

CONSTITUTION AND BY-LAWS

OF THE



**NATIONAL MARYLAND COUNTY ASSOCIATION
OF LIBERIA, USA**

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**APPROVED
CONSTITUTION AND BY-LAW
OF THE
NATIONAL MARYLAND COUNTY ASSOCIATION OF LIBERIA, USA, INC.**

PREAMBLE

WHEREAS, we, the citizens of the Republic of Liberia, hailing from Maryland County and friends residing in the United States, have recognized the need to organize ourselves under one Association;

CONVINCED, that the existence and functions of this association shall preserve the unity and collaboration among other Maryland County organizations based in the United States of America and elsewhere;

RECOGNIZING FURTHER, that most of these groups and organizations are desirous of expanding collaboration among themselves and improving their respective abilities to formulate, organize and implement projects and programs for and on behalf of Maryland County while maintaining their autonomy;

THEREFORE, we do hereby organize and establish an advocacy, non-profit, non-political and non-governmental association, under the laws of the United States of America and declare the following fundamental laws as our guiding principles.

CONSTITUTION

Article I: Name, Principal Office and Banking Institution

Section I: Name of Organization

The name of the organization shall be: The National Maryland County Association of Liberia, USA, Inc. hereafter referred to in this document and any other official documents as NAMCAL-USA, Inc.

Section II: Principal Office

The principal office of NAMCAL-USA, Inc. shall be located in the State of Maryland, United States of America. The Organization may also maintain offices at such other places as decided upon by the organization.

Section III: Banking Institution and Resident Agent

Any account or funds in the name of NAMCAL-USA, Inc. shall be kept with a reputable financial institution equipped with a national and international scope of services. A Resident Agent for NAMCAL-USA, Inc. shall be located in the State of Incorporation.

Article II Structure, Rights and Purpose of Organization

Section I: Structure

The National Maryland County Association of Liberia-USA, Inc. will operate as a non-political, non-governmental and non-profit organization.

Section II: Rights

Neither the name of the organization, its logo nor resemblance shall be used in connection with or promotion of commercial, partisan, tribal, or sectarian interest for any purpose inconsistent with the objectives of NAMCAL-USA, Inc.

Section III: Purposes

NAMCAL-USA, Inc shall serve as an umbrella organization and facilitator for all member organizations of Marylanders in the United States of America:

1. Support and promote unity among all Marylanders.
2. Be a meaningful voice for all Marylanders at home and abroad.
3. Cooperate with all legitimate Liberian community and county organizations for the advancement, common interests, and progress of its people.
4. Establish additional chapters in each of the fifty states of the United States of America.
5. Establish a national communication network that will include a periodic newsletter, telephone hotline, website, etc.
6. Conduct capacity building workshops for the identification and enhancement of management skills of its members and,
7. Organize and sponsor fund raising activities in support of the association's programs.

Article III
Distribution of NAMCAL-USA, Inc. Assets and Liabilities

In the event of the dissolution of the organization, its assets and liabilities shall be distributed to an organization designated by members of NAMCAL-USA Inc. at its final meeting and in accordance with its By-laws. Such designated organization shall be not-for-profit.

Article IV
Principal Institutions

Section I: Institutions

The principal institutions of NAMCAL-USA, Inc. shall consist of the following:

- (1) National Leadership Council, (2) National Representative Council (3) National Council of Advisors, and (4) National General Assembly.

Article V
Officers

Section I: Officers

The names and duties of officers, descriptions, and authorities of each council shall be detailed in the By-laws (see Article III, Sections I - VII of the By-laws).

Section II: Elections:

There shall be election of officers of NAMCAL-USA, Inc. every two years. The detailed regulations and procedures of all elections shall be contained in the By-laws (see Article V, Sections I - III of the By-laws).

Section III: Meetings

NAMCAL-USA Inc. shall conduct regular meetings as required by the By-laws (see Article VII, Section I of the By-laws).

Section IV: Parliamentary Authority

The procedure for conducting the official affairs of this Organization shall conform to the New Robert's Rules of Order and general Rules of Parliamentary procedure.

Section V: Quorum

NAMCAL-USA Inc. must constitute a quorum to conduct business legally. The By-laws of this organization shall define what constitute a quorum. It shall also make provisions for special situations concerning this section (see Article VIII, Section II of the By-laws).

Section VI: Vacancy

Should a vacancy occur during an un-expired term, the vacancy shall be filled by special elections, appointment or as provided by the By-laws.

Section VII: Amendments

Any alteration of this constitution, after adoption, must meet the following requirements:

- a) The amendment must be proper and not out of order.
- b) Previous notice to amend the constitution must be provided.
- c) A quorum, as defined by the bylaws must be present.
- d) The vote of two thirds (2/3) of the members present is required.
- e) All the above requirements must be satisfied before an amendment to this constitution is allowed.

**Article VI
Committees**

Section I: Committees

The Association shall have Standing Committees and Special Committees.

Section II: Duties

The duties of the Standing Committee shall be as provided in the bylaws and the duties of the special committees shall be defined by the NLC in consultation with the NRC (see Article IV, Section II of the By-laws).

**Article VII
Membership**

Section I: Membership of NAMCAL-USA, Inc.

The membership of NAMCAL-USA shall be open to all Maryland County organizations committed to the development and unity of the County. There shall be three kinds of memberships: (1) Chapter members and (2) Non-chapter members (3) Honorary Member

Section II: Chapter & Non-Chapter Members

- a) Each Maryland County organization that is a member of NAMCAL-USA, Inc. shall be called a chapter, and each Non-chapter member shall be called affiliate chapter.
- b) All member organizations shall maintain its own constitution, bylaws, and regulations, but not inconsistent with NAMCAL-USA's major objectives, developments and unity for Maryland County and the Republic of Liberia.

Section III: Honorary Members

Honorary membership status shall be bestowed upon any individual who is not a member of any Maryland organization for outstanding contributions and services to NAMCAL-USA, Inc. and the Republic of Liberia. NCOA shall recommend to NLC for approval and NLC shall submit same to the NRC for recognition.

Section IV: Membership Requirements

Each member must be a duly organized association registered under local state and federal laws.

Section V: Duties, Rights and Privileges

The duties rights and privileges of member-organizations shall be defined in the Bylaws pursuant to this Article (see Article II Sections I – III of the By-laws).

Section III: Dues and Fees

The association shall have the power to assess dues and fees, which shall be determined by the NLC and NRC and approved by the membership.

**Article VIII
Impeachment**

Section I: Impeachment

All elected officers are subject to impeachment in accordance with the constitution and By-laws of NAMCAL-USA, Inc.

BYLAWS

Article I

Principal Institutions

Section I: *National leadership Council*

The National Leadership Council (NLC) shall be the governing body and one of the three decision-making bodies of NAMCAL-USA, Inc. It shall:

- a) Comprise of: 1) National President, 2) National Vice President, 3) General Secretary, 4) National Treasurer, 5) National Financial Secretary, 7) National Chaplain 8) National Parliamentarian.
- b) Plan, cite and conduct all meetings of NAMCAL-USA Inc.
- c) Provide and manage the banking and all financial businesses of the Organization
- d) Seek to maintain and develop the credit and trustworthiness of NAMCAL- USA, Inc.
- e) Enforce the adopted rule of order and parliamentary authority of the Organization.
- f) In collaboration with the NRC and Chapter Heads, plan or initiate the planning of all NAMCAL-USA, Inc.'s general projects.
- g) Organize all Conventions in collaboration with the host chapter.
- h) Consult with the NRC, Chapter Heads and NCOA for their input and suggestions, on all major undertakings.
- i) Set up all necessary Committees of NAMCAL-USA Inc.
- j) Maintain and keep all NAMCAL-USA, Inc.'s records and other documents.
- k) Immediately announce all resignations to the NRC.
- l) Maintain a harmonious atmosphere of NAMCAL-USA, Inc.

Section II: *National Council of Advisors*

The National Council of Advisors (NCOA) shall serve as the resource arm of NAMCAL-USA Inc. It shall comprise of Liberians and Friends of Liberia who may or may not be members of NAMCAL-USA, Inc. It shall:

- a) Be headed by a Chairperson. Members of the NCOA shall elect a Chairperson who shall establish special committees when it becomes necessary.
 - b) It shall consist of all chapter heads and six persons which shall be nominated by the NLC and the NRC. Delegates at an annual convention shall vote to accept or reject the nominees.
 - c) It shall provide the Organization with pertinent contacts, advisement, suggestions, and any other actions necessary for the safe and successful operation of NAMCAL-USA, Inc.
 - d) It shall confer with the NRC and the NLC before any action is final.
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Section III: *The National Representative Council*

The National Representative Council (NRC) shall be one of the three decision-making bodies of the Organization. It shall be the voice of its represented member chapters and the other chapters as a whole. It shall:

- a) Consist of not more than three members of each Chapter and each member shall have one vote.
- b) Encourage and promote Maryland County's diversity, and substantially upgrade and promote the distinguished culture of the people of Maryland County.
- c) Monitor the overall operation of NAMCAL-USA, Inc. and consult with the NLC.
- d) The NRC shall meet semi-annually for regular business meetings.
- e) Convene special business meetings upon the request of the President and convene emergency meetings when petitioned by a chapter to resolve concerns over administrative policy, constitutional and budget issues.
- f) Review the annual budget and provide management oversight of the National Leadership Council to ensure adherence to the approved programs for NAMCAL-USA, Inc.
- g) Execute all other functions that are not inconsistent with these bylaws.
- h) Be headed by a General Speaker, who shall be elected by the members of the NRC at its first regular meeting following their confirmation.
- i) The Speaker shall be responsible for the conduct of the NRC, preside over meetings and serve as its general spokesman. NRC upon its first sitting shall determine its needs for other officers and relevant committees to ensure the success of its role.
- j) Deliver to its respective chapters all pertinent information from NAMCAL-USA, Inc.
- k) Monitor the activities of NAMCAL-USA, Inc. for compliance of the By-laws and adopted rule of order.
- l) Coordinate all activities with NCL before implementation.
- m) Obtain approval and consent from its individual chapters and affiliate chapters before proposing, approving, or accepting any matter concerning them.

Section IV *The National General Assembly(NGA)*

Shall consist of delegates from the various chapters, affiliate chapters and honorary members. The NGA shall meet on the last Saturday in September each year to review projects, approve projects and budget and receive financial reports and other reports as may be required.

Article II Membership

Section I: *Types*

The three types of memberships are: 1) Chapter members, 2) Affiliate Chapter members and 3) Honorary Members as defined in the constitution of NAMCAL-USA, Inc.

Section II: *Requirements*

- a) All members except honorary members must be a duly organized association, registered under local state and federal laws of the United States of America.
- b) All members, except honorary members shall maintain its constitution, bylaws, and regulations etc, but not inconsistent with NAMCAL-USA, Inc.'s major objectives as stipulated under Article II of the constitution.
- c) In order to retain its membership position each member organization must pay the one time registration and annual membership fees specified in these bylaws.
- d) All member organizations are to support and promote the objectives, development and unity of Maryland County and the Republic of Liberia as a whole.

Section III: *Privileges*

The privileges of the various classes of members shall be as follows:

- a) Each of the three classes (Chapter, Non-Chapter & Honorary) of membership shall have the right to attend meetings of the association and partake of the discussions of all businesses.
- b) Honorary and affiliate members may serve on committees but are not allowed to be chairpersons. Only chapter members shall become committee chairpersons.
- c) The chairperson may decide upon the number of committee members, however, the majority of such number shall constitute chapter members.
- d) No officer or member shall be held liable for debts or liabilities of the association as a result of a proceeding commenced under the by-laws or the constitution.
- e) No members of NAMCAL-USA, Inc. shall receive reimbursement for personal funds used for the purchase or payment of any NAMCAL-USA, Inc.'s expenditure without prior approval and documentation.
- f) Only qualified chapter members shall vote for officers of the association.

Section IV: *Membership Fees and Dues*

- a) Each member organization shall pay a one-time registration fee of one hundred dollars (\$100) at the time of registration. Chapter shall pay an annual due of three hundred (\$300) and Affiliate Chapter are required to pay an annual due of one hundred (\$100). Annual dues may be paid in full or by quarterly installments.
- b) All Fees and Dues are subject to change by NAMCAL-USA, Inc. through proper procedure.

Article III Officers, Responsibilities and Duties

The administrative body of the Association, (the National Leadership Council), shall consist of the following officers: National President 2) National Vice President, 3) National General Secretary, 4) National Financial Secretary, 5) National Treasurer, 6) National Chaplain, 7) National Parliamentarian.

Section I: *National President*

The National President shall be the chief executive officer, spokesperson of the organization and head of the National Leadership Council. The President's duties and responsibilities shall include the following:

- a) Propose or initiate the proposal of specific programs and activities pursuant to the general objectives of NAMCAL-USA, and submit periodic reports not less than once a year to the NCOA and the NRC on the performance of these programs.
- b) Preside over all meetings of the NLC and NAMCAL-USA as a whole unless otherwise specified in the bylaws.
- c) The National President shall appoint the chairperson of each standing committee at the Annual Convention immediately after the election and endorsement of officers.
- d) Supervise, coordinate and direct all committees, and institutions of NAMCAL-USA, Inc. with the exception of the NRC and the NCOA.
- e) Have the authority to secure oral or written reports from any officer or committee on the conduct of the duties assigned.
- f) Countersign all vouchers and checks payable for services rendered to or goods purchased for NAMCAL-USA, Inc.
- g) Appoint all non-elected officers and heads of all Committees.
- h) Perform all other functions; ceremonial or substantive, traditionally associated with the head of an organization, provided these are consistent with the provisions of these bylaws.
- i) Upon consultation with the NLC, NRC, NCOA and Chapters Heads, the President shall represent or send a proxy on behalf of NAMCAL-USA, Inc. to attend functions of critical economic, financial or ceremonial interest to the association consistent with the provisions of these By-laws.
- j) The National President shall serve as EX-Officio members on the National Council of Advisors.

Section II: *National Vice President*

The National Vice President shall be the principal assistant, or second in command to the National President. His/her responsibilities and duties shall include the following:

- a) Serve as chief Executive Officer, and execute all functions of the presidency in the absence of the National President.
- b) Perform various tasks, on an Ad-hoc basis, and assigned by the National President, aimed at advancing the objectives and achieving the goals of NAMCAL-USA
- c) Maintain proper knowledge of all the duties responsibilities and activities of the Presidency.

Section III: *National General Secretary*

- a) The National *General Secretary* shall:
 - b) Be the chief custodian and charged with the maintenance of all the official records and correspondence of NAMCAL-USA, Inc.
 - c) Serve as the principal secretary and chief spokesperson for the President on matters relating to NAMCAL-USA.
 - d) Serve as the official secretary to the National Council of Advisors and as official secretary at NAMCAL-USA, Inc. annual conventions.
 - e) Maintain the current official roster of the membership of NAMCAL-USA, Inc.
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- f) Record, prepare and maintain the minutes of each meeting of the Organization.
- g) Sign important documents along with the president.
- h) Call the meeting to order and preside when the president is absent and there is no vice president, until the group elects a pro temp.
- i) Serve as the liaison of the President and all Councils and Chapter Heads.
- j) Shall sign all Membership forms.

Section IV: *National Treasurer:*

The National Treasurer shall:

- a) Be the Banking Financial Officer of NAMCAL-USA Inc.
- b) Maintain the Organization's checking and savings accounts pay all bills and keep all record of receipts of all transactions for review by the Organization auditors or the tax authorities.
- c) Assist the budget committee and auditors, and prepare periodic financial reports in collaboration with the Financial Secretary to be presented at NAMCAL-USA, Inc.'s quarterly meetings.
- d) Keep updated accounting of all funds collected -membership fees, dues, and any other funds which are payable to NAMCAL-USA, Inc.
- e) Receive all monies from the National Financial Secretary within twenty-four hours for proper banking disposal and provide adequate receipts for all transactions.
- f) Immediately deposit all funds with the Banking Institution, in the account, of NAMCAL-USA Inc.
- g) Maintain an update of the financial status of all member organizations and shall make quarterly financial reports of revenues and expenditures to the NRC and the NLC.
- h) Perform all other financial functions mandated by the National President in collaboration with the National Representative Council.
- i) Be bonded if required by the bylaws.

Section V: *National Financial Secretary*

The National Financial Secretary shall be the financial manager and monitor of all NAMCAL-USA, Inc.'s finances. His/her responsibilities and duties shall include the following:

- a) Plan and approve financial strategies in collaboration with the National Treasurer to properly and economically implement NAMCAL-USA, Inc.'s programs.
- b) Receive all monies at fund raising and other events and transfer same to the National Treasurer.
- c) Submit to the National Treasurer all funds received, within twenty- four hours, for proper banking disposal. Keep all receipts provided by the Treasurer.
- d) Prepare and file in collaboration with the National Treasurer all federal state and local financial documents through a professional agency.
- e) Shall make quarterly financial reports of revenues and expenditures to the NRC and the NLC.

Section VI: *National Chaplain*

The National Chaplain shall:

- a) Be responsible for the spiritual guidance of the Organization.
- b) Be in charge of all devotional and invocation exercises.

Section VII: National Parliamentarian

The National Parliamentarian shall be the enforcer of the rule of order of NAMCAL-USA Inc. He/she shall be responsible for the following:

- a) Monitor all quarterly and annual meetings to ensure proper parliamentary procedure and practices.
- b) Research and provide information on specific situations, concerning uncertainties in the adopted rule of order that may arise during meetings.
- c) Ensure that the presiding officer rejects motions that are out of order.

Article IV Committees

Section I: Types

There shall be three types of committees: 1) Standing Committee, 2) Special Committee, 3) Committee as a Whole

Section II: Standing Committees

The Standing committee shall comprise of: 1) Ways and Means, 2) Membership, 3) Publicity, 4) Budget & Finance, 5) Project and Fund Raising. Each committee shall make a written annual report to the NLC.

Section III:

- a) **Ways and Means** - The Ways and Means Committee shall consist of not less than five members. The committee shall work with the host chapter in planning the annual convention and work with the Project and Fund Raising Committee to plan and implement fund raising activities.
- b) **Membership Committee** -The Membership Committee shall consist of no less than three members; shall work to increase the membership and encourage retention of membership of the association.
- c) **Publicity Committee** - shall consist of not less than five members; shall conduct and plan publicity campaign on behalf of the association; handle all public awareness activities through the print and electronic media and work with the membership committee to encourage other organizations to join NAMCAL-USA, Inc.
- d) **Budget and Finance** - shall consist of not less than three members. The committee shall prepare the association budget, assisted by the Treasurer. It shall present to the NLC for its approval a budget for the control of the expenditure of the association; make an audit of the treasurer's book sixty (60) days before the Annual Convention and thirty (30) days after the convention; study the financial structure of the association and recommend to the NLC ways and means to improve the financial condition of the association.

- d) ***Project and Fund Raising Committee*** - shall consist of not less than five members. The committee shall design project proposals for the association and present them to the NRC and NLC for approval and work co-operatively with the Ways and Means Committee in the planning and implementation of fund raising activities

Section III: *Special Committee*

The President shall appoint special committees with the approval of the NRC should the need arise between conferences. The NLC shall define the duties and responsibilities of such committee and dissolve them upon completion of the purposes for which they were created

Section IV: *Committee of the Whole*

The Committee of the Whole shall be a temporary committee comprise of all standing committees working as one unit and chaired by the National President with the approval of the NRC, in the event a situation arises that warrants such a committee.

**Article V
Election of Officers, Term of Office and Eligibility**

Section I: *Election of Officers*

The election of all officers of NAMCAL-USA, Inc. shall occur every two years at its annual convention. The procedure for election shall conform to the adopted rule of order and be consistent with the bylaws. The Chairman of the Election Commission shall conduct all the election proceedings except if he/she is a candidate; in which case, the Speaker of the NRC shall preside over the election. Election of all officers shall be by secret individual ballots and by a simple majority of members present. There shall be no absentee ballots. Only members present at the meeting on the day of election may be selected to hold office in NAMCAL-USA, Inc.

Section II: *Term of Office*

The term of office for all elected officers shall be two years. Officers of the National Leadership Council shall be limited to a second two-year term. The Representative Council and the National Council of Advisors shall serve for three years. The term of office of all elected officers shall begin at the end of the Convention.

Section III: *Eligibility*

Only members of chapters in current financial standing and present at the Annual Convention shall be eligible to vote. All candidates for office must meet a minimum requirement of eligibility, including adequate capabilities and an active member in his/her chapter for two years, to run for office. All members present at the Convention must be legitimate delegates. No voting members or candidates shall be proxy.

Section IV: *Qualifications For The National Representative Council*

Only members elected by his/her chapter, or affiliated chapter, who meet all requirements and continuously in good standing according to the constitution of his/her chapter or affiliated chapter shall be eligible to be part of the NRC.

**Article VI
Vacancies, Delegation of Duties and Resignations**

Section I: *Vacancy*

In case of death, impeachment, or resignation, the NRC shall call for a special election to fill the post(s) and complete the term. Pending such election, The National President, with the consent of the NRC shall assign the responsibilities of that officer to another officer(s). Should a vacancy occur in the Office of the National President, the National Vice President shall assume and complete the un-expired term. Any vacancy on the NRC shall be filled by individuals from the chapters whose members relinquish such positions. Vacancies of NCOA shall be filled at the Annual convention as prescribed by the bylaws.

Section II: *Delegation of duties*

In the absence or disability of any officer of the association and for any other reasons the NLC may delegate his/her duties and powers to another officer(s).

Section III: *Resignation*

An officer may resign at any time by giving a written notice to the NLC. His/her resignation shall become effective after the turnover of all properties of the association, in his/her possession, to the NLC or to his/her replacement.

**Article VII
Meetings and Convention**

Section I: *Meetings*

The National Leadership Council shall meet once every quarter for the purpose of conducting the regular business affairs of NAMCAL-USA, Inc. Other more frequent meetings may be held through electronic media or other acceptable form of media.

Section II: *Convention*

A Convention comprising individual members of all the various chapters, affiliate chapters and honorary members (delegates), in good financial standing with their respective chapters and member organizations, shall meet once a year, on the last Saturday in September and shall be the forum for making and reviewing policies, approving budgets, receiving annual financial reports, and other reports as specified by the convention. The convention is the highest decision making venue of NAMCAL-USA, Inc. The convention shall hold elections once every two years for officers of the National Leadership Council and the National Council of Advisors and shall hold a major fund raising event every year. The date and venue of the next convention shall be announced before the close of the convention.

Section III: *Presiding Officer*

The General Speaker of the NRC shall preside over the meeting of the convention. The members of the National Council of Advisors shall be the officer convention.

Section IV: *Special Election Commission*

A Special Election Commission shall be appointed by the President. Its membership shall consist of five (5) persons including a chairperson. Membership to the Special Election Commission may be drawn from the constituency of any eligible member/chapter except officers of the National Leadership Council. The Commission shall then establish a calendar of activities and guidelines for the elections of officers, to include the deadline for accepting nominations and periods for campaigning. No member of the commission shall be eligible for nomination. The election commission shall:

- a) Submit the names of all nominees to the National Secretary no less than 30days before the Annual Convention for the names to be circulated to the membership not less than 15 days before the convention.
- b) Shall secure the consent of a nominee before placing his/here name in nomination for any elected office.

Article VIII Proxy, Quorum and Voting

Section I: *Proxy*

Voting by proxy shall not be permitted. Secret individual ballots shall be cast for election of officers.

Section II: *Quorum*

Two-third of the members of both the NLC and the NRC present at any meeting shall constitute a quorum. It is only then can official business, meetings and major decisions c be made or voted upon.

Article IX Impeachment

Section I: Elected officers are subject to impeachment in accordance to the constitution and by-laws of the association.

Section II: Any elected officer who acts in violation of the constitution or engaged in any activities that have the potential to bring harm or disrepute to the association shall be impeached. In such a case, a committee comprise of NRC and NCOA members shall conduct an investigation and present their findings and recommendations to a joint session of both bodies. A vote of two-third of the joint membership of NRC and NCOA shall be required for impeachment

Section III: Other Offenses

The National Representative Council shall also review any activity which has the potential to bring harm or disrepute to the organization as a whole. In such a case the National Representative Council shall setup a committee to review the impact of such activity on NAMCAL-USA, Inc. and make recommendations to the National Representative Council for further action in accordance with the nature and magnitude of ones actions or activities.

Article X Effect

This Constitution and Bylaws shall take effect immediately after their adoption.

Article XI Standard Rules and Procedures

Section I: Meeting

1. The meeting shall have a time frame
2. The agenda must be adopted.
3. Only issues on adopted agenda will be discussed.
4. At the beginning of every meeting/teleconference the presiding officer shall call the meeting to order. He/she shall then assign numbers (teleconference) to members.
5. Before a member addresses the floor, he /she shall be recognized by the presiding officer before speaking.
6. All speakers must address the presiding officer by his/her title.
7. The member can ask a question, make a statement or make a motion.
8. A member that makes a motion has the first right to speak to the motion.
9. A member may speak twice to a motion/issue but the second turn comes only after everyone who wishes to speak the first time has spoken.
10. The discussion must be related to the topic under discussion.
11. Speakers must address all remarks to the chair and not talk across the floor to other participants.
12. The presiding officer shall repeat the motion and ask for a second to the motion.

Submitted By The Constitution and By-Laws Committee:

Magdaline A. Wilson-Williams	Chair
Harrington H. Evans	Member
Theodora Gadegbeku	Member
James Wleh Wilson	Member