promote and encourage the rebuilding of Rwanda,

- Promote science, technology and knowledge transfer opportunities,
- Establish a Rwandan Community Abroad national forum

Article 5

The **UNITED STATES RWANDAN COMMUNITY ABROAD, (USRCA)** will recognize as association members only **Rwandan Community Abroad** associations that have a similar mission as USRCA and that have officially elected their leaders and have been recognized by **UNITED STATES RWANDAN COMMUNITY ABROAD, (USRCA) Executive Committee.**

CHAPTER TWO:

MEMBERSHIP OF THE ASSOCIATION

Article 6

The **USRCA** association is composed of all locally organized Rwandan Community Associations in the United States and members and other honorary members as deemed appropriate.

All local Rwandan Community Abroad associations are legally established in the United States. These groups are eligible if they abide by the **(USRCA)** policies and objectives to not promote any divisive ideologies among Rwandans, but instead promote and encourage the rebuilding of their homeland Rwanda.

Honorary members are natural persons or legal entities. They are proposed by the Executive Committee and approved by the General Assembly. They consult and have no voting rights in the General Assembly.

Article 7

All **USRCA** members are committed to participate unconditionally in the activities of the Association.

U.S. Rwandan Community Abroad associations have voting rights in the General Assembly through their designated representatives.

U.S. Rwandan Community Abroad Associations will be given the opportunity to contribute to the USRCA Association's budgetary needs as will have been agreed to by the local RCAs when the Executive Committee requests.

Article 8

The operations of the USRCA shall be supported by the contributions of the local communities and by the resources it will raise through various forms of approved fundraising activities subject to the 501(c)3 statutes.

These funds will support all approved operating expenses of the USRCA in areas of website

design/implementation/maintenance, post offices supplies, nominal travel expenses, and other expenses that will be defined and agreed upon by the Executive Committee.

Article 9

All applications for membership in the United States Rwandan Community Abroad association shall be addressed, in writing, to the USRCA and given to the USRCA's Secretary General who will present them to the Executive committee. The suspension and exclusion of a member association are approved by the General Assembly with 2/3 majority votes. Example: if in the US we have 15 member associations, the 2/3 of the association shall be at least 10 associations represented.

Article 10

Loss of membership may be caused by death, voluntary resignation, expulsion or dissolution of the association. Voluntary resignation shall be addressed in writing to the President of USRCA who shall in turn present the case to the General Assembly for approval. An association member that acts in breach of the statutes shall be expelled from the association by two third majority of the General Assembly. A quorum must be present for all final decisions. Disciplinary measures will be undertaken by General Assembly when any member holding any office is deemed to be in violation of the spirit of good governance and has been found to have broken the trust of those that elected them to fulfill assigned duties on all levels.

CHAPTER THREE: FINANCE AND ASSETS OF THE ASSOCIATION

Article 11

The association may acquire movable or immovable property necessary for the fulfillment of its mission.

Article 12

The property/assets of the association are composed of:

- Subscriptions of US **Rwanda Communities Abroad associations**
- Donations, legacies and varied subsidies.
- Office equipment

Article 13

The property of the association constitutes its exclusive property. It allots necessary resources to carry out its objectives.
A member association or individual member cannot assume the right to possession, expulsion or dissolution of the association.

Article 14

In case of dissolution, one or more liquidators shall be appointed by the General Assembly. A quorum must be present for all final decisions.

After having made an inventory of movable and immovable assets of the association and cleared liabilities, the assets of the association are passed on to an association with similar objectives upon the decision of a two third majority of the General Assembly.

CHAPTER FOUR: ORGANS OF THE ASSOCIATION

Article 15

The entity of the association shall consist of:

- The General Assembly comprising three representatives from each Rwandan Community Abroad association
- The Executive Committee
- The Council of Advisors

Section one: The General Assembly

Article 16

The General Assembly is the supreme entity of the association. It is composed of the Executive Committee members and 3 representatives from each local community.

Example: in the case where USRCA has 10 member associations, 3 representatives from each association will come together to form a 30 members General Assembly + 8 members of the executive committee.

Article 17

The General Assembly shall be convened by the President of the association or in his or her absence by the Vice-President.

In the absence of these two, the General Assembly is convened by the Secretary General.

In the rare event that no member of the Executive Committee is present, the General Assembly shall select a leader from a local community in attendance with a 2/3 majority vote of those present.

Each local community shall designate who are the 3 representatives to attend the General Assembly on its behalf.

Article 18

The General Assembly shall be convened every two years in an ordinary session. Letters inviting the members to a meeting shall be sent to the members within a reasonable time to allow ample preparation for attendance.

Article 19

The quorum for the General Assembly shall be 2/3 of the effective membership of the association.

Each local community shall designate who are its 3 representatives to attend the General Assembly on its behalf.

Article 20

The minutes of the meeting of the General Assembly shall be prepared by the Secretary General, verified by the President of the meeting, and distributed to relevant stakeholders in a timely manner.

Article 21

Except for what is specifically provided for by the law governing non-profit making associations and the present constitution, decisions shall be made by the absolute majority of the General Assembly. In case of a tie (parity), the President's vote shall be decisive.

Article 22

The General Assembly shall

- Adopt and amend the Constitution and the Bylaws of the association;
- Elect Executive Committee members
- Determine the association's activities;
- Admit, suspend, and dismiss member associations;
- Approve the annual budget of the association
- Accept donation and legacies.
- Approve the decision to dissolve the association.
- Relieve any elected official upon determination that they misused their power and broke the trust and confidence entrusted to them.

Section two: The Executive Committee

Article 23

The Executive Committee shall comprise:

- The President
- The Vice-President
- The Secretary General
- The Treasurer
- The Commissioner in charge of Mobilization
- The Commissioner in charge of Gender and Women
- The Commissioner in charge of Youth and Culture

- The Commissioner in charge of Skills and Knowledge Transfer

Article 24

The members of the USRCA Executive Committee shall be elected by the General Assembly for a three-year term renewable once. The Executive Team of local RCA chapters will be elected for a two year term renewable once.

The candidates will be recommended by RCAs, and the candidates will have been active in the community that recommends them and in good standing. The candidates will have had a role in their respective community and on the local Executive Committee, preferably.

If the candidate is currently on the local Executive Committee, the candidate will tender his/her resignation on the local team to dedicate their time on the USRCA Executive Committee.

In case of voluntary resignation or resignation forced by the General Assembly, or death of a member of the Executive Committee, a successor shall be elected to complete the mandate.

Eligible candidate must:

- Be an active member of RCA.
- Have a completed application and signed letter of support from his/her recommending RCA's committee.
- Be a person of Rwanda origin who understands Rwandan culture, values, and is informed about Rwanda's past and current socio-political affairs.
- Must be fluent in English and Kinyarwanda
- Have NO criminal records within Rwanda or the United States of America.
- Demonstrate prior commitment/documentated contribution to the well-being of the Rwandan Community in the diaspora or at home (Rwanda).
- Be a person of integrity and demonstrated leadership skills.
- Be able to work with a team of people with different backgrounds and personalities.
- A person who is ready to sacrifice his time, energy and resources as may be required from time to time..

Article 25

The Executive Committee (Article 23) shall be convened and presided over by the President whenever necessary but obligatory **once a year in a face to face meeting**. In his or her absence or impediment, the Executive Committee shall be called and chaired by the Vice-President.

The Executive Committee will figure out the best way of conducting other regular meetings whether electronically or using technologies such as Skype, Google, Zoom and Conference Calls. Decisions shall be made by the absolute majority of the Executive Committee. In the case of a tie, the President's vote shall be decisive.

The Executive Committee shall legally meet when three fifty (3/5) of the members are present.

Article 26

The Executive Committee shall have the following powers:

- To implement the decision and recommendations of the General Assembly;
- To manage the Finances and other assets of the association;
- To submit a report of the activities undertaken;
- To prepare and present the Financial Report to the General Assembly;
- To make proposals to the General Assembly regarding modification of the constitution and the by-laws of the association
- To prepare the meeting of the General Assembly;
- To negotiate operation agreements and sponsorships with partners;
- To recruit, appoint, and dismiss the staff of the association.

The President: Coordinates the activities of the Association, of which he /she is the spokesperson. He/she is the legal representative of the association. He/she shall sign all documents involving the association. He/she convenes and chairs the Executive Committee. He/she convenes and chairs the General Assembly and all the working meetings as he/she deems appropriate. He/she oversees the operation of all services. He/she has a right to inspect all activities of the association. He/she delegates, if necessary, one or more of its responsibilities to the Vice-President or the Secretary-General or another member of the executive committee. The President as spokesperson confers and seeks the Executive Committee's participation and counsel before engaging and initiating association initiatives. Thereafter He/She will involve RCAs and other strategic partners as will have been voted on by the Executive Committee .

The Vice-President: Works with the President and replaces him/her when the President is not available. He/she is also in charge of relations with local communities in the U.S. and will support the President in other duties as assigned.

The Secretary General: Keeps the minutes of the Executive Committee and the General Assembly and distributes them to members of the General Assembly, the Executive Committee, and appropriate Ad Hoc or standing Committees. He/she maintains the records of the association electronically and on paper and provides copies to the President of the Executive Committee. Coordinates and oversees activities of Committees established by the GA or Executive Committee as needed. Informs all concerned on any and all resolutions that require follow up and implementation thereof. He/She will respond to reports from all parties in the course of fulfilling other duties as may be assigned by the President. He/she replaces the President in the absence of both the President and the Vice-President.

The Treasurer: Manages the financial flows of the association. He/she maintains the supporting documents and books of account and countersign any expenditure incurred by the association. He/she ensures the regularity of membership fees. He/she centralizes the cash activities. He/she ensures the maintenance and regularity of the accounts of the association. He/she checks the updated books of accounts and financial movements. He/she controls all revenues and expenses of the association. He/she shall prepare and submit a Financial Reports to the GeneralAssembly. The Treasurer shall coordinate with all local RCA Treasurers to

ensure they are fully supported and in alignment with the objectives of the USRCA.

The Commissioner in charge of Mobilization: Heads a mobilization team involved in an ongoing local and national effort to spread information and initiatives from/about Rwanda such as *Ndi Umunyarwanda*. He/she serves as a liaison between stakeholders in Rwanda, the USRCA executive committee, and local committees. He/she works with the national executive committee, local leaders, and other stakeholders in the organization of national events.

The Commissioner in charge of Youth and Culture: Organizes youth activities for the association membership. He/she encourages the youth in the participation of all activities deemed necessary and supportive of alignment with who Rwandans are. He/she works closely and in a complimentary position with the Commissioner in charge of Gender.

The Commissioner in charge of Gender and Women: Manages activities promoting women's role in the USRCA. He/she works closely with the Head of Youth and Culture. He/she might refer to the activities and policies recommended by MINUBUMWE, (National Unity & Civic Engagement), and or to best practices in the United States and other countries where there are programs to empower women and girls.

The Commissioner in charge of Skills and Knowledge Transfer: Organizes activities related to education and relationships with professional associations. He/she will be responsible for reaching out to US colleges and universities to seek out scholarships, partnerships with Rwandan universities, workshops in Rwanda offered by USRCA members, or any other services and resources our US local communities and Rwanda can benefit from, coming from institutions of higher learning.

Section three: The Council of Advisors

Article 27

The Executive Committee shall nominate a Council of Advisors consisting of willing immediate past members of the USRCA Executive Committee and other individuals at large who are able to provide counsel and needed advice and expertise that might advance the work of the association.

Article 28

The Executive Committee shall terminate the mandate of an advisor who does not properly fulfill his/her duty and replace him/her by someone else to finish the mandate.

CHAPTER FIVE: MODIFICATION OF THE CONSTITUTION AND DISSOLUTION OF THE ASSOCIATION

Article 29

The present Constitution can be modified upon the decision of the General Assembly at the request of 2/3 majority, or following the recommendation of the Executive Committee.

Article 30

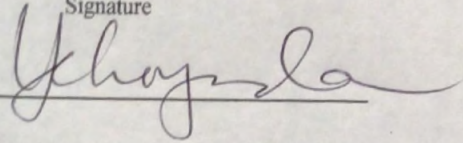
Liquidators shall be appointed by a 2/3 majority of the General Assembly. The appointment of liquidators shall put an end to the mandate of the members of the Executive Committee.

Article 31

The implementation of the present Constitution and of any matters not included in this constitution shall be determined by internal regulations adopted by a 2/3 majority of the General Assembly, a quorum being present.

EXECUTION

In accordance with 28 U.S.C. § 1746, and subject to the penalties of 18 U.S.C. § 1001 and 22 U.S.C. § 618, the undersigned swears or affirms under penalty of perjury that he/she has read the information set forth in this statement filed pursuant to the Foreign Agents Registration Act of 1938, as amended, 22 U.S.C. § 611 *et seq.*, that he/she is familiar with the contents thereof, and that such contents are in their entirety true and accurate to the best of his/her knowledge and belief.

Date	Printed Name	Signature
<u>June 24, 25</u>	<u>YEHUYADA MBANZUKIRA</u>	
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