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 GARDP as a means of working with other advocates globally to support a UN Convention for Older People.

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.

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 Scotti-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
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. Meeglin Home for the Elderly—residential program
10. Organization for Old People in Liberia— community-based program
11. Our Mother’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

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 common ground in God for blessing us with advancement, aware that in all nations of the world, the rate of the global ageing population is increasing at a much faster rate than expected and in line with other trends, concluded that a world characterized by increasing numbers and proportions of elderly persons must provide opportunities for older persons to participate and contribute to the social, economic, cultural, and political activities of society; realizing the lack of coordinated policies and infrastructures to provide better services for older people occasioned by the tremendous marginalization and disabilities which older people are faced with; however, because the risk of losing their rights, autonomy, respect, and dignity, we hereby recognize the rights of older people as equal rights to those of younger citizens. We have the right to lead a life of dignity, self-determination, and equality, and we believe that to live a meaningful life is to participate in society with dignity, autonomy, and self-determination as well as pursue their happiness and destiny; we herein set the standards and expectations already set in the Universal Declaration of Human Rights, the Constitution of Liberia, the adopted Recommendations No. 27 of 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 women; the international "soft" law instrument known as the UN Madrid International Plan of Action for Aging (MIPA) 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. 318 and No. 143 of the African Commission on Human and People's Rights (ACHPR), and its respect and adherence 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 agree to form ourselves as a Coalition to provide equal care and services to older people residing in retirement homes, otherwise known as Liberia and other countries in Africa 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 the Coalition of Caregivers and Advocates of the Elderly in Liberia (COCAEL)

ARTICLE II: MOTTO AND LOGO

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

ARTICLE IV: FLAG

The flag of the coalition shall be the colors of continuity, courage, and transparency. The colors of the flag are meant to suggest a sense of stability, courage, and transparency. This is indicative of our solemn pledge to pursue our goals with continuity, courage, and transparency.

ARTICLE V: MEMBERSHIP

The membership of the coalition shall include the following:

- Full membership
- Affiliate membership

- Full membership shall be open to organizations, including, but not limited to, community-based organizations; providing services to the elderly residing in communities; advocacy organizations advocating for rights of older persons within the context of social and economic justice, within Liberia and other countries;
- All full member organizations shall have voting rights.

- Affiliate membership: The affiliate membership of COCAEL shall open the doors of government agencies, national and international organizations which have earned the right to join COCAEL. This membership is to provide the financial and material support to COCAEL in fulfilling its mission.

*An Annual Membership Dues shall be paid by Full Members and such membership dues 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 follows:

- To seek the welfare of all member organizations of the coalition with fairness and in an equitable manner.
- To engage with the government and other organizations, including members of the Legislative Branch, to enact legislations and adopt policies as well as ratify 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 organisations, serving older people and advocacy groups for older people.
• To encourage its member to engage in income generation activities such as agriculture and non-industrial activities including, but not limited to, the cultivation of various agricultural 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 fund) as a coalition to encourage and support our membership to seek resources from the government, non-governmental organisations 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 earmarked by donors among others.
• To encourage and support member organizations to engage in microfinance 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 mobilisation, media, including print media, radio stations and social media (i.e., text messages, websites, Facebook, Twitter, 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 alliances with international organisations in a global advocacy effort not only for the enactment of hard laws (conversions) 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 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 and coordinate with international and national organisations, including frontline agencies of the Government of Liberia (i.e., Aging 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 wellbeing of an older person or group of older people.

Chapter III:
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 amongst its members.
• The Annual General Assembly shall be held at a venue and place 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 report of the Chairman of the Coalition, Board of Advisors and National Financial Secretary.
• During the Annual General Assembly, each member organisation shall be represented by delegates in accordance with their number of members.
• 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 organisations.
• Each delegate and participant at the Annual General Assembly shall pay a fee that shall be decided and approved by the General Assembly through 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 II, OFFICES AND DUTIES

The offices to be exercised, supervised, conducted and administered the affairs of the Coalition shall include:

Offices:
- Chairman/President
- 1st Vice-Chairman (VC) for Administration
- 2nd Vice-Chairman for operation
- Treasurer
- General Secretary
- Assistant General Secretary (AGS)
- Financial Secretary (FS)

ENTITIES

SECTION 4

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. I shall issue:

- The Chairman shall be the chief executive officer of the Coalition.
- He/She shall preside over all regular and called meetings 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), approve all vouchers and disbursements. This will entail the work of the organization, but there should be a limit to the amount that the Chairman/CEO can sign without the approval of the EX-COM.
- Shall make periodic 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 approve all documents 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 signatory to all accounts of the association.

SECTION 8 THE VICE CHAIRMAN FOR ADMINISTRATION

The duties of the 2nd 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 committees 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 office of the Chairman is over; and shall be EX-official to all committees when acting as the Chairman.

SECTION 9 THE 1st VICE CHAIRMAN

The duties of the 1st Vice-Chairman shall include:
- Shall serve as the coordinator of all committees.
- Shall serve in the absence of the Chairman and 2nd Vice-Chairman.
- Shall be in charge of operation for the Coalition (CCAEFL) as shall be decided by the Executive Committee, and in case of death, resignation, impeachment or inability of both Chairman and 2nd Vice-Chairman shall assume the position of Chairman until completion of terms of current Chairman until elections.

SECTION 10 THE GENERAL SECRETARY (GS)

Duties include:
- Shall be the chief custodian of all documents of the Coalition.
- Shall be responsible for all correspondence.
- Shall take minutes of all meetings of the organization, including the Annual General Assembly, Regular and Called meetings.

SECTION 11 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 12 THE TREASURER

- Shall be responsible for safekeeping of the Coalition’s finances as may be mandated by this constitution.
- Shall in collaboration with the financial secretary make annual reports 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 13 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 reimbursement of said remittances from 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 suggest that all the above functions (General Coordinator, County Coordinator, Chaplain) 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 operations 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 to messenger and 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 Official 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 guidance for the Executive.
- The Secretary shall be responsible for all records of the Board and shall keep all necessary records.
- The Chaplain shall perform all religious acts of the Board.
- The Board of Advisors shall make concerted efforts to resolve disputes in the organization that threaten the unity and cohesion of the Coalition 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 Vice Chairman, and the Secretary shall chair all Board meetings; he/she shall seek or recommend for consideration of the Board possible means through which the Coalition can raise funds for its operation.
- All emergency meetings should there arise a need.
- Vice Chairman:
  - The Vice Chairman shall assist the Chairman at all times and shall chair all Board of Advisors meetings during the absence of the Chairman, whenever the Chairman of the Board is unable to complete his/her term due to illness, travel or any other reason. The Vice Chairman takes over pending the next election of the Board.
  - Secretary: Shall keep minutes of meetings of the Board and develop correspondence of the Board by directives of the Chairman of the Board.
  - Chaplain: Shall provide religious guidance for the Board.

**CHAPTER IV: ARTICLES 1: QUALIFICATIONS**
A candidate for election or appointment to any position may be qualified as follows:
- Must have good moral conduct.
- Must be an active member of a member organization of the Coalition that is current in their Annual Due payment.

**CHAPTER V: ARTICLES 1: TENURE OF OFFICE**
- All elected and appointed officers of the Coalition shall serve for a period of four years and can seek re-election 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 hand over the office to his/her successor in an appropriate program to coincide with the induction ceremonies.

CHAPTER VI
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 Reconstruction 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 day-to-day operation of the coalition.
§ It shall hold Regular Meetings convene by the General Secretary, by directive 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:
§ The Policy and Planning Committee shall be responsible for reviewing 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 CGCAEL; 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 CGCAEL; and further action to be taken, if the need arises.
§ It shall be aware of national and international policies being drafted or developed, to either support or undermine the work of aging organizations nationally and internationally, and ensure that CGCAEL submits a clear international effort to support policies that enhance its activities in the interest of older people in Liberia.
§ It shall advise and submit plans for either repealing or amending existing laws and 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 also advise and guide the leadership of CGCAEL 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 develop internal policies periodically to enhance the administrative function and operation of CGCAEL 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 shall consist of eleven (11) members headed by a chairman and:
§ It shall be responsible for the recruitment of new members and retention of existing members.
§ It shall finalize 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 the application is consistent with the criteria and procedures for membership and shall submit the application to the Executive Committee for approval in consultation with the Board of Advisors.
§ The committee shall submit its report to the executive committee through the 2nd vice chairman for adoption 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 for the development of 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, donations 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: Medical 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-LAWS AND CHARTERS
A charter shall be a branch of the Coalition established in each of the county of the Republic of Liberia. It shall serve as a decentralization and supporting arm of the national Coalition.

CHAPTER VIII
ARTICLE II: 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 III: 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 $500.00 must be executed by a Check. The disbursement of cash from the coalition shall be made through the submission of a payment voucher prepared by the coalition in triplicate containing the signatures of the Chairman and the Treasurer. A Memo for payment for an activity of the Coalition shall be made by an official of the Coalition for his/her programmatic activity to the Financial Secretary. The memo shall be submitted to the Chairman for review. 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 $600.00 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). A simple majority of the members present to transact business at any meeting 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 all member organizations, as shall be agreed 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.
- Fees imposed during any meetings of the Coalition, including General Assembly, Executive Committee meetings and Board of Advisors meetings. The fees 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 organizations, 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 assets and other right of possession or members 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 retain 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 1: 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:

1. Gross negligence of duties;
2. Violation of the policies, by-laws and constitution of the coalition;
3. Gross disloyalty conduct while on official duties of the Coalition and public functions;
4. Malfeasance;
5. Nonfeasance;
6. 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;
7. Financial impropriety;
8. Sexual Harassment.

Article 2: Dismissal & Impeachment of Appointed and Elected Officers:
1. 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.

2. 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.

3. 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.

4. 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 1: PENALTY
The penalty for the violation of any provision of this by-laws and constitution shall range from recorded warning, fine, suspension and/or expulsion depending on the severity of the crime committed or violated. Any officer accused of any of the above allegations shall be given due process consistent with the Constitution of the COCAEL or the laws of Uganda.

CHAPTER XV
ARTICLE 1: 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. In case 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 withdrawal 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 (in 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 an accredited delegate attending the Annual General Assembly of the Coalition. Voting shall be by secret ballot and winners shall be determined by absolute majority and no member organization shall have more than one person elected for national offices 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 offices. 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-thirds 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 XVII

Article 1

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

- In order to make the Constitution effective and operational, it shall be presented by the Ad-hoc Constitution Committee to the existing interim leadership 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 COCEAL and subject to amendments consistent with the provisions of Amendment of the Constitution.
- After the approval of the Constitution, the interim leadership of the Coalition, including interim officials and existing committees, shall continue to function until the first Annual General Assembly is held. The interim leadership shall continue to function in accordance with the Plan of Action and other forward plans developed by the body until the elections of the first set of national officers.
- The first national officers shall be elected during the First Annual General Assembly and the Assembly shall conduct and perform its duties consistent with the provisions of the Constitution.
- Henceforth 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:

<table>
<thead>
<tr>
<th>No.</th>
<th>Name of Representative</th>
<th>Organization</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Momor A. Benda</td>
<td>National Old Folks of Liberia (NOFOL)</td>
<td></td>
<td>October</td>
</tr>
<tr>
<td>2</td>
<td>Pastor Aaron Paul</td>
<td>Provision of Hope Liberia (POHL)</td>
<td></td>
<td>October</td>
</tr>
<tr>
<td>3</td>
<td>Arthur K. Massaraty</td>
<td>National Association of Senior Citizens of Liberia (NASCO)</td>
<td></td>
<td>October</td>
</tr>
<tr>
<td>4</td>
<td>Albert Sider</td>
<td>Old Folks Refuge Home (OFRE)</td>
<td></td>
<td>October</td>
</tr>
<tr>
<td>5</td>
<td>Augustine W. Nelson</td>
<td>Liberian Association of Retirees Parents (LARP)</td>
<td></td>
<td>October</td>
</tr>
<tr>
<td>6</td>
<td>Chibs Edward Hitt Old Folks Home</td>
<td></td>
<td></td>
<td>October</td>
</tr>
<tr>
<td>7</td>
<td>Decline Woman Old Folks Home (DWOFH)</td>
<td></td>
<td></td>
<td>October</td>
</tr>
<tr>
<td>8</td>
<td>Global Age Sustainable</td>
<td></td>
<td></td>
<td>October</td>
</tr>
<tr>
<td>No.</td>
<td>Name</td>
<td>Program (GAP)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>-----</td>
<td>-----------------</td>
<td>---------------------------------------------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Elizabeth Garue</td>
<td>Fuller Johnson Daycare and</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Retirement Home Inc. (FJDRI)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Paerim/Wilson Garue</td>
<td>Firth Old Folks Home (FOFH)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td></td>
<td>Union of the Liberian Old Folks (ULO)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Rev. Anna Kpamm</td>
<td>Charles B. Duobe Old Folks</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Home, United Methodist Church</td>
<td></td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Sam Towo Skwio</td>
<td>Center For Community</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Advancement and Family</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Empowerment</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Done the 2nd Day of September, 2013 in the City of Monrovia, Liberia, West Africa.
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 Liberia the Parties to the attached Document(s).

ARTICLES OF INCORPORATION

OF

COALITION OF CAREGIVERS AND ADVOCATES FOR THE ELDERLY IN LERIA (COCAL), 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) hereby represented 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 wherever so desired.

GIVEN UNDER MY HAND AND SEAL OF OFFICE

THIS 12TH DAY OF NOVEMBER A.D. 2015

[Notary Seal]

Mackinley W. S. Kekulah
Notary Public, Montserrado County, Liberia
NAME

Momo A. Balinda
Aaron G. Paul
Albert D. Scott
J. Togar Seckpee
Rev. Anna S. Kpaah
Julia B. Millor
Comfort T. E. Dennis
Moses B. Niadli
J. Guweh M. Dakannah
S.G. Gleon Woloya
Philip D. Moses
Comfort David
Arthur K. Massally
Kolleh Smith
Mary Ghato
Luise G. Nelson

ADDRESS

Barmersville Township, Corner of Johnson & Carey Street
Airfield Fmnh, Matadi
Ashmun & Nelson Street, Monrovia
Old road, Sinkor, Monrovia
Dwussion, Lower Margibi
Robert Filed Highway
Lower Margibi County
J-Curve/Tusá Filed Community
Gardnersville
Gardner Building, Cnrny & Lynch Street, Monrovia
Tubmanburg, Bom County
Belson Street, Monrovia, Liberia
Unification City, Margibi County
70 Second Paynesville, Monrovia Liberia
Chugbor Road- Old Road, Sinkor
Monrovia, Liberia
Buchanan, Grand Bassa County
Nimba County, Liberia
Kakata, farninton 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-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. Cell: 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 20.6 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, position and address of the Organisations, Executive Committee members of
these Articles of Incorporation are as follows:

<table>
<thead>
<tr>
<th>NAME</th>
<th>POSITION</th>
<th>ADDRESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Momo A. Barida</td>
<td>Member</td>
<td>Gardnersville Township</td>
</tr>
<tr>
<td>National Old Folks of Liberia</td>
<td></td>
<td>of Johnson &amp; Carey Street</td>
</tr>
<tr>
<td>Aaron D. Paul</td>
<td>Member</td>
<td>Airfield Palmate,Matacl</td>
</tr>
<tr>
<td>Provision of Hope Liberia Member</td>
<td></td>
<td>Ashman &amp; Nelson Streets</td>
</tr>
<tr>
<td>Albert D. Scott</td>
<td>Member</td>
<td>Old Road, Sinkor, Monrovia</td>
</tr>
<tr>
<td>Old Folks Refuge Home</td>
<td></td>
<td></td>
</tr>
<tr>
<td>J. Togar Seekpee</td>
<td>Member</td>
<td></td>
</tr>
</tbody>
</table>
This assessment notice, obtained from the Analyst, must be presented to the Central Bank of Liberia before payment. Any alteration of information on this notice will render it invalid. According to section 190 (Tax Evasion) of the Liberia Revenue Code (L.R.C.). Furthermore, according to section 190 (Tax Evasion) of the Liberia Revenue Code (L.R.C.). Any person who fails to comply with any of the provisions or the provisions of the Tax Code or any other law shall be subject to a fine of not less than $100,000 or imprisonment for not more than 6 months, or both.

<table>
<thead>
<tr>
<th>Payment Summary</th>
<th>Charge Calculated</th>
<th>Payment Applied</th>
<th>Credit Applied</th>
<th>Refund Applied</th>
<th>Amount Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fee</td>
<td>50.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>50.00</td>
</tr>
<tr>
<td>Penalty</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Interest</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Total</td>
<td>50.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>50.00</td>
</tr>
</tbody>
</table>

Total Due For The Period (Fee + Penalty + Interest): 50.00
Credit To Carry Forward: 0.00
Overpayment For The Period: 0.00

COALITION OF CAREGIVERS AND ADVOCATES FOR THE ELDERLY (COCAGE), INC.
C/O: ARNA KPAAN
NELSON STREET, BMB, The Lib
Monrovia
Monrovia, Montserrado
L.Berea

This notice is for the payment of the following: [List the details of the payment:]
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 1.1 of the Business Corporation Act on

November 12, 2015
DATE OF FILING

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

ARTICLES II
The purpose and objectives for which this Corporation is formed is to engage in any 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 of 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 as to working and what are the challenges and prospect;
5. To solicit funding 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-liftment 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 the former worth hearing;
8. To collaborate with other civil society groups in identifying priority to enhance the development agenda of (COCASEL);
9. To carryout community development activities in the interest of Old Folks of Liberia.
10. To build the capacity of member organization within COCASEL:
ARTICLE VII: INCORPORATORS

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

Rev. Anna S. Kpao
Chadco Edward Britto Old Folks Home Member
Dawson Lower Margibi
Robert Field High-way

Julia B. Miller
Vahh Old Folks Home Member
Lower Margibi County

Comfort T. P. Dennis
Determine Women Old Folks Member
U-Curve/Una Field Community
Carmona

Moses B. Kandhi
Global Age Sustainable Program
Member
Gardner Building, Carey & Lynch Street, Monrovia

J. Gwohe M. Dakakn
Christian Assn Relief Service
Member
Tubmanburg, Bomi County

J. G. Odson Wolona
Charity Liberia, Inc
Member
Benson Street, Monrovia

Philip O. Moses
Unification Community Care Services
Member
Unification City, Margibi County

Comfort David
Esther Johnson Daycare and Retirement Home Inc.
Member
70 Second Paynesville, Monrovia

Anthr K. Malsally
National Senior Citizen Organization Of Liberia
Member
Claghore Oasis-Old Road

Kollar Smith
National Aged of Disable Old Folks Home of Liberia
Member
Buckman, Grand Bassa County

Mary Gbato
Wellfare of Melkia
Member
Nimba County, Liberia

Louise G. Nelson
Ministry of the Aeging UMC
Member
Kalana, Farmington District
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. Thoms

INCORPORATORS

J. Togar Sekpee

Mono A. Danida

Aaron G. Paul

Albert D. Scott

Rev. Anna S. Kpoan

Julia B. Miller

Julia B. Miller

Comfort T. G. Davis

Comfort T. R. Dennis

Moses Bradd

Moses B. Kialhi

J. Gwuel M. Djanai

J. Gwuel M. Djanai

S.G. Gideon Wolova

S.G. Gideon Wolova

Philip O. Moses

Philip O. Moses

Comfort David

Comfort David

Arthur K. Massaly

Kolleh Smith

Kolleh Smith

Mary Gbal

Louise G. Nelson

Louise G. Nelson