

Seventh Session of OEWG on Ageing
12-15 December 2016, UN Headquarters, New York

**Application Form for Accreditation to the Open-ended Working
Group on Ageing (OEWGA)**

Accreditation is a one-time process by which not previously accredited non-governmental organizations become eligible to participate as observers in the Open-ended Working Group on Ageing. Accreditation is granted to organizations and not to individuals.

NGOs that have consultative status with the Economic and Social Council (ECOSOC) or were accredited before are already accredited to the Open-ended Working Group on Ageing. All other NGOs wishing to participate in the Seventh Session of the OEWGA MUST apply for accreditation.

The Application form **(in word document)** should contain all the following information:

a. The purpose of the organization;

The Coalition of Caregivers and Advocates for the Elderly in Liberia(COCAEL) mission is to advocate for improving the quality of life of older people in Liberia through service delivery and creation of policies. Its role is also to raise awareness about the plight of older people in Liberia. -----

b. Information as to the programmes and activities of the organization in areas relevant to the human rights of older persons; The COCAEL has been engaging with policy makers both in the Executive and Legislative Branches of the Liberia government to advocate for action and decisions to improve the quality of life of the older people in Liberia. The organization is also a part of the global campaign through GAROP to advocate for the creation of a UN Convention for older people. It is also engaging the office of the President of Liberia and Ministry of Foreign Affairs for the ratification of the African Protocol for the Rights of Older People. In addition to these activities, COCAEL holds two major annual events, including UN IDOP and health day on World Health Day exclusively for older people in Liberia.

- c. Confirmation of the activities of the organization at the national, regional or international level; On the national level, we have been successful to get the Liberian government through the President of Liberia, HE Madam Ellen Johnson Sirleaf, to issue a Proclamation declaring UN IDOP as a working holiday. On the regional level, we have been working with Helpage Africa Regional office to advocate and lobby with policy makers in Africa to support the enactment of a UN Convention for older people. We are also working with our government to ratify the African Protocol on the Rights of Older People as a policy tool to improve the socio-economic condition of older people in Liberia. We are also a member of the GAROP as a means of working with other advocates globally to support a UN Convention for Older People.
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- d. Copies of the annual or other reports of the organization with financial statements, and a list of financial sources and contributions, including governmental contributions; COCAEL is a non-for profit organization and its sources of income include meeting and members dues from member organizations, donations and voluntary contributions from members both in cash and in-kind. It does not receive contributions from the government of Liberia. It has not received any major grants or funding for projects. However, it continues to implement its activities through the sources of funding listed above. Please see attached its other reports.
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- e. A list of members of the governing body of the organization and their countries of nationality;

All members of the governing body of the COCAEL are Liberians and the members are as follows:

Rev. Anna Kpaan-Chairman

Augustus Nelson, Vice Chairman

Pastor Aaron Paul-Secretary General

Albert Scott-Financial Secretary

Doris Bestman-Treasurer

Comfort Davis-Vice Chairman-Program Committee

Abraham Massaley- Chairman-Program Committee

Sam Togba Slewion-Consultant

- f. A description of the membership of the organization, indicating the total number of members, the names of organizations that are members and their geographical distribution;

COCAEL comprising 16 legally registered organizations under the Non-for-profit laws of Liberia that are providing residential and community-based services to older people in Liberia. All the member organizations are based in Liberia but in different parts of the country. The names of the organizations are as follows:

1. Center for Community Advancement and Family Empowerment (CECAFE) of the United Methodist University (UMU)
2. Charles E. Britt Old Folks Home of the United Methodist Church of Liberia
3. Refugee Old Folks Home (the oldest residential home for older people in Liberia)
4. CHAP, INC. –a community-based program for older people
5. National Old Folks Organization-community-based programs.
6. People United for Older People’s Rights-a community-based program
7. WE Care for Older People, Inc.-community-based
8. Older People Home of Margibi-residential program
9. Meeglo Home for the Elderly-residential program
10. Organization for Old People in Liberia-community-based program
11. Our Nother’s Home of Grand Bassa County-residential program
12. One Love and One People –community –based program
13. We are One Services for Old People-community-based program
14. Organization of Retirees of Liberia-advocacy group
15. National Pensioners of Liberia-advocacy group
16. S. Trowen Nagbe UMC-a community-based faith-based program

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- g. A copy of the constitution and/or by-laws of the organization.

----- This will be attached as well.

DEADLINE

Please note that the application form should be received by **31 October 2016**. NGOs are encouraged to send their applications by email at ageing-working-group@un.org

Applications for accreditation must be sent **in word document** by email to:

UNDESA DSPD Focal Point on Ageing
Email: ageing-working-group@un.org

Please note:

- The Secretariat shall circulate to all States members of the Open-ended Working Group a list of new applications for accreditation received from non-governmental organizations no less than four weeks prior to each session of the Working Group, on a non-objection basis, except for the first session of the Working Group, when circulation of the list will take place no later than two weeks prior to the session;
- NGOs are encouraged to apply for ECOSOC Consultative Status. Please visit this website to learn more on how to apply: <http://csonet.org/?menu=83>

PREAMBLE

We, the various caregivers and advocacy groups for the elderly in Liberia, appreciating our devout gratitude to God for blessing us with advanced age; aware that in all nations of the world, the size of the global ageing population is increasing at a much rapid rate than expected and in better health than ever before; convinced that a world characterized by increasing numbers and proportions of older persons must provide opportunities for willing older persons to participate and contribute to the social, economic, culture and political activities of society; realizing the lack of coordinated policies and infrastructures to provide better services for older people exacerbated by the tremendous marginalization and disabilities which older people are faced with; now ensure the risk of losing their rights, autonomy, respect and dignity; and thereby recognizing that without these rights, older persons are denied a better quality of life and the enabling environment to actively participate in society with dignity, autonomy and self-determination as well as pursue their happiness and desires; thus bearing in mind the standards and expectations already set in the Universal Declaration of Human Rights, the Constitution of Liberia, the adopted Recommendation No. 27 to protect the rights of older women included in the UN Convention on the Elimination of all forms of Discrimination Against Women (CEDAW) and the obligation of States under Article 2 of CEDAW Convention to modify or abolish existing laws, regulations and customs which discriminate against older women, the international "soft law" instrument known as the UN Madrid International Plan of Action for Ageing (MIPAA) for the protection of the rights of older people globally, the resolution of the African Union to protect the rights of the older people prescribed in Resolutions No. 118 and No. 143 of the African Commission on Human and People's Rights (ACHPR); and to respect and adhere to the provisions of future international soft laws (Resolutions) and hard laws (Conventions) to be adopted for the protection of the rights of older people; do hereby agreed to form ourselves under a Coalition to provide quality care and services to older people residing in retirement homes, otherwise known in Liberia as old folks homes, and various communities in Liberia and to advocate for social and economic justice as well as protection of the rights of older people in the Republic of Liberia as enshrined under national and international laws to be adhered to by our national government, so that older people may be protected and live full life to enable them to age with grace, self-fulfillment, and dignity as they make continued contributions to our society.

CHAPTER I

ARTICLE I: NAME

The name of this body shall be styled and called the Coalition of Caregivers and Advocates of the Elderly in Liberia (COCAEL)

ARTICLE II: MOTTO AND LOGO

The motto of this body shall be "Ageing with Grace and Dignity." The logo of this coalition shall be a handshake of two elderly persons over across the map of Liberia. The map of Liberia covers with an umbrella, and represents the broad domain in which COCAEL will operate and the handshake represents unity of purpose of ageing organizations in Liberia.

ARTICLE III: HEADQUARTERS

The headquarters of this coalition shall be located in Monrovia, Liberia.

SECTION 1 - COLORS

The national colors of this Coalition shall be Gold, White and Red.

- Gold shall stand for continuity
- White shall stand for purity and transparency
- Red shall stand for courage and valor

ARTICLES IV – FLAG

The flag of the coalition shall be called continuity, courage and transparency.

The name of the flag, therefore, means or suggests serving in continuity, courage and transparency.

This then is indicative of our solemn pledge to pursue our goal with continuity, courage and transparency or faithfulness.

ARTICLE V: MEMBERSHIP

The membership of the coalition shall include the following:

- Full membership
- Affiliate membership

• Full membership shall be opened to organizations, including provider agencies operating retirement homes (known in Liberia as Old Folks Homes), community-based organizations providing services to the elderly residing in communities, advocacy organizations advocating for rights of older people within the context of social and economic justice, within Liberia that have met the legal requirements of COCAEL consistent with the full membership criteria and subscribed to the goals and mission of COCAEL. All full member organizations shall have voting rights.

• Affiliate membership: The affiliate membership of COCAEL shall be opened government agencies, national and international organizations which resource support (i.e finance, moral and material support) compliment the efforts of COCAEL and enhance its capacity in improving the lives of older people and protecting their rights in Liberia. All Affiliate member organizations, including frontline agencies of the Government of Liberia (i.e. the Ageing Unit of the Ministry of Health and Social Welfare, the Ministry of Gender and Development), shall have observer status in the organization and not eligible to vote, but can actively participate in policy development and implementation of programmatic activities of COCAEL.

• An Annual Membership Dues shall be paid by Only Full Membership; and such membership due shall be determined by the Executive Committee of COCAEL.

CHAPTER II

ARTICLE I: AIMS AND OBJECTIVES

The aims and objectives of this Coalition, which is formed to engage in any lawful acts or activities; shall be as follow:

- To seek the welfare of all member organizations of the coalition with fairness and in an equitable manner.
- To engage and lobby policy makers, including members of the Liberian Legislators and the Executive Branch of the Liberian Government, to enact legislations and adopt policies as well as ratify or sign conventions and resolutions that protect the rights of older people in Liberia.

- To seek resources to enhance the capacity of its membership, including provider agencies of old folks institutions and community-based organizations, serving older people and advocacy groups for older people.
- To encourage or support its member to engage in income generation activities such as agriculture and agro industrial activities including, but not limited to, the cultivation of various agriculture produce.
- To formulate plans and programs to provide continued education to older people on their basic rights to empower them to be advocates for themselves to improve their quality of life and protect their rights.
- To seek resources (i.e. material or/and funding) as a Coalition or encourage and support our membership to seek resources from the government, non-governmental organizations as well as the private sector to effect the operation of projects, including the construction of shelters and permanent housing for older people, and implement those projects consistent with guidelines earmark by donors among others.
- To encourage and support member organizations to engage in micro finance services for the economic empowerment of older people and/or their caregivers.
- To educate, sensitize and create awareness in communities and among policy makers about the challenges and rights of older people through social mobilization, media, including print media, radio stations and social media (i.e text messages, website, facebook, tweets, etc.)
- To seek and provide training opportunities for our membership both locally and internationally in latest concepts of care and services as well as advocacy for older people.
- To collaborate and form alliance with international organizations in a global advocacy effort not only for the enactment of hard laws (conventions) and amendment of existing soft laws (resolutions) for the rights of older people, but also to ensure that governments adhere to the provisions of these instruments aimed at protecting the rights of older people and improving their quality of life globally and nationally.
- To encourage and support our members to engage in community development activities in the interest of old folks of Liberia.
- To ensure that activities of COCAEL are conducted with accountability, transparency and equity.
- To collaborate/coordinate with international and national organizations, including frontline agencies of the Government of Liberia (i.e. Ageing Unit of the Ministry of Health and Social Welfare and Ministry of Gender and Development) to enhance the capacity of COCAEL in improving the quality of life of older people in Liberia.
- To seek legal redress, as a last resort if the need arises, to repeal laws or prohibit the implementation of laws that disenfranchise or deny older people the right to exercise their rights or to compel the government to enforce the implementation of provisions of national and international instruments that provide for social and economic justice to improve the quality of life and protection of the rights of older people in Liberia.
- To set up mechanism to enable COCAEL and its membership to respond to emergency and crisis that tend to threaten the stability and well being of an older person or group of older people.

Chapter II:

ARTICLE 1:

Structure of the Organization:

The Coalition shall comprise Four Principal Bodies namely General Assembly, Board of Advisors, National elected Officials, and Executive Committee.

Article 2: The Annual General Assembly shall be the highest -decision making body of the Coalition and shall meet annually at a place and time designated by the Executive Committee in consultation with the Board of Advisors. The Chairman of the Coalition shall preside over the General Assembly. The General Assembly shall perform the following duties as follows:

- The Annual General Assembly or a conference shall devise policies and strategic plans for the development of COCAEL, to help keep unity and love among its members.
- The Annual General Assembly shall be held at a venue and time to be designated by the Executive Committee in consultation with the Board of Advisors. The conference shall be held for at least three days or a week.
- The Annual General Assembly shall receive the annual reports of the Chairmen of the Coalition, Board of Advisors and National Financial Secretary.
- During the Annual General Assembly, each member organizations shall be represented by delegates in accordance with time and budget allotments.
- During the annual general Assembly, the COCAEL shall engage in other activities, including exploring the possibilities of conducting training, and select important themes in the interest of ageing.
- The Annual General Assembly shall elect national officers of the Coalition consistent with its Constitution.
- All decisions made at the General Assembly shall be made by several methods, including consensus and voting. Each delegate shall be entitled to one vote.
- The Annual General Assembly shall be attended by both local and international guests from international ageing organizations.
- Each delegate and participant at the Annual General Assembly shall pay a fee that shall be decided and approved by the General Assembly through a recommendation of the Chairman in consultation with the Executive Committee and Board of Advisors.

Article 3: The National Elected Officials shall comprise the Chairman, 1st Vice Chairman for Administration, 2nd Vice Chairman for Operation, General Secretary, Assistant General Secretary, Treasurer and Financial Secretary. The National elected officials shall be elected by the General Assembly and be responsible for the day-to-day operation of the Coalition in consultation with the Board of Advisors whenever the need arises.

Article 4: The Executive Committee comprises all elected officers, Chairpersons of Standing and Ad-hoc Committees. It shall meet when convened by the General Secretary upon the directives of the Chairman to discuss pertinent issues germane to the interest of the Coalition. It shall assist the Administrative official in running the daily operation of the Coalition.

CHAPTER III

ARTICLE 1: OFFICES AND DUTIES

The offices to superintend, supervise, conduct and administer the affairs of the coalition shall include:

Offices:

- Chairman/President (group must decide the exact title; whether Chairman or President, but cannot be both)
- 1st Vice Chairman (VC) for Administration
- 2nd Vice Chairman for operation
- Treasurer
- General secretary
- Assistant General Secretary (AGS)
- Financial Secretary (FS)

DUTIES

SECTION 1

The duties of the Chairman/CEO (the Executive Director is an Administrative position and cannot be the same as the Chairman; I will advise it be limited to Chairman for now) shall include

- The Chairman shall be chief Executive officer of the coalition.
- He/she shall preside over all regular and called meeting of the Coalition.
- Shall propose measures for promotion of the aims and objectives of the Coalition.
- Shall, with the consent and approval of the executive committee (EX-COM) approved all vouchers and disbursements. (This will stall the work of the organization, but there should be a limit of the amount that the Chairman/ CEO can sign without the approval of the Ex-Com)
- Shall make progress and annual reports on the activities of the Coalition to the Annual General Assembly/ Convention of the Coalition and Periodic Reports to the Ex-Com and the Board of Advisors whenever the need arises.
- He/She shall be the chief spokesperson of the coalition.
- Shall sign/or approved all document that relate to his/her office.
- Shall serve as chairman of the executive committee.
- Shall appoint Chairpersons of Standing and Ad-hoc Committees in consultation with other Administrative officers.
- Shall be a signatory to all account of the association.

(SECTION 2) THE VICE CHAIRMAN FOR ADMINISTRATION

The duties of the 1st vice chairman shall include:

- Shall be the chief lieutenant of the Chairman/CEO;
- Shall serve in the absence of the Chairman/CEO and conduct official functions of the organization. [This is not necessary in my opinion-VC shall serve as acting ED until the term of office of the ED is over, and shall be EX-official to all committee when acting as the executive]
- In case of death, resignation, impeachment or inability of the Chairman/CEO, the 1st Vice Chairman shall assume the role of Chairman/CEO until the term of the office of the Chairman is over; and shall be EX-officio to all committees when acting as the Chairman.

(SECTION 3) THE 2ND VICE CHAIRMAN

The duties of the 2nd vice chairman shall include;

- Shall be the coordinator of all committees
- Shall serve in the absence of both the chairman and 1st vice chairman;
- Shall be chief of operation for the coalition (COCAEL) as shall be defined by the Executive committee, and in case of death, impeachment and or inability of both chairman and 1st vice Chairman shall assume the position of Chairman complete the term of the current chairman until elections.

(SECTION 5) THE GENERAL SECRETARY (GS)

Duties include:

- Shall be the chief custodian of all documents of the coalition
- Shall be responsible for all correspondences;
- Shall take minutes of all meetings of the organization, including the Annual General Assembly, Regular and Called meetings.

(SECTION 6): THE ASSISTANT SECRETARY (AGS)

- Shall conduct all functions as may be assigned by the General Secretary and shall assume the responsibilities in his/her absence.

(SECTION 4): THE TREASURER

- Shall be responsible for the safe keeping of the Coalition's finance as may be mandated by this constitution;
- Shall in collaboration with the financial secretary make an annual report to the Annual General Assembly and quarterly reports to the Executive Committee as well as periodic reports to the Executive Committee and Board of Advisors when deemed necessary.

(SECTION 7): THE FINANCIAL SECRETARY (FS)

- Shall be the custodian of all financial documents of the coalition.

- Shall collect all money, fines, contributions imposed and issue receipt for the payment of same, and shall, upon receipt, remit all funds to the Treasurer who shall make acknowledgement of said remittance issue receipt(s) to the Financial Secretary.

(SECTION 8) THE CHAPLAIN

- Shall perform all religious functions of the coalition.
- Shall perform such duties as counselor and healing of wounds through religious means wherever such cases may arise in the coalition.

I will suggest that All the below functions(General Coordinator, County Coordinator, be eliminated for the same reasons cited above.

(SECTION 9) THE GENERAL COORDINATOR (GC)

- Shall be the coordinator in chief or head of all county coordinators.
- Shall supervise, coordinate and monitor the operation of COCEAL in all counties and activities of all county coordinators.
- Shall make report to the office of the 2nd vice Chairman on the operations of COCEAL in the various counties over a period of time as may be specified by the Executive Committee.

(SECTION 10): THE COUNTY COORDINATOR

- Shall be administrative head of a county
- Shall perform the duties of the 2nd vice chairman in the county of assignment.
- Shall have an office staff of at least five persons ranging from secretary, financial secretary, security, office aid or messenger and a chaplain.

ARTICLE II: THE BOARD OF ADVISORS

Section 1 membership

The board of advisors shall be appointed by the member organizations. The officers of the Board shall include the following:

- Chairman
- Vice chairman
- Secretary
- chaplain

(SECTION 3): DUTIES OF THE BOARD OF ADVISORS

The duties of the Board of Advisors shall be as follows:

- Provide Oversight responsibilities for the Administrative Official of the Coalition in the absence of the Annual General Assembly.
- Advise and support the Administrative officials in the implementation of policies and strategic plans devised by the Annual General Assembly that are of interest to COCEAL.
- Shall advise and provide moral guidelines for the Ex com.
- The Secretary: the secretary of the board of advisors shall be responsible for all records of the board and shall keep all necessary records.
- The Chaplain: shall perform all the religious acts of the board of advisors.
- The Board of Advisor shall make concerted efforts to resolve disputes in the organization that threaten the unity and cohesiveness of the Coalition both within the Board and other bodies of the organization except for the General Assembly.

(SECTION 4): DUTIES OF THE OFFICERS OF THE BOARD

- The Chairman: the chairperson shall chair all board meetings; he/she shall seek or recommend for consideration of the board possible means through which the coalition can raise fund for its operation.

Shall call emergency meetings should there arise a need.

- Vice Chairman:

The Vice Chairman shall assist Chairperson at all times and shall chair all Board of Advisors meetings during the absence of the Chairperson, whenever the Chairperson of the board is unable to complete his/her terms due to illness, travel or any other form of inability, the Vice Chairperson takes over pending the next election of the board.

- Secretary: Shall keep minutes of meetings of the Board and develop correspondences of the board by directives of the Chair of the Board.
- Chaplain: Shall provide religious guidance for the Board.

CHAPTERS IV:

ARTICLES - I QUALIFICATIONS

A candidate for election or appointment to any position may be qualified as follows:

- Must have good moral conducts
- Must be an active member of a member organization of the Coalition that is current in their Annual Due payment.

CHAPTER V

ARTICLE 1: TENURE OF OFFICE

- All elected and appointed officers of the coalition shall serve for a period of four years; and can seek reelection for a second consecutive term.
- No elected officer shall be eligible for more than two consecutive terms.

- Newly elected officers shall be inducted into office on October 1, which is also celebrated globally as International Old Folks Day.
- At the end of his/her tenure of office the incumbent, he/she shall turn over the office to his/her successor at an appropriate program to coincide with the induction ceremonies.

CHAPTER V

ARTICLE I: STANDING COMMITTEES:

The Standing Committees of the Coalition shall be as follows:

Executive Committee, Ways, Means and Finance, Policy and Planning Committee, Membership and Mobilization Committee, Relief and Response Committee, Advocacy Committee and Media and Public Relations Committee, Training and Education Committee.

- The executive committee shall consist of all elected officers and chairperson of all standing and ad-hoc committees; and
- It shall assist the administrative official in the daily operation of the coalition.
- It shall hold Regular Meetings convened by the General Secretary by directives of the Chairman of the Coalition. The Regular Meetings shall be convened monthly.
- It shall hold Called Meetings to dispose of urgent matters whenever the need arises and shall be convened by the General Secretary by directive of the Chairman. The notice for Called meetings shall be disseminated at least 48 hours prior to the meeting.

[SECTION III]: Policy and PLANNING COMMITTEE

- The Policy and Planning Committee shall consist of eleven (11) members headed by a chairman; and
- It shall be responsible to review existing national public policies and recommend to the appropriate body of the Coalition the impact of such policies on the well being of older people and the operation of the COCAEL; and further action to be taken, if the need arises.
- It shall be responsible to review international policies, including resolutions and conventions, and recommend to the appropriate body of the Coalition the impact of these policies on the well being of older people in Liberia and the operation of COCAEL; and further action to be taken, if the need arises.
- It shall be abreast of national and international policies being devised or developed: to either support or undermine the work of ageing organizations nationally and internationally; and ensure that COCAEL remains alert to either initiate local and/or international efforts to support policies that enhances its activities in the interest of older people in Liberia or join efforts to discourage or eliminate anti-older people policies both nationally and internationally.
- It shall devise and submit plans for either repealing or amending existing anti older people laws or policies in Liberia to ensure that policies and laws in Liberia tend to strengthen the protection of the rights of older people and improve their well being.
- It shall advise and guide the leadership of COCAEL in engagement and participation in policy meetings with government and international bodies that involve services for older people and protection of their rights.
- It shall also review and devise internal policies periodically to enhance the administrative function and operation of COCAEL and submit for approval through the proper channel of the Coalition whenever the need arises.
- It shall develop financial policy of the Coalition and submit same to the Executive Committee for approval in consultation with the Board of Advisors.

[SECTION IV]: MEMBERSHIP AND MOBILIZATION COMMITTEE

- The membership and mobilization committee consist of eleven (11) members headed by a chairman and
- Shall be responsible for the recruitment of new members and retention of existing members.
- It shall devise the criteria for membership for the Coalition and submit same to the Executive Committee for approval in consultation with the Board of Advisors.
- It shall review new application for membership and ensure that application of membership is consistent with the criteria and procedure for membership; and shall submit new application to the Executive Committee for approval in consultation with the Board of Advisors.
- The committee shall submit its work to the executive committee through the 2nd vice chairman for operation for scrutinizing and approval.

SECTION V - WAYS, MEANS and Finance COMMITTEE

- The Ways, Means and Finance committee shall consist of eleven (11) members.
- It shall be responsible to devise means to mobilize resources (i.e materials, funds) for successful implementation of activities and operation of the Coalition by various structures of the group.
- It shall explore means for the Coalition to apply for grants, donation and gifts for implementation of projects earmarked by the Coalition.

Section VI: Advocacy Committee

- It shall be responsible to devise strategies for effective advocacy campaigns of the Coalition for pro-older people laws and policies, including lobbying, publication of statements, media interviews, forming alliances with national and international groups.
- It shall advise and guide the Coalition and its membership on advocacy activities.

Section VII: Training and Education Committee

- It shall be responsible to explore training opportunities for membership of the Coalition to enhance service delivery and protection of the rights of older people.

- It shall keep track of trainings of staff of member organization and advise member organization of the needs for training to enhance the capacity of its facilities and organizations and staff as well.

Section VIII: Media and Public Relations Committee:

- It shall be responsible for media activities of the Coalition, including dissemination of press releases, arrangement for media interviews and press conferences as well as press coverage.

SECTION VI RELIEF AND RESPONSE COMMITTEE

The Committee shall comprise of a representative of each member organization and the Chair shall be appointed by the Chairman of the Coalition.

- It shall serve as the emergency response unit of the Coalition whenever there is an emergency or crisis that is impacting on the well being of older people.
- It shall implement relief assistance and activities of the Coalition whenever the need arises for such activities.

CHAPTER VII

ARTICLE I: BY – LAW AND CHAPTERS

A chapter shall be a branch of the coalition establish in each of the county of the republic of Liberia. It shall serve as decentralization and supporting arms of the national coalition.

CHAPTER VIII

ARTICLE I: MEETING

The coalition shall hold meeting as follows:

- Annual General Assembly (Conference)
- Executive Committee Meetings (Regular or Called Meetings)
- Board of Advisors Meetings (Regular or Called Meetings)

SECTION II Financial Policy of the Coalition:

- The Policy and Planning Committee shall develop a comprehensive financial policy for the Coalition and submit same for approval by the Executive Committee in consultation of the Board of Advisors. The policy can be amended whenever necessary based on recommendation of the Ways, Means and Finance Committee.
- The Coalition shall open a bank account(s), including a Checking and Savings Account, in a reputable accredited bank in the Republic of Liberia approved and registered as a commercial bank by the Central Bank of Liberia.
- The signatories to the account of the coalition shall be three persons, including the Chairman, Treasurer and Financial Secretary. The Chairman and Treasurer shall be the primary signatories and the Financial Secretary shall be the secondary signatory. Any of the two signatories, shall withdraw funds from the account. The Chairman must be one of the two signatories to withdraw funds.
- All payments for services and activities of the Coalition more than \$50.00 must be expended by a Check. The disbursement of cash from the coalition shall be made through the submission of a payment voucher printed by the coalition in triplicates bearing the signatures of the chairman and the treasurer. A Memo for request for payment of cash for an activity of the Coalition shall be made by any official of the Coalition for his/her programmatic activity to the Financial Secretary. He/she shall submit review the request and same to the Chairman for review and approval if appropriate. The Chairman shall then generate a voucher for payment for such activity and submit same to the Treasurer to generate a Check.
- In the case of an amount of \$50.00 or less, the Treasurer can disburse the amount with the proper accounting procedure, A monthly petty cash in an amount to be decided by the Executive Committee and approved by the Board of Advisors shall be maintained with the Treasurer.

CHAPTER IX – QUORUM

Article – 1

The quorum for deliberations and transaction of business of any agency during meeting shall be at least two-third (2/3) (I will suggest by a simple majority of the members present to for progress in the deliberation of matters, but the members can decide), of the membership of that body, all decisions reached shall be binding on members of that body.

CHAPTER X – FUNDS RAISING OF THE COALITION:

Article -1

The coalition shall raise funds through, but not limited to, the following means;

- Annual Membership dues paid by full member organizations, as shall be agree upon consistent with the Constitution of the Coalition.
- Special taxation to be levied by the consensus of the member body;
- Funds raising programs for the implementation of the projects.
- Grants, donations and gifts obtained through project proposals, humanitarian organizations and philanthropists.
- Fees paid by delegates and participants during Annual General Assembly.
- Fines imposed during any meetings of the Coalition, including General Assembly, Executive Committee meetings and Board of Advisors meetings. The fines to be imposed shall be decided at the beginning of the meeting and agreed upon by the members in attendance.
- Bank fees from a Saving Account of the Coalition.

(SECTION 6) DISCRIMINATION

The coalition shall have a non-discriminatory policy and therefore shall not discriminate against member organization, applicants for membership and others on the basis of ethnicity, race, gender, religion, sexual orientation, status or nationality.

SECTION 7) DISSOLUTION:

Upon dissolution of the coalition, all assets of the coalition shall be disposed of through donation to a non-governmental organization(s) by the Executive Committee in consultation with the Board of Advisors after settling all liabilities owed by the Coalition. However, if the office structure and other field assets of member organization are owned by the Coalition, the Coalition reserves the right to make a determination on how to dispose of the assets or it can exercise control over such assets.

SECTION 4) DISPOSITION OF COCAEL ASSETS:

Only the Annual General Assembly has the authority to make a determination to dispose of assets belonging to the COCAEL.

CHAPTER XII

ARTICLE – PERPETUAL EXISTENCE

The association shall exist and remain indefinitely to be sustained by its membership.

CHAPTER XIII - ACTS FOR DISMISSAL/ IMPEACHMENT

ARTICLE 1

Any appointed or elected officer(s) of the coalition shall be dismissed or removed from offices for the following reasons:

- Gross Negligence of duties,
- Violation of the policies, by-laws and constitution of the coalition,
- Gross disorderly conduct both while on official duties of the Coalition and public functions
- Malfeasance
- Nonfeasance
- Violation of the rights of older people being served by his/her provider agency or community-based organization, including neglect, physical, psychological and financial abuse.
- Financial Impropriety
- Sexual Harassment

Article II:

Dismissal & Impeachment of Appointed and Elected Officers:

- The Chairman shall have the right to appoint and dismiss appointed officers except the members of the Board of Advisors. The dismissal shall be done in consultation with the Executive Committee and Board of Advisors.
- All elected officers shall be removed from office by an impeachment process for violation of the above acts. The impeachment process shall be conducted by the Board of Advisors and its recommendation shall be submitted to the Annual General Assembly for approval. If the Chairman of the Board is facing an impeachment, the Chairman of the Board of Advisors shall preside over the Annual General Assembly.
- An initial review of impeachment allegations shall be reviewed by the Executive Committee and its report submitted to the Board for full review if it is warranted based on the magnitude of the allegations.
- Upon the removal from office of an elected officer through the impeachment process, the Board shall initiate a plan for filling the vacancy created consistent with the Constitution.

CHAPTER XIV

ARTICLE I- PENALTY

The penalty for the violation of any provision of this by-laws and constitution shall range from recorded warning, fines, suspension and/or expulsion depending on the severity of the crime committed or violated. Any official accused of any of the above allegations shall be given due process consistent with the Constitution of the COCAEL or the laws of Liberia.

CHAPTER XV

ARTICLE I - WITHDRAWAL OF MEMBERSHIP

Any member organization that no longer subscribes to the aims and objectives set forth in this constitution and wishes to withdraw its membership from the Coalition shall do so in writing three months before the convening of the Annual General Assembly/conference of the coalition. The letter to withdraw membership shall be addressed to the Chairman of the Board of Advisors and it shall state reason(s) for withdrawal of membership. Upon receipt of the letter, the Chairman shall immediately convene a meeting of the Board of Advisors and invite the member organization to explore the possibility of resolving the matter. Failure to resolve the matter the Chairman shall then request the Chairman of the Coalition to place the matter on the Agenda of the pending Annual General Assembly to be decided by the Assembly.

SECTION 2: COMPENSATION OF WITHDRAWING MEMBER

The coalition will not compensate and /or refund contributions made by member organization whose letter of withdraw has been approved by the Annual General Assembly after the intervention of Board of Advisors has failed to resolve the issue.

(SECTION 5) POLITICAL ACTIVITIES

No substantial part of the activities of the coalition shall be used for the carrying on of propaganda or otherwise (attempting to influence) party politics; and that the coalition shall not participate in or intervene in (including the publishing or distribution of statements of any political campaign or ideology) of any candidate for public office. The Coalition shall not contribute (i.e funds or materials) to any political campaign or activities of a candidate for public office.

CHAPTER XVI

ARTICLE I ELECTION OF OFFICERS

All offices including the leadership of the board of advisors shall be elected by accredited delegates attending the Annual General Assembly of the Coalition. Voting shall be by secret ballot and winner shall be determined by absolute majority; and no member organization shall have two persons elected for national officers and appointed or on the Board of Advisors.

SECTION 1 Election Committee:

The Chairman in consultation with the Executive Committee and Board of Advisors shall appoint an Ad hoc election committee four months to an Annual General Assembly to conduct elections to fill vacancies for national officers. The Committee shall comprise at least five members.

CHAPTER XVII

ARTICLE: AMENDMENTS PROVISION

This constitution may be amended at any Annual General Assembly of the coalition by a two third vote of qualified voters at the Assembly. An amendment process shall be initiated by a member organization with a written document submitted to the Board of Advisors, clearly outlining the article and provision to be amended. The submission for amendment must be submitted three months to the pending Annual General Assembly. Upon receipt of the document, the Board of Advisors shall submit same to the Chairman of the Coalition who shall distribute the document to the member organization for their review prior to the General Assembly.

Chapter Chapter XVIII

Article I

Miscellaneous:

Prior to the coming into force of this Constitution, the following procedures shall be followed:

- In order to make this Constitution effective and operational, it shall be presented by the Ad-hoc Constitution Committee to the existing interim leadership body of the Coalition, including interim officials and committees, for discussion and approval.
- Upon approval of the Constitution, it shall become the binding laws of the COCAEL and subject to amendments consistent with the provision of Amendment of the Constitution.
- After the approval of the Constitution, the interim leadership of the Coalition, including interim officers and existing committees, shall continue to function until the first Annual General Assembly is held. The interim leadership shall continue to function accordance with the Plan of Action and other forward plan developed by the body until the elections of the first corp of national officers.
- The first national officers shall be elected during the First Annual General Assembly and the Assembly shall be conducted and perform its duties consistent with the provisions of the Constitution.
- Hence forth all principal bodies of the COCEAL shall abide by all provisions of the Constitution

PARTIES TO THIS CONSTITUTION

IN FAITH WHEREOF the undersigned representatives, having been duly authorized for that purpose, sign this Constitution

<i>S</i>	Name of Representative	Organization	Signature	Date
1	Mono A. Banda	National Old Folks Of Liberia (NOFOL)		October__
2	Pastor Aaron Paul	Provision of Hope Liberia (POHL)		October
3	Arthur K. Massaloy	National Association of Senior Citizens of Liberia (NASCOL)		October
4	Albert Secor	Old Folks Refuge Home (OPRH)		October__
5	Augustus W. Nelson	Liberia Association of Retire Persons (LARSP)		October__
6		Charles Edward Ritt Old Folks Home		October__
7		Determine Woman Old Folks Home (DWOFH)		October
8		Global Age Sustainable		October

		Program (GASP)	
9	Elizabeth Garpue	Fisher Johnson Daycare and Retirement Home INC (EJDRH)	October
10	Pastor Wilson Garnier	Faith Old Folks Home (FOFH)	
11		Union of the Liberian Old Folks (ULOF)	
12	Rev. Anna Kpam	Charles E. Britts Old Folks Home, United Methodist Church	
13	Sam Togba Siewie	Center For Community Advancement and Family Empowerment	

Done the 2nd Day of September, 2014 in the City of Monrovia, Liberia, West Africa.

Republic of Liberia
Montserrado County



Office of the Notary Public
Monrovia, Liberia

Cell: 0880-722213/0555-640426/0776-913885

NOTARY CERTIFICATE

Personally Appeared before me in My Office, in the City of Monrovia,
Montserrado County, Republic of Liberia this 12TH day of NOVEMBER
A.D. 2015, Qualified Notary Public, for and in the County of Montserrado,
in the Republic of Aforesaid the Parties to the attached Document(s).

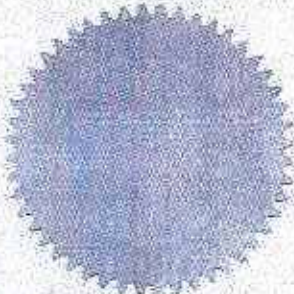
ARTICLES OF INCORPORATION
OF
LEALITION OF CAREGIVERS AND ADVOCATES FOR THE ELDERLY IN
LIBERIA (COCEAL), INC.



and did in my presence and in the presence of each other execute and sign
his/her/their genuine signature(s) on the said document(s) as the person(s)
he/she/they represent and that the same was made in my presence and declared
by each of them to be his/her/their for the purpose set forth therein, the said acts
being voluntary on his/her/their part and in his/her/their own hand writing(s).

Therefore, I Mackinley W. S. Kekulah, Notary Public aforesaid have attached
my official signature and Notary Seal to avail whenever so desired.

\$2.50 Revenue Stamp
Affixed on the original



GIVEN UNDER MY HAND AND SEAL OF OFFICE

THIS 12TH DAY OF NOVEMBER A.D. 2015

MACKINLEY W. S. KERULAH
NOTARY PUBLIC, MONTSERRADO COUNTY, L.



NAME**ADDRESS**

Momo A. Bainsa	Barnersville Township, Corne OF Johnson & Carey Street
Aaron G. Paul	Airfield Fiamah, Matadi
Albert D. Scott	Ashmun & Nelson Street, Monrovia
J. Togar Seckpee	Old road, Sinkor, Monrovia
Rev. Anna S. Kpaan	Dwason, Lower Margibi Robert Filed Highway
Julia B. Miller	Lower Margibi County
Comfort T.R. Dennis	U-Curve/Tusa Filed Community Gardnersville
Moses B. Kiadii	Gardner Building, Carey & Lynch Street, Monrovia
J. Guweh M. Dakannah	Tubmanburg, Bomi County
S.G. Gleon Wolova	Benson Street, Monrovia, Liberia
Phillip O. Moses	Unification City, Margibi County
Comfort David	70 Second Paynesville, Monrovia Liberia
Arthur K. Massally	Chugbor Road- Old Road, Sinkor Monrovia, Liberia
Kolleh Smith	Buchanan, Grand Bassa County
Mary Ghato	Nimha County, Liberia
Laise G. Nelson	Kakata, Farrington district

Article VIII: Amendment

The Corporation reserved the right to amend, alter, change or repeal any provision contained in this certificate of incorporation, in the manner now or hereafter prescribed by the Liberian Laws and rights conferred upon incorporations herein are granted subject to this reservation.

Article IX: Existence

The Corporation existence shall begin upon filing of these Articles of Incorporation with the Liberia Business Registry as of the date stated in this article.



11. To serve as an umbrella group for all old folks/ aging organizations in Liberia.
12. To collaborate/coordinate with other National and International coalitions Organization around the world;
13. To engage in HIV/AIDS mainstreaming and Health care for the elderly in Liberia.
14. To engage in any lawful act or activities for which Non-for Profit Corporation may now or hereafter be organized under the act adopting the New Association Law of the Republic of Liberia approved May 19, 1976 and published by the Ministry of Foreign Affairs of the Republic of Liberia.

ARTICLE III: ADDRESS AND REGISTERED AGENT

The principal Office of the Corporation shall be Nelson Street Monrovia Liberia West Africa and the name of its Registered Agent is: Rev.-Anna S. Kpaan Celi, 0886457541 of the same address. It may establish offices of group in other part of Liberia as may be determined by its Board/coalition members.

ARTICLE IV: DURATION

The Corporation is an entity as defined by part II of the Association Law of Liberia and same being charitable organization shall order, perform, enjoy and exercise the provisions of section 2.5 of the Finance and revenue Law of Republic of Liberia, of section 20.5 the Association Law of Liberia.

The duration or existence of this corporation shall be perpetual and it shall have all necessary power, which a Corporation under the Liberian Business Corporation Act may have.

ARTICLE V: BOARD OF ADVISORS


The Corporation shall have a Board of Advisors, the number of which shall not be less than 7 persons. The members of the aforesaid Board of Advisors Shall be subject to the provisions of these Articles of Incorporation.

ARTICLE VI: EXECUTIVE COMMITTEE

The name, positions and address of the Organizations, Executive Committee members of these Articles of Incorporation are as follows:

<u>NAME</u>	<u>POSITION</u>	<u>ADDRESS</u>
Momo A. Baidia National Old Folks of Liberia	Member	Bardnersville Township of Johnson & Carey Street
Aaron D. Paul Provision of Rope Liberia Member	Member	Airfield Faimah Matadi
Albert D. Scott Old Folks Refuge Home	Member	Ashman & Nelson Streets
J. Togar Seekpee Liberia Association of Retired Person	Member	Old Road, Sinkor, Monrovia



 REPUBLIC OF LIBERIA LIBERIA REVENUE AUTHORITY DOMESTIC TAX DEPARTMENT		Document No *005028990* 005028990		Filing Due Date: September 01 2015 Filing Date: September 28 2015 Payment Due Date: September 01 2015	
BANKING PAYMENT SLIP (ASSESSMENT) FOR LBR-DOMESTIC INCORPORATION FILING FEE					
TIN	Fee Type	Fee Account	Tax Period	Tax Centre	
505453699	LBR-DOMESTIC INCORPORATE	68409	9-2015	MEDIUM TAX DIVISION	
		Assess No: 165298	09-01-2015 To: 09-30-2016		
COALITION OF CAREGIVERS AND ADVOCATES FOR THE ELDERLY IN LIBERIA (COCAPL), INC C/O ANNA KPAAN NELSON STREET, Opp. The Lib Monrovia Monrovia, Monrovia Liberia					

This assessment notice, obtained from the Analyst, must be presented to the Central Bank of Liberia Teller for payment. Any alteration of information on this assessment is punishable under the Liberian Revenue Code (LRC). Furthermore, according to section 1900 (Tax Evasion) "Any person who wilfully evades or defrauds any tax imposed under any of the provisions of the Tax Code or under any of the provision, or the payment thereof shall be guilty of a felony and upon conviction in addition to any other sanctions provided by law, shall be fined not more than L\$200,000 or imprisoned not more than five (5) years, or both."

Payment Summary

	Charge Calculated	Payment Applied	Credit Applied	Refund Applied	Amount Due
Fee	50.00	0.00	0.00	0.00	50.00 USD
Penalty	0.00	0.00	0.00	0.00	0.00 USD
Interest	0.00	0.00	0.00	0.00	0.00 USD
Total	50.00	0.00	0.00	0.00	50.00 USD
Total Due For The Period (Fee + Penalties + Interest)					50.00 USD
Credit To Date Forward					0.00 USD
Overpayment For The Period					0.00 USD



ARTICLES OF INCORPORATION
OF
COALITION OF CAREGIVERS AND ADVOCATES FOR THE ELDERLY
IN LIBERIA (COCAEL), INC.

REPUBLIC OF LIBERIA
Liberia Business Registry

The copy of this document is FILED in
accordance with Section 1.4 of the
Business Corporation Act on

November 12, 2015
DATE OF FILING


REGISTRAR



REPUBLIC OF LIBERIA) MONTSERRADO COUNTY)

ARTICLES OF INCORPORATION
OF
COALITION OF CAREGIVERS AND ADVOCATES FOR THE ELDERLY IN
LIBERIA (COCAEL), INC.

We, the undersigned, for the purpose of forming a local not-for Profit, Corporation, Pursuant to Provisions of Part II, Not-for-Profit Corporation Act, of 1976, do hereby make, subscribe, acknowledge and file into the Office of the Registrar of the Liberia Business registry this Article of incorporation and in so doing certify as follows.

ARTICLES I

The name of the Corporation (hereinafter referred to as the Corporation) shall be
COALITION OF CAREGWERS AND ADVOCAES FOR THE ELDERLY IN
LIBERIA (COCAEL) INC.



ARTICLES II

The purpose and objectives for which this Corporation is formed is to engage in every lawful act and activities for which this Corporation may now or hereafter be organized under the Liberian Business Act of 1976 including, but not limited to the following:

1. To seek the welfare of all old person in Liberia
2. To work with all old folks institutions, National and Internationally;
3. To support member organizations engage in agriculture and agro-industrial activities including but not limited to the cultivation of various agriculture produce such as coffee, cocoa, pineapple, fruits oil palm and vegetables' etc;
4. To formulate plans to educate old folks in attempt to work among themselves for research purposes, this strategy will avail to Liberia great deal of us to working and what are the challenges and prospect;
5. To solicit finding from Government, Non-governmental Organizations to conduct in new technique, effect the operation of projects that is approved by donors among other;
6. To support member organization engage into micro financial services loan for the up liftmen of old folks in Liberia.
7. To educate, sensitize, and create awareness through the use of media especially the community radio stations and other forms of programs to adequately disseminate all that the farmer worth hearing;
8. To collaborate with other civil sodety groups in identifying priority to enhance the development agenda of (COCAEL.);
9. To carryout community development activities in the interest of Old Folks of Liberia.
10. To build the capacity of member organization within COCAEL;

Rev. Anna S. Kpaan Charles Edward Britts Old Folks Home Member		Dwazon Lower Margibi Robert field High-way
Julia B. Miller Faah Old Folks Home	Member	Lower Margibi County
Comfort T. R. Dennis Determine Women Old Folks	Member	U-Curve/Tusa Field Community Gardnersville
Moses B. Kiadi Global Age Sustainable Program	Member	Gardner Building, Carey & Lynch Street, Monrovia
J. Guweh M. Dakaannah Christian Arm Relief Service	Member	Tubmanburg, Boni County
J. G. Gideon Wolova Charity Liberia, Inc.	Member	Beason Street, Monrovia
Philip O. Moses Unification Community Care Services	Member	Unification City, Margibi County
Comfort David Esiter Johnson Daycare and Retirement Home Inc.	Member	70 Second Paynesville, Monrovia Liberian
Arthur K. Massally National Senior Citizen Organization Of Liberia	Member	Chugbor Road-Old Road Sinkor, Monrovia, Liberia
Kolleh Smith National Aged of Disable Old Folks Home of Liberia	Member	Buchanan, Grand Bassa County
Mary Ghato Welfare of Meikolo	Member	Nimba County, Liberia
Louise G. Nelson Ministry of the Ageing UMC	Member	Kakata, Farmington District



ARTICLE VII. INCORPORATORS

The names and addresses of the Incorporators of the Articles of Incorporation are as follows:

IN WITNESS WHEREOF, we, the undersigned have made subscribed and acknowledged this instrument this _____ Day of November, A. D. 2014.

IN THE PRESENCE OF:

C. W. P. Thomas

INCORPORATORS

J. Togat Seelpe
J. Togat Seelpe

Mosho A. Baiada
Mosho A. Baiada

Aaron G. Paul
Aaron G. Paul

Albert D. Scott
Albert D. Scott

Rev. Anna S. Kpaan
Rev. Anna S. Kpaan

Julia B. Miller
Julia B. Miller

Comfort T. R. Dennis
Comfort T. R. Dennis

Moses B. Kierli
Moses B. Kierli

J. Guwel M. Dakannah
J. Guwel M. Dakannah

S. G. Gideon Wolova
S. G. Gideon Wolova

Philip O. Meses
Philip O. Meses

Comfort David
Comfort David

Arthur K. Massally
Arthur K. Massally

Kolleh Smith
Kolleh Smith

Mary Gbato
Mary Gbato

Louise G. Nelson
Louise G. Nelson

