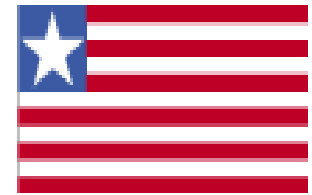


National Alumni Association of Lab/Tubman High School in the Americas



By-Laws and Constitution

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INTERPRETATION CLAUSE

Assembly	The general or extra-ordinary meeting of NAALTHSA.
Association	National Alumni Association of Laboratory/Tubman High School in the Americas or a local chapter of NAALTHSA.
Board/BOD	Board of Directors of NAALTHSA OR a local chapter's Board of Directors.
Cardinal	Sign of supremacy.
Council	The Executive Body of the Association or a local chapter
Maroon & White	Represent the school official colors.
Member	A former student, spouse of an Alumnus, chapter of NAALTHSA, or any Individual or sympathizer who is a part of NAALTHSA.
Motto	Loyalty and Patriotism.
NAALTHSA	National Alumni Association of Laboratory/Tubman High School in the Americas.
Secretariat	General Secretariat of NAALTHSA

PREAMBLE

We, former students of Laboratory/Tubman High School residing in the Americas, realizing the need to enhance the physical, academic and social developments of William V.S. Tubman High School, do hereby constitute ourselves through our respective Chapters or as Individual(s) into an organization herein referred to as the National Alumni Association of Laboratory/Tubman High School in the Americas (NAALTHSA); and enact these By-Laws and Constitution to govern this Organization.

ARTICLE I: OBJECTIVES

The objectives of the Association shall be:

SECTION I To uphold and support the intent and spirit of Laboratory High/Tubman High School in providing quality education to students of William V.S. Tubman High School irrespective of ethnic, religious, social, cultural or political orientation;

SECTION II To organize and implement programs aimed at promoting fellowship and unity amongst former students of Laboratory High School and Tubman High School residing in the Americas;

SECTION III To establish and maintain a working relationship with the Laboratory/Tubman High School Alumni Association in Monrovia, Liberia; the student body; faculty and support staff of the William V.S. Tubman High School in furtherance of any of the objectives stated herein.

SECTION IV To foster partnership with the Government of Liberia, other Alumni, and Humanitarian Organizations at home and abroad in order to contribute to the efforts of enhancing quality education in Liberia;

SECTION V To ensure that all funds and other resources, whether income, principle, gift, contribution, etc, shall be devoted to the philosophies of the Association as herein stated; and

SECTION VI To make contributions to institutions that qualify as exempt organizations under Section 501 (C) 3 of the Internal Revenue Code of 1986, as enacted or hereafter amended.

ARTICLE II: NAME, TYPE & HEADQUARTERS

SECTION I The organization shall be called National Alumni Association of Laboratory/Tubman High School in the Americas herein referred to as NAALTHSA.

SECTION II NAALTHSA shall operate exclusively as a non-profit social service organization as defined in Section 501(C) 3 of the Internal Revenue Code of 1986, and enacted or hereafter amended.

SECTION III The headquarters of the Association shall be situated in the city and state wherein resides the National President.

ARTICLE III: MEMBERSHIP

The Association shall have three categories of members which shall be Active, Honorary and Affiliate.

SECTION I Active Members

Active Members shall include chapters, former students and their spouses; and former staff and their spouses not belonging to chapters.

SECTION II Honorary Members

The titles of “Honorary President, Honorary Board Member or Honorary Member shall be conferred on individual(s) by the Association for meritorious purpose upon the recommendation of the Board of Directors. Honorary Members and Honorary BOD Members may fully participate in the deliberation of the Board Meeting or Assembly, but shall not have “**Voting Rights**”.

SECTION III Affiliate Members

The title of “Affiliate Member” shall extend to those individuals and sympathizers who share the values and aspiration of NAALTHSA. Affiliate Members may fully participate in the meetings of the Assembly or BOD but shall not have “**Voting Rights**”.

ARTICLE IV: ORGANIZATIONAL STRUCTURE

The management of NAALTHSA shall be chambered as follow:

- I. General Assembly ~ Legislative Body
- II. Board of Directors ~ Policy Body
- III. Executive Council ~ Executive Body

SECTION I General Assembly

The Assembly shall:

- A. Consist of delegates of the Board of Directors, various chapters, individual members, Honorary members and invitees;
- B. Be the highest decision making body, and its decision shall be final and binding on all chapters and individuals;
- C. Allow only those members in good financial standing with the Association in consonance with **ARTICLE XIII SECTION IV & V** to fully part take in the deliberation of the Assembly;
- D. Meet once a year during the first weekend of November. The meeting shall be occasioned by the Business Session and Re-Union activities;

- i. The Business Session shall include the deliberation on pertinent matters regarding the Association and William V.S. Tubman High School.
 - ii. The Re-Union shall include all social and recreational activities that may climax the Assembly.
- E. Reserve the right to expel a member for cause. In such case, the expulsion shall take effect upon two third majority votes of members present at the Assembly;
- F. Recognize a chapter's Executive Committee constituted by and through elections;
- G. Alter the statutes and standing order of business of the Association through a motion. The motion shall be passed by a simple majority vote of the general membership present;
- I. Ensure that the Agenda specifying the nature of business to be transacted, the General Secretary's Progress Report, Financial Report, Budget and Proposals for amendments and addenda to the constitution be served the various chapters

by the General Secretary two months prior to the holding of the Assembly;

J. Consider the below items as the Standing Order of Business

- i. Invocation
- ii. Registration of Members
- iii. Welcome Statement
- iv. Declaration of registered Members
- v. President's Address
- vi. General Secretary's Report
- vii. Chapters' Report
- viii. Recognition of New Board Members and Individuals
- ix. Projects and Programs Proposal
- x. Financial Report and Budget
- xi. Elections (If need be)
- xii. Amendments/Addenda (If need be)
- xiii. Other Business
- xiv. Venue of next Assembly
- xv. Adjournment and Benediction

- K. Consider only items on the agenda for discussion; and
- L. Sanction an Extra-Ordinary General Assembly session called by the Board in case of matters arising not covered by the Constitution which requires immediate National attention. The Extra-Ordinary session shall be called at a minimum of six months prior to the regular General Assembly at a venue to be decided by the Board of Directors.

SECTION II **Board of Directors**

The Board shall:

- A. Comprise of an odd number of seven (7) persons as defined:
 - i. Two (2) active individual members of the Association in good standing elected by the General Assembly.
 - ii. The President of the Association;
 - iii. Four (4) prominent individuals of varied professional backgrounds and possessing a wide array of experiences who are not

members of NAALTHSA. The four (4) individuals shall be nominated by the Executive Council and subsequently approved by the Board of Directors.

- B. Promulgate the decisions emanating from the Assembly into policies and programs for the implementation of the General Secretariat;
- C. Maintain the general direction and control of the Association;
- D. Evaluate the state of affairs and management practices of the Association and call for audit of the performance and finances of the Association;
- E. Confirm the appointments of the staff of the General Secretariat-General Secretary, Assistant General Secretary, Treasurer and Financial Secretary;
- F. Grant provisional chapter status to former students of Lab/Tubman High residing in a State or Metro States pending the approval of the General

Assembly in consonance with **ARTICLE XIII** of the By-Laws and Constitution;

- G.** Ratify the financial report, budget and recommendations from the Executive Council for onward submission to the Assembly for endorsement;
- H.** Enact policies and procedures for the conduct of its operation, the Executive Council and the Association;
- I.** Approve all major expenditures and contracts before implementation;
- J.** Institute punitive measures on any of its members, members of the Executive Council and other individuals of the Association in the interest of protecting the By-Laws and Constitution and the image of NAALTHSA. Such decision shall be limited to fines and suspension. The Board may thereafter recommend to the Assembly for further action if necessary;
- K.** Approve the reimbursement for any member for approved project of the Association undertaken by that member. In such case, the relevant documentations shall be processed in

keeping with acceptable accounting principles;

- L.** Be responsible for all legal matters of NAALTHSA and shall be represented by its the National President; and
- M.** Meet once a year on a date, venue and time to be determined by the members. Other meetings of the Board shall be held quarterly or as deemed necessary by the Board.

SECTION III **Executive Council**

The Executive Council shall:

- A.** Consist of the National President, two National Vice Presidents, Heads of all Chapters of NAALTHSA and members of the General Secretariat;
- B.** Be the administrative body of the Association;
- C.** Be presided over by the National President as chairperson;

D. Meet once a month on a date and time to be determined by the Council. Other meetings of the Executive Council shall be held as the Council deemed necessary;

General Secretary, Treasurer and Financial Secretary;

E. Have the following duties as defined:

- i. administers the established policies and programs of the Association;
- ii. manages and controls the affairs and daily activities of the Association;
- iii. defines and develops job descriptions for the General secretariat;
- iv. exercises oversight responsibility of the activities of all committees of the Association;
- v. constitutes Standing and Ad-hoc Committees;
- vi. scrutinizes and appoints the General Secretary, Assistant

vii. reviews the Financial Report and Budget for onward submission to the Board of Directors for ratification; and

viii. acts on behalf of the Association members on all matters for the Association unless otherwise directed by the Board of Directors.

SECTION IV **Standing Committees**

The Standing Committee shall:

- A.** Comprise of a minimum of three members, chaired and co-chaired by members of the Council;
- B.** Consist of other members who shall be confirmed by the Board upon the nomination of the National President;
- C.** Have a chairperson who shall report to the Executive Council on his/her committee's work; and

D. Comprise of:

- i. Way, Means and Finance
- ii. Membership and Recruitment
- iii. Judicial and Grievance
- iv. Media and Publicity
- v. Programs and Projects

1. Ways, Means and Finance Committee

The Ways Means and Finance Committee shall:

- a. develop programs and strategies for generating revenues for NAALTHSA;
- b. prepare the financial policy, quarterly financial reports and annual budget of the Association for submission to the Executive Council;
- c. ensure that the financial statement of NAALTHSA meets the standard financial reporting requirement of the Internal Revenue Service (IRS);

- d. monitor the implementation of the financial policy of the Association in accordance with the By-Laws and Constitution; and
- e. review the financial position of the Association and advise the Council appropriately.

2. Membership and Recruitment Committee

The Membership and Recruitment Committee shall:

- a. design programs and strategies to recruit and retain members; and
- b. establish a database for the purpose of networking.

3. Judicial and Grievance Committee

The Judicial and Grievance Committee shall:

- a. consist of members with legal qualification;

- b. review and investigate all complaints and other grievances; and make recommendation to the Board;
- c. take counsel, give advice and adopt positions of all cases, disputes or inquiries submitted to the committee;
- d. follow the development of the statutes of NAALTHSA and propose amendments and addenda to the Council for its review and onward submission to the Assembly for approval; and
- e. review the statutes of affiliated chapters and recommend to the Council for intervention for any desire amendments or addenda.

4. Media and Publicity Committee

The Media and Publicity Committee shall:

- a. design and disseminate information about NAALTHSA.

5. Programs and Projects Committee

The Programs and Projects Committee shall:

- a. identify programs and projects to be undertaken by the Association;
- b. be responsible for the organization of the General Assembly of NAALTHSA in close collaboration with the Executive Council; and
- c. consist of other members including the President of the Chapter which organized the last Assembly, The President of the Chapter assigned to host the subsequent Assembly, the Chief Financial Officer and the 2nd Vice President as Ex-officio.

SECTION V

General Secretariat

The General Secretariat shall:

- A. Comprise of the General Secretary, Assistant General Secretary, Treasurer, Financial Secretary and a cope of other staff deemed necessary by the General Secretary; and

- B. Be responsible for the day to day activities of the Association.

ARTICLE V: ELIGIBILITY OF OFFICERS

SECTION I An individual contesting for position shall:

- A. Be an active member in good financial standing with the Association;
- B. Be a member of a chapter; except, where his/ her geographic location does not have chapter;
- C. Be individuals of credible character, prominence; and of asset to the Association;
- D. Have knowledge in the management of non-profit and other civic institutions; and
- E. Have attended the General Assembly at least twice excluding the current one.

SECTION II **National President**

The President shall be a graduate of the Laboratory /William V.S. Tubman High School, with good leadership ability, high moral quality and have the same qualities as those of the

members of the Board.

SECTION III **1st & 2nd National Vice Presidents**

The 1st & 2nd National Vice Presidents shall have the same qualifications of the President.

SECTION IV **General Secretary**

The General Secretary shall be a former student having good managerial skills of non-profit and other civic institutions.

SECTION V **Assistant General Secretary**

The Assistant General Secretary shall have the same qualification of the General Secretary.

SECTION VI **Treasurer**

The Treasurer shall be a credible financial manager with basic accounting and banking skills.

SECTION VII **Financial Secretary**

The Financial Secretary shall be a credible accounting practitioner with basic financial management skills.

ARTICLE VI: DUTIES AND RESPONSIBILITIES OF OFFICERS

SECTION I National President

The President shall:

- A.** Preside over the meetings of the Board of Directors, General Assembly, Extra-Ordinary Assembly, Executive Council and others as may require;
- B.** Enforce the Constitution of NAALTHSA and be responsible for the smooth operation of the Board;
- C.** Coordinate the activities of the Executive Council and ensure that the mandates and policies of the Assembly and the Board of Directors, and decision of the Council are implemented;
- D.** With the consent of the Council, appoint all Ad-Hoc committees including the Elections Commission;

- E.** Represent the Association in legal matters; and
- F.** Be a signatory to the Association's account(s) and one of three signatories including that of the Chief Financial Officer/Treasurer for any and all financial transactions in excess of two hundred dollars.

SECTION II 1st National Vice President

The 1st National Vice President shall:

- A.** Serve in the stead of the President while he/she is absent or incapacitated, and work in close collaboration with other members of the Council;
- B.** Perform all duties and responsibilities deemed necessary by the Board of Directors or the National President;
- C.** Serve as ex-officio to the Ways, Means and Finance Committee; and

- D. Be a signatory to the account(s) of the Association.

SECTION III **2ND National Vice President**

The 2nd National Vice President shall:

- A. Act as President in the absence of the President and the 1st Vice President, and work in close collaboration with other members of the Board; and
- B. Operate in accordance with **Article VI SECTION II B** of the By-Laws and Constitution of the Association

SECTION IV **General Secretary**

The General Secretary shall:

- A. Head the Secretariat of the NAALTHSA with the responsibilities to execute the day to day activities of the Association in close collaboration with the National President and other Council members;

- B. Be responsible for recruitment and staffing of the General Secretariat;
- C. Recommend the appointment of all other staff of the Secretariat to the Executive Council for acknowledgment;
- D. Make recommendation to the Council in the interest of the growth and prosperity of the Association;
- E. Serve as ex-officio on all Standing and Ad-hoc committees with no **VOTING RIGHTS**
- F. Attend all Council meetings and serve as secretary to the Board without voting rights. He/she may designate a staff to record the minutes to afford him/her to fully engage in deliberations;
- G. Be the chief custodian of all records of NAALTHSA; and
- H. Be a signatory to the account(s) of the Association.

SECTION V Assistant General Secretary

The Assistant General Secretary shall:

- A.** Undertake responsibilities as assigned him/her by the General Secretary and/or the President of NAALTHSA; and
- B.** Assist the General Secretary in the smooth operation of the Secretariat and act in the absence of the General Secretary.

SECTION VI Treasurer

The Treasurer shall:

- A.** Be the sole custodian of all funds and resources of NAALTHSA;
- B.** Open and maintain account(s) in the name of the Association at recognized banking institution;
- C.** Be a member of the Ways, Means and Finance Committee;

- D.** Disburse funds in accordance with budgetary allocations upon receipt of the proper orders of payment;
- E.** Issue and sign checks upon receipt of proper orders of payment ;
- F.** Receive at the end of each Assembly Meeting all money collected by the Financial Secretary and issue the proper receipt;
- G.** Deposit all funds received in accordance with the financial management provision of the By-Laws and Constitution;
- H.** Record in and keep up to date the cash book of the Association in which the Treasurer shall register incomes and disbursements;
- I.** Make a written quarterly financial report on the last days in March, June, September and December of each fiscal year;
- J.** Be one of the four signatories to the Association's account(s); and

- K. Adhere to and implement the financial policy of NAALTHSA consistent with the provision of **ARTICLE XIII** of the By-Laws and Constitution.

SECTION VII Financial Secretary

The Financial Secretary shall:

- A. Be the collector and accountant of NAALTHSA;
- B. Keep the financial records of the Association;
- C. Write orders of payment for presentation to the Treasurer, affixing the Financial Secretary's signature thereon, together with those of the Secretary General and the President;
- D. Keep up to date financial records of the Association;
- E. Notify by mail those members (chapters or individuals) who are in default with payment of dues, fees, and assessments;

- F. Communicate at the end of each Assembly Meeting the total collections and disbursements; and
- G. Make a written quarterly financial report on the last days in March, June, September, and December of each fiscal year.

ARTICLE VII: TENURE OF OFFICE

SECTION I The tenure of office for elected national officers shall be two years.

SECTION II Elected Board Members shall have a three-year term.

SECTION III The four (4) non-elected prominent individuals chosen on the Board of Directors shall have a five-year renewable term.

SECTION IV Except for the National President, all Board members, national elected officers and members of standing committees may serve as many terms as possible.

SECTION V The National President shall be elected for a period of two calendar years, and shall NOT serve for more than two terms of office.

- I. A President who took leave of office after his/her first two year term shall be qualified to contest for the presidency after a minimum period of two years. He/she shall be eligible for two terms of office if so re-elected by the general membership.

ARTICLE VIII: ELECTIONS TIME TABLE

- SECTION I Elections shall take place at the General Assembly during the election's year, except in case of vacancy at which time election shall be held at the most immediate Assembly for such position.
- SECTION II All vacant positions within the Association shall be declared to member chapters and individual members by the General Secretariat three months prior to the date of the Assembly.
- SECTION III Interested candidates for vacant positions shall submit applications to the Secretariat for circulation to members of NAALTHSA.. Applications shall also be submitted at the Assembly.

ARTICLE IX: VOTING RIGHTS & PROCEDURES

- SECTION I Voting rights shall extend to all members in good financial standing with the Association.
- SECTION II Voting of officers shall be done by secret ballot and the winner shall be determined by simple majority votes of the members present at the Assembly.
- SECTION III Voting on issues of concern shall be done by head counts and passed by simple majority votes of members present at the Assembly or any meeting of the Association; except as otherwise stated in these By-Laws and Constitution.

ARTICLE X: ELECTIONS OF OFFICERS

SECTION I Elections of officers of NAALTHSA shall be for the positions of:

- A. National President
- B. 1st National Vice President
- C. 2nd National Vice President
- D. Two members of the Board

SECTION II Elections of officers of chapters shall be done in accordance with the By-Laws and Constitution of the respective chapters

SECTION III No candidate shall be elected in **absentia**.

SECTION IV No two elected national officers of NAALTHSA shall be from the same chapter

ARTICLE XI: OATH OF OFFICE

SECTION I All officers-elect of the Association shall take the following oath:

“I (name), do solemnly affirm that I will faithfully and dutifully execute the responsibilities of (position) of the National Alumni Association of Lab/Tubman High

School in the Americas, and will to the best of my ability protect , defend, preserve and abide by the BY-Laws and Constitution of NAALTHSA, so help me God.”

ARTICLE XII: MEETINGS

SECTION I Meetings of the Association shall be:

- A. General Assembly
- B. Board of Directors
- C. Executive Council
- D. Standing and Ad-hoc Committees
- E. Chapters

SECTION II Except for the meetings of the General Assembly, Extra-Ordinary Assembly and Joint Board and Executive Council, meetings of the Association shall be held by conventional or electronic communication media so long all members concurrently hear each other and participate during the meeting.

SECTION III The Joint Board and Council meeting shall be held during the second week end in June each year at a venue to be decided by the Board of Directors and Executive Council.

ARTICLE XIII: FINANCIAL MANAGEMENT

SECTION I The Association's account(s) shall have the signatures of the National President, 1st National Vice President, General Secretary, and Treasurer.

- A. Any three (3) signatures including that of the National President and the Treasurer shall be eligible for withdrawal of any amount in excess of two hundred dollars (\$200.00).

SECTION II The Management of the Association's finances and other assets shall be consistent with the Association's Financial Policy and the general accounting principles to ensure check and balance.

SECTION III Revenues for the Association shall be raised through payments of membership subscription fees, special taxation and others.

SECTION IV The Association shall levy two basic categories of subscription fees which shall be:

- A. Annual Chapter subscription fees ~** each established chapter shall pay an annual fee of \$500.00 for all its members.

- B. Annual Individual subscription fees ~** A member who does not belong to chapter shall be required to pay an annual subscription fee of \$60.00 at \$5.00 per month

SECTION V **Taxations**

Each member attending the Assembly shall pay a sitting fee as may be stipulated by the Board of Directors. Such payment must be done prior to an individual's participation into the activities of the Assembly.

- A. The sitting fee shall cover all activities of the Assembly including the Business session and the Re-Union Banquet.

SECTION VI **Fund Raising**

The Association shall organize other programs geared towards generating funds for its solvency.

SECTION VII All payments of monies and other contributions to the Association shall be **Non-Refundable.**

SECTION VIII The fiscal period of NAALTHSA shall be from January 1st to December 31st of each calendar year.

SECTION IX All funds generated by the Association shall be applied to programs and projects approved by the Board of Directors.

SECTION X Funds belonging to NAALTHSA shall be deposited in its account within 24 hours during business days.

ARTICLE XIV: COMPENSATION

SECTION I No member of the Board of Directors and non member of the General Secretariat shall receive salary/compensation for services or work rendered for NAALTHSA.

SECTION II Members of the Board shall receive honorarium for travel and other incidental expenses. Such travel shall be in the direct interest of the Association.

SECTION III The General Secretary and staff shall be compensated based on performance, funds raised and other factors as will be determined by the Board of Directors.

ARTICLE XV: JUDICIAL MATTERS

SECTION I The Association shall:

A. Take legal action against any member or individual for embezzlement or abuse of its properties; and

B. Take legal action against an individual or management that may encroach on its rights.

ARTICLE XVI: PUNITIVE MEASURES

SECTION I The Assembly reserves the right to impeach an official of the Association for malfeasance, misfeasance and nonfeasance by two third majority votes of members present at the Assembly.

SECTION II Impeachment of officer and expulsion proceedings shall be based on recommendation of the Board of Directors as a result of findings emanating from investigation conducted by the Judicial and Grievance Committee.

SECTION III The Board shall suspend any member for act(s) in contravention of the By-Laws and Constitution.

SECTION IV All punitive actions taken by the Board or General Assembly shall take immediate effect.

mailing addresses, telephone numbers and emails (if any); and

ARTICLE XVII: PROCEDURE FOR MEMBERSHIP

SECTION I NAALTHSA shall encourage the establishment of chapters for the effective operation of its activities.

SECTION II Chapter status shall be granted on the following conditions:

- A. That a group of Lab/Tubman High alumni with a minimum of ten active members in a state or states of proximity applies;
- B. That the applicant chapter serves its petition to the Board of Directors for scrutiny and subsequent recommendation to the Assembly for acknowledgment;
- C. That the application contains a declaration in which the applicant chapter undertakes to conform at all times to the By-Laws and Constitution and decisions of NAALTHSA; a copy of its Constitution, list of elected officers, and names of members along with their

- D. That all such applications be accompanied with a fee of two hundred dollars (\$200.00)

SECTION III Delegates submitting application for chapter status shall be afforded the opportunity to declare their intent to the Assembly.

SECTION IV Chapter heads and officers shall protect the Constitution of NAALTHSA and promote the Association’s interest at all times irrespective of region.

SECTION V A chapter which has been granted membership status shall pay its annual subscription fee as stipulated in **ARTICLE XIII SECTION IV A** of the Constitution, or its membership shall be declared “mutatis mutandis.”

SECTION VI An Individual and his/her spouse seeking membership with the Association must conform to the constitution of NAALTHSA and pay an application fee of \$25.00 each.

SECTION VII All chapter, former students and staff along with their spouses shall each pay his/her annual subscription fee in keeping with **ARTICLE XIII**

SECTION IV of the Constitution; Or his/her membership shall be declared “mutatis mutandis”

SECTION VIII Individual members are entitled to affiliate with chapter based on proximity. In such case, the Secretariat shall be informed for the purpose of the Association’s records.

SECTION IX Once a chapter or individual has met the requirement herein stated in **ARTICLE XIII SECTION IV** of the Constitution, that chapter or individual shall fully participate in the business of the Assembly and enjoy all other entitlements of the Association.

SECTION X Each chapter shall codify its constitution; formulate its programs and activities including election of officers. The chapter constitution and programs shall be in accordance with the Constitution of NAALTHSA.

ARTICLE XVIII: PROHIBITION

SECTION I The Association shall not make any provision repugnant to the Constitution or laws of the United States of America.

SECTION II The Association shall not initiate, participate or undertake any activities in violation of the regulations set by the Government of the United States of America.

ARTICLE XIX: COMMUNICATION

SECTION I The official language for transaction of the Association shall be English.

SECTION II Communication shall be transmitted to members of NAALTHSA through registered mail, email, newsletter, flyers, telephone, etc.

ARTICLE XX: AMENDMENTS

SECTION I Proposals for amendments to the Constitution shall be submitted to the Secretariat three months prior to the date of the Assembly. All such recommendations shall form part of the Agenda and circulated to the members thirty days before the next General Assembly.

SECTION II Amendments passed by the Assembly shall take effect two months after the Assembly except as otherwise already stipulated in the provisions of the Constitution.

SECTION III In case of force majeure or matters not covered under these By-Laws and Constitution, they shall be handled by the Board whose decision shall be final. The Board shall thereafter inform the general membership at the next Assembly.

SECTION IV The interpretation of the By-Laws and Constitution of NAALTHSA shall remain the prerogative of the Association.

ARTICLE XXI: DISSOLUTION

SECTION I In the event of dissolution or final liquidation of the Association, all of its assets after settlement of legitimate liabilities shall be the properties of the William V.S. Tubman High School in Monrovia, Liberia.

SECTION II In case of dissolution of a member chapter, the National Association shall take full responsibilities of that chapter's assets and legitimate liabilities.

Declaration

These By-Laws and Constitution as revised was

adapted on this 30th day of August 2008 by the

general membership of NAALTHSA at the 14th Annual

General Assembly in the city of Columbus, OH.

Committee Members

J. Sackie Kennedy	Chairman	Minnesota Chapter
Washington Doe	Secretary	Minnesota Chapter
Weah Wisseh	Member	Maryland Chapter
Anthony V. Kesselly	Member	De Valley Chapter
James Tamba	Member	New York Chapter
Gabriel Kpanneh	Member	Georgia Sector
Edwin Kruah	Member	Minnesota Chapter

Contributors

Christopher G. Weay, Jr.	Maryland Chapter
Victor Chumbe	California Chapter
Cyrus Tarpeh	Minnesota Chapter

Signed: *D. Washington Doe*

D. Washington Doe
Secretary, National Revised Constitution Committee

Approved: *J. Sackie Kennedy*

J. Sackie Kennedy
National President