



BAMILEKE ASSOCIATION of DMV

One Heritage - One Destiny

DMVBA CONSTITUTION

The Bamileke Association of DMV named DMVBA is a non-profit, non-political, and non-religious organization.

I – Location

The DMVBA is located at 10490 Little Patuxent Pkwy, Suite 600, Columbia Maryland 21044.

II - Vision of the Association

Preserve and promote Bamileke culture in Washington, D.C., Maryland, and Virginia, United States of America.

III - Mission of the Association

- a. Organize and participate in events such as the ABC Convention, DMVBA Convention, African Heritage, and Black History.
- b. To establish contacts and affiliations with organizations with similar visions and aims in the USA and abroad.
- c. Design several gadgets and merchandising that promote Bamileke culture.
- d. To develop fundraising strategies and campaigns geared toward empowering our Bamileke communities back home for the betterment of their well-being.
- e. Create a synergy between DMVBA and all Bamileke communities in our home country to reinforce their capacities around Health, Education, and Technology.
- f. To establish a true dialogue between our kings back home to benefit from their precious advice and recommendations. (This can be achieved via tools such as Zoom or Google Meet)
- g. To find ways to assist Bamileke newcomers in the DMV as well as their family members to ease their integration within the US society.
- h. To establish a partnership with all DMV local representatives to advance Bamileke DMVBA agenda.



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- i. To identify and invite Americans of Bamileke descendants who have done their DNA test to join our movement.
- j. To promote and Showcase all Bamileke cultural and traditional dances.
- k. To undertake other activities related to the objectives of the DMVBA.

IV - Organization of the Association

The Association consists of members who believe in the objectives and aims of the Association as laid down in the Constitution. Bamileke Association of DMV (DMVBA) is open to individuals with ties to Bamileke heritage by birth, marriage, or confirmed lineage (DNA).

A – The Executive Committee

The Executive Committee serves as the core leadership team responsible for overseeing the organization’s daily operations, implementing policies, and ensuring alignment with the association’s mission and goals. Their key function consists of governance and strategic planning, administrative oversight, financial management, representation and advocacy, membership development and engagement, planning and organizing meetings, decision-making, and crisis management of the association.

B - Membership Subscription

Membership in DMVBA shall be maintained as long as the member pays his/her annual dues and adheres to the rules of conduct and behavior expected of members as provided for in the Bylaws. The annual membership dues shall be paid on the schedule as provided for in the Bylaws. All members shall pay annual membership dues in total amount per individual as stipulated herein.

C - Types of Membership

The membership of the Association consists of:

1. Regular members who pay an annual dues of \$20 per year.
2. Honor members who pay an annual dues of \$500 per year.

D - Termination of Membership



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Membership is terminated by death, resignation, or non-payment of membership dues. Failure to pay annual membership dues as provided in the preceding clause shall result in a cancellation of membership and all its related privileges. To be reinstated, the canceled member shall pay a reinstatement fee as stipulated in the Bylaws, in addition to the current and unpaid past membership dues.

E- Voting rights of members

Regular Members and Honor Members in good standing, who have fulfilled all membership requirements (such as payment of dues), are eligible to vote in association meetings. Each eligible member has the right to one vote on matters presented to the General Assembly. Voting may occur on general resolutions, elections of officers, amendments to the constitution, and other significant association decisions as outlined in the bylaws.

V - Formation and functions of the Executive Committee

A - The Executive Committee

The executive committee consists of the following Office-bearers:

1. President
2. Vice-President
3. Treasurer
4. Secretary
5. Assistant Secretary
6. Financial Secretary (Internal Auditor)
7. Assistant Financial Secretary
8. Controller. (Censor)
9. Assistant Controller
10. Director of Social Affairs
11. Director of Cultural Affairs
12. Adviser 1
13. Adviser 2
14. Director of Outreach & Communication



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15. Website Administrator

B - Duties of the Principal Office-Bearers

1 - President

- a) Shall be the custodian of the Constitution, Bylaws, Rules, and Regulations of the DMVBA
- b) Shall convene meetings when and where necessary and coordinate the activities of DMVBA
- c) Shall represent or delegate a member to represent DMVBA when need be.
- d) Shall facilitate the relationship between DMVBA and ABC by being the liaison.
- e) Shall be the key person to receive communication concerning DMVBA.
- f) Shall chair all meetings regarding major constitutional changes or amendments.
- g) Shall attend board of directors' meetings but with no voting rights.
- h) Shall have the power to ask for the creation of committees as necessary to implement the purposes of the association.
- i) Shall ensure the implementation of committee decisions and resolutions adopted during the Meetings.
- j) Shall be responsible for the general conduct and the undertaking of the Association.
- k) Shall initiate disciplinary actions against any member who commits infractions or violates the Association's Constitution, Bylaws, Rules Regulations, and policies.
- l) Shall preside over all meetings.
- m) Shall be one of the signatories for the Association's bank accounts.
- n) Shall compile a brief synopsis of yearly activities for the DMVBA Annual Report; and produce an official transition report at the close of the term of office.

2 - Vice President

- a) Shall preside over meetings in the absence of the president or at his/her request.
- b) Shall assist the president as requested.
- c) Shall assume all the duties of the president when necessary.
- d) Shall oversee the cultural activities of the association.
- e) Shall in collaboration with the president prepare the agenda for each meeting.



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- f) Shall assume the presidency in case of vacancy due to abdication or resignation by or removal of the President. Such an assumption of presidential responsibility shall be limited to the remainder of the President's term of office.

3 – Treasurer

- a) Shall be responsible for the safe custody of all funds/assets of the association.
- b) Shall maintain up-to-date financial records of the Association and enforce all financial policies of the Association
- c) Shall collect all membership dues and other fees, issue receipts for funds received, and shall deposit the funds into the Association's account.
- d) Shall be one of the signatories for the Association's bank accounts.
- e) Shall disburse funds as approved by the President in consultation with the EC.
- f) Shall prepare quarterly financial reports for the Association which shall be communicated to the members.
- g) Shall perform all duties incident to the office of Treasurer and such other duties as may be required by law, by the Constitution, or by the Bylaws, or which may be assigned from time to time by the EC.
- h) Shall maintain a bank account in the name of the Association.
- i) Shall compile a brief synopsis of her yearly activities for the DMVBA Annual Report; and produce an official transition report at the close of the term of office.

4 - Secretary

- a) Shall run the secretary's office of the Association and take minutes of all meetings at which he/she is present.
- b) Shall be the custodian of the records and of the seal of the Association.
- c) Shall keep at the principal office of the Association or at such other place as the EC may determine the Minutes book of the Association and shall make it available to a requesting member.
- d) Shall keep at the principal office of the Association the original, or a copy, of the Constitution, Bylaws as amended or otherwise altered to date and the Regulations Governing DMVBA.





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- e) Shall keep at the principal office of the Association a membership book containing the name and address of each and any member, and, in the case where any membership has been terminated, he/she shall record such fact in the membership book together with the date on which such membership ceased.
- f) Shall compile a brief synopsis of his/her yearly activities for the DMVBA Annual Report; and produce an official transition report at the close of the term of office.

5 – Assistant Secretary

- a) Shall assist the Secretary-General and perform her duties in his/her absence.
- b) Shall be responsible for communicating any information as instructed by the President or the EC to the members.
- c) Shall ensure that all notices are duly given in accordance with the provisions of the constitution and Bylaws or as required by law.
- d) Shall be responsible for informing the members of the date and time of the Meetings.

6 – Financial Secretary (Internal Auditor)

- a) Shall keep and release in all meetings records of all money received into the Association as well as expenditures.
- b) Shall act in the place of the Treasurer when the latter is absent or unavailable.
- c) Shall disburse to the treasurer within twenty-four (24) hours all money collected.
- d) Shall prepare and submit on request all records of the association for auditing.
- e) Shall keep separate records from those of the Treasurer of all monetary transactions conducted by the Association.
- f) shall assist the Treasurer in reporting the Association’s financial situation quarterly as well as annually to the members.
- g) Shall be one of the signatories for the Association’s bank accounts.
- h) Shall compile a brief synopsis of his/her yearly activities for the DMVBA Annual Report; and produce an official transition report at the close of the term of office.

7 – Assistant Financial Secretary

- a) Shall assist and work in collaboration with the financial secretary.





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- b) Shall prepare and submit all his/her records on request
- c) Shall work collaboratively with the Financial Secretary and Treasurer under the leadership of the President to resolve any financial matters related to the association.
- d) Shall keep a record of attendance and tickets sold during social events.

8 – Controller (Censor)

- a) Shall be responsible for maintaining order within the Association, governed by the rules and regulations which are stipulated in the By-laws.
- b) Shall recommend sanctions ranging from warnings, suspension, and expulsion.
- c) Shall ensure that a list of members who are late, absent without justification or whom he/she has fined, shall be submitted to the financial secretary for fines and penalties at the end of the year.
- d) Shall have the right to take certain actions that seem appropriate in protecting the integrity, safety, and well-being of the Association and its members, in consultation with the President.
- e) Shall keep a record of attendance during meetings and social events.

C – Executive Committee general information

The Office-bearers of the Executive Committee are to be elected by the members for two years from the day the Executive Committee takes office. Under unavoidable circumstances, the tenure of the Executive Committee may be extended with a written resolution by the general assembly for up to but not more than one term.

Any vacancy in the Executive Committee caused by death, resignation, non-payment of membership subscription, or otherwise may be co-opted by the Executive Committee for the unexpired tenure of the office-bearers concerned

The Executive Committee meets at least once every month on a notice of at least four days, with five office-bearers forming the quorum. An emergency meeting of the Executive Committee can be called by the President or by the General Secretary with one day's notice and no quorum requirement.





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The Office-bearers of the Executive Committee can relinquish their offices by submitting their resignations to the President. The President can appoint a Returning Officer or an Election Subcommittee to hold an election for office-bearers of the Executive Committee. The election of the Executive Committee is held through secret ballots by mail, E-mail, or at a general meeting called for this purpose with a notice of at least one week.

VI - Auditing of Association Account

The Executive Committee appoints an internal or external auditor or auditors to audit the Association's finances.

A – Audit Requirements

The accounts of the association shall be audited annually to ensure accuracy, transparency, and accountability. The audit shall cover all financial transactions and records of the association for the preceding fiscal year. The association shall appoint an independent external auditor or audit firm, approved by the General Assembly, to conduct an annual audit. Alternatively, the Executive Committee should establish an Internal Audit Committee, composed of non-executive members, to perform routine checks on the association's financial practices. This committee shall not replace an annual external audit. All audit reports and related financial documents shall be securely retained for a minimum of ten (10) years as part of the association's records.

B – Scope and Approval of the Audit Report

- a) The audit shall cover income, expenses, assets, liabilities, and any other financial activities undertaken by the association during the fiscal year. The auditor shall prepare a comprehensive report that highlights findings, potential concerns, and recommendations for improvements in financial management practices.
- b) The completed audit report shall be presented to the Executive Committee for initial review. The audit report shall then be presented to the General Assembly at the Annual General Meeting for approval. Copies of the report shall be made available to all members upon request.



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VII - General Meeting of the Association

The General Assembly Meeting of the Association is held once every month (Every last Sunday at three (3) PM) with a notice of at least 7 days. Participation in General Assembly meetings can be physical or virtual. However, when deemed necessary the president may call for extraordinary meetings. The Annual General Assembly meeting shall be held once a year.

Requisition Meeting

Written Notice of all meetings shall be posted on the Association Forum. The notice shall state the place, date, and time of the meeting. At any General Assembly meeting of DMVBA, a quorum shall consist of the members present who are in good standing. A simple majority of members present shall be necessary to pass any resolutions.

VIII - BOARD OF TRUSTEE

A - Responsibility and Functions

The Board of Trustees shall uphold the objectives, aims, and provisions of the Constitution, oversee the functions of the Association, and hold the legal responsibility of the Association. The Board shall have no day-to-day executive function nor shall have responsibility for executive duties. The Board shall assist the Executive Committee in developing plans, raising funds, reviewing financial reports, acquiring and managing permanent assets of the Association, and making judicial reviews as and when called by the Executive Committee.

B – Composition

The Board of Trustees shall consist of seven (7) members, comprised of:

- a) Three (3) DMV Kings/Queens representatives
- b) Two (2) DMV Elders Association
- c) One (1) ABC representative
- d) One (1) African American of Bamileke lineage confirmed by an ancestry DNA test.





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A vacancy caused by death, resignation, or otherwise shall be filled by the cooption of members (with voting rights for the unexpired tenure) by the Board of Trustees.

C - Election and Retirement

The Board of Trustees shall retire and be replaced through an election every three (3) years. The election of Trustees shall be held in December in alternate years. Before the election, a Trustee shall have been a member of the Association for at least two years. The Board of Trustees shall have the power to adopt bylaws with provisions for fixing the method of election by a vote of two-thirds of all Trustees of the Board.

D - The Chairman of the Board of Trustees

The Chairman of the Board of Trustees shall be elected by the members of the Board by annual rotation. The Chairman shall convene and preside over the meeting of the Board of Trustees. The Board's meeting shall have a quorum of one-third of its members and shall be held at least twice (2) a year. The Board shall adopt rules to conduct its business.

E - Emergency power of the Board of Trustees

In the event the Board of Trustees finds, by majority, that the Executive Committee fails to function according to the provisions of the Constitution, the Board of Trustees shall take over the management of the Association and shall function as the Executive Committee, pending the election of a new Executive Committee within thirty (30) days.

XIV - Amendments to the Constitution

A - Proposal of Amendments

All amendments to this Constitution shall be proposed on or after five (5) years of his ratification and adopted only at the Annual General Assembly by a two-thirds (2/3) majority of full members of the Association there present.

B - Notice of Proposed Amendments



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Notice of any proposed amendment must be provided to all members at least thirty (30) days before the vote. The notice should include: The full text of the proposed amendment, the rationale for the amendment, and the date, time, and place of the meeting or voting process.

C - Approval of Amendments

An amendment to this Constitution shall be adopted if it receives:

A two-thirds (2/3) majority vote of the members present and eligible to vote at a General Meeting or two-thirds (2/3) majority vote in an online or postal vote, if quorum requirements are met. All approved amendments shall take effect immediately upon adoption unless the amendment specifies an alternative effective date.

Any amendments adopted shall be recorded in the official copy of the Constitution, along with the date of adoption, and communicated to all members within fifteen (15) days after approval.

XX – Dissolution

Upon the dissolution of DMVBA, the association shall, after paying or making provisions for payment of all the liabilities of the association, dispose of the assets of the association exclusively for the purpose of the association in such manner, or to such organization or organizations organized and operated exclusively for charitable, educational, religious or scientific purposes as shall at the time qualify as an exempt organization or organizations under section 501 (c) (3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Law) as the Board of trustee and Executive committee shall determine. Any such assets not disposed of, shall be disposed of by the court of common pleas of the county in which the principal offices of the association are then located, exclusively for such purposes or such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

