

**THE
CONSTITUTION
ASABA NATIONAL
ASSOCIATION
USA, INC.**

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PREAMBLE AND OBJECTIVES

WHEREAS:

1. ASABA PEOPLE OF DELTA STATE, NIGERIA, RESIDING IN THE UNITED STATES OF AMERICA:
 - (I). ARE AWARE OF THE POVERTY, WIDESPREAD DISORIENTATION OF THE ASABA PEOPLE, ETHNIC AND TRIBAL RIVALRIES IN THE STATE, DEGRADATION OF NATURAL RESOURCES AND CULTURE, LACK OF INFRASTRUCTURE AND ENABLING ENVIRONMENT FOR DEVELOPMENT.
 - (II). ARE DESIROUS TO CONTRIBUTE TO THE IMPROVEMENT OF LIVES OF THE PEOPLE WITHOUT REGARD TO GENDER, RELIGION, ETHNIC ORIGIN, TRIBE, RACE, OPINION OR POLITICAL AFFILIATION FOR A BETTER FUTURE FOR ALL THE PEOPLE.
 - (III). HAVE THE CAPABILITY TO MEANINGFULLY CONTRIBUTE TO THE PROMOTION OF RULE OF LAW, RESPECT FOR HUMAN DIGNITY, REALIZATION OF THE ECONOMIC AND SOCIAL GROWTH POTENTIALS OF ALL PEOPLE, ENTRENCHMENT OF ACCOUNTABILITY AND TRANSPARENCY IN GOVERNANCE, PROMOTION OF CULTURAL AWARENESS, AND PROMOTION OF HEALTHY RELATIONSHIP WITHIN/AMONG ASABA PEOPLE HERE IN THE UNITED STATES OF AMERICA, ASABA, SURROUNDING TOWNS AND VILLAGES

THE MEMBERS OF THIS WELL-MEANING ASSOCIATION HAVE FORMED THIS NOT-FOR-PROFIT ORGANIZATION TO BE KNOWN AS ASABA NATIONAL ASSOCIATIONS USA, INC. HEREINAFTER, REFERRED TO AS ANA FOR PURPOSES AND OBJECTIVES ALLOWED UNDER SECTION 501(C) (3) OF THE INTERNAL REVENUE CODE OF THE UNITED STATES WHICH SHALL INCLUDE THE FOLLOWING:

- a) TO EDUCATE PEOPLE OF ASABA ON THE IMPORTANCE OF INSTITUTING ENDURING DEMOCRATIC AND CULTURAL PROCESSES AND THE RULE OF LAW FOR THE BETTERMENT OF ALL PEOPLE OF ASABA.
- b) TO LIAISE WITH INTERNATIONAL ORGANIZATIONS, OR ORGANIZATIONS LOCATED WITHIN THE UNITED STATES OF AMERICA, NIGERIA, DELTA STATE AND ASABA FOR PURPOSES OF PURSUING THE OBJECTIVES OF ANA
- c) TO ORGANIZE AND OVERSEE FROM TIME TO TIME, UNILATERALLY OR JOINTLY WITH OTHER ANA LOCAL CHAPTERS, INSTITUTIONS, CORPORATIONS OR GROUPS OF WELL-MEANING INDIVIDUALS CHARITABLE EVENTS, WORKSHOPS, SEMINARS, PUBLIC LECTURES FOR THE PURPOSE OF CREATING AWARENESS AND GROWTH IN EDUCATION, HEALTH, PRESERVATION OF CULTURE AND THE GENERAL WELLBEING OF ASABA PEOPLE HERE IN THE UNITED STATES AND AT ASABA.

- d) TO ENGAGE IN SUCH OTHER PROGRAMS OR ACTIVITIES WITHIN THE REALM OF THE LAW THAT PROMOTE AND PRESERVE OUR CULTURAL VALUES, ENHANCE DIVERSITY, LIFT OUR PEOPLE FROM THE ILLS OF POVERTY AND ADVANCE THE OBJECTIVES OF ANA.
- e) TO ENGAGE IN BUSINESS ACTIVITY(IE) FROM WHICH THE PROCEEDS ARE UTILIZED FOR CHARITABLE PURPOSES.

ARTICLE 1:

SECTION 1.1 NAME OF ASSOCIATION

- 1) THIS ASSOCIATION SHALL BE KNOWN AS ASABA NATIONAL ASSOCIATION USA, INC., (AND MAY BE ABBREVIATED AS ANA). THIS NAME SHALL BE USED FOR THE ASSOCIATION IN ALL ITS BUSINESS TRANSACTIONS, INCLUDING BUT NOT LIMITED TO ITS DEALINGS WITH ANY OR ALL OF ITS MEMBER CHAPTERS, ANY GOVERNMENT, OR OTHER ORGANIZATIONS.
- 2) ANA SHALL OWN AND MAINTAIN EXCLUSIVE RIGHT TO THE NAME MENTIONED ABOVE AND SHALL OWN THE TRADE MARK TO THAT NAME OR ANY LOGO THEREOF.
- 3) ANA SHALL MAINTAIN A WEBSITE OR OTHER ELECTRONIC PLATFORMS IN ITS NAME FOR OPERATIONAL NECESSITIES, AS WELL AS ITS MEANS OF COMMUNICATION AND NETWORKING; AND NO MEMBER OR OFFICIALS OF ANA OR ANY OTHER GROUP SHALL HAVE THE RIGHT TO APPROPRIATE THE NAME, LOGO, TRADEMARK, WEBSITE OR OTHER PLATFORMS OF THE ASSOCIATION IN WHOLE OR IN PART FOR PERSONAL USE.
- 4) THE NAME, LOGO, TRADEMARK, WEBSITE OR OTHER PLATFORMS OF ANA SHALL BE USED **ONLY** IN THE INTEREST OF ANA, FOR ITS PURPOSES, AND IN ACCORDANCE WITH THIS CONSTITUTION. ANA MEMBERS AND OFFICIALS SHALL BE ACCOUNTABLE FOR THE USE OF ITS NAME, LOGO, TRADEMARK, WEBSITES AND OTHER PLATFORMS IN NO LESS STRICT A MANNER THAN THE USE OF THE FUNDS OF THE ASSOCIATION.
- 5) WITHOUT DEROGATION TO ANY OF THE FOREGOING PROVISIONS, THE EXECUTIVE PRESIDENT OF ANA SHALL BE THE PRINCIPAL CUSTODIAN OF THE NAME, LOGO, TRADEMARK, WEBSITE OR OTHER PLATFORMS OF ANA AND SHALL FROM TIME TO TIME ISSUE INSTRUCTIONS AND DIRECTIVES AS TO THE USE OF THESE RESOURCES, PROVIDED THAT FOR ALL INTENTS AND PURPOSES, THE USE OF THESE RESOURCES SHALL BE SOLELY IN THE INTEREST OF ANA.
- 6) CHANGE OF THE NAME OF THE ASSOCIATION SHALL BE TREATED AS A FUNDAMENTAL TRANSACTION AND SHALL REQUIRE TWO-THIRD (2/3) MAJORITY OF THE NATIONAL COUNCIL VOTING AT EVERY PROCEEDING CONNECTED WITH THE CHANGE OF NAME OF THE ASSOCIATION.

SECTION 1.2 MOTTO

THE MOTTO OF THE ASSOCIATION IS "PEOPLE HELPING PEOPLE BEYOND TOMORROW".

SECTION 1.3 MISSION STATEMENT

"TO PROMOTE ACTIVITIES WHICH ENHANCE THE GROWTH AND ADVANCEMENT OF EDUCATION, CULTURE, HUMAN SERVICES, THE ENVIRONMENT AND HEALTHCARE".

SECTION 1.4 OFFICIAL BUSINESS ADDRESS

THE OFFICIAL BUSINESS ADDRESS OF ANA SHALL BE P.O. Box 1627, SUGARLAND, TX 77487-1627

SECTION 1.5 CHANGE OF ADDRESS

THIS ADDRESS MAY ONLY BE CHANGED BY A TWO-THIRD (2/3) MAJORITY VOTE OF THE NATIONAL COUNCIL.

ARTICLE 2:

SECTION 2.1 PURPOSES

ANA SHALL BE ORGANIZED EXCLUSIVELY FOR CHARITABLE, RELIGIOUS, EDUCATIONAL AND SCIENTIFIC PURPOSES, INCLUDING THE MAKING OF DISTRIBUTIONS TO ORGANIZATIONS UNDER SECTION 501C (3) OF THE INTERNAL REVENUE CODE.

THE PURPOSES OF ANA SHALL BE:

- 1) TO COMBINE THE RESOURCES OF THE VARIOUS ASABA ASSOCIATIONS IN THE UNITED STATES FOR THE PURPOSE OF ADDRESSING AND SOLVING COMMON PROBLEMS EFFICIENTLY.
- 2) TO WORK TO ELIMINATE THE CYCLE OF DESPERATION AND POVERTY, BRINGING HOPE AND DIGNITY TO MEMBERS OF OUR COMMUNITY.
- 3) TO PROMOTE UNDERSTANDING BETWEEN COMMUNITIES THROUGH CULTURAL DIVERSITY.
- 4) TO MAKE SURE THAT CHAPTER MEMBERS AND ANA OFFICIALS ABIDE BY ANA CONSTITUTION AND BY-LAWS.
- 5) PROMOTE EVENTS/ACTIVITIES THAT WILL ENCOURAGE THE GROWTH OF OUR CHILDREN'S KNOWLEDGE, RECOGNIZING OUR CULTURE AND ITS PRESERVATION.
- 6) PROVIDE A PLATFORM THAT WILL UTILIZE THE RESOURCES OF HER MEMBERSHIP TO ENHANCE GROWTH IN EDUCATION, CULTURE, HEALTHCARE, AND HUMAN SERVICES IN BUILDING A STRONGER COMMUNITY.
- 7) SUPPORT SCHOOLS AND NON-PROFIT ORGANIZATIONS THAT WORK DAILY TO END THE CYCLE OF POVERTY AND DESPERATION, AND TO BRING HOPE AND DIGNITY TO EVERY MEMBER OF OUR COMMUNITY.
- 8) BUILD STRONGER COMMUNITIES WITH EACH PERSON AND EACH NEIGHBORHOOD WE SUPPORT.

- 9) NO PART OF THE NET EARNINGS OF ANA SHALL INURE TO THE BENEFIT OF, OR BE DISTRIBUTABLE TO ITS MEMBER, TRUSTEES, OR OTHER PRIVATE PERSONS, EXCEPT THAT ANA SHALL BE AUTHORIZED AND EMPOWERED TO PAY REASONABLE COMPENSATION FOR SERVICES RENDERED AND TO MAKE PAYMENT AND DISTRIBUTIONS TO FURTHER ITS PURPOSE SET FORTH IN ITS PURPOSE CLAUSE. NO PART OF ANA'S ACTIVITIES SHALL BE DISSEMINATING PROPAGANDA OR ATTEMPT TO INFLUENCE LEGISLATION OR LEGISLATIVE AGENDA. ANA SHALL NOT PARTICIPATE NOR INTERVENE (INCLUDING THE PUBLISHING OR DISTRIBUTION OF STATEMENT) IN ANY POLITICAL CAMPAIGN ON BEHALF OF ANY CANDIDATE FOR PUBLIC OFFICE. ANA SHALL NOT ENGAGE IN ANY ACTIVITY NOT PERMITTED TO BE CARRIED ON (A) BY AN ASSOCIATION EXEMPT FROM FEDERAL INCOME TAX UNDER 501C (3) OF THE INTERNAL REVENUE CODE OR (B) AN ASSOCIATION, CONTRIBUTIONS TO WHICH ARE DEDUCTIBLE UNDER SECTION 170 C (2) OF THE INTERNAL REVENUE CODE, OR THE CORRESPONDING SECTION OF ANY FUTURE FEDERAL TAX CODE.
- 10) UPON DISSOLUTION, ANA'S ASSETS SHALL BE DISTRIBUTED FOR ONE OR MORE EXEMPT PURPOSES WITHIN THE MEANING OF SECTION 501 C (3) OF THE INTERNAL REVENUE CODE OR THE CORRESPONDING SECTION OF ANY FUTURE FEDERAL TAX CODE OR SHALL BE DISTRIBUTED TO THE FEDERAL GOVERNMENT, OR TO STATE OR LOCAL GOVERNMENT FOR A PUBLIC PURPOSE. ANY ASSET NOT LIQUIDATED SHALL BE DISPOSED OF BY THE COURT OF COMMON PLEAS OF THE COUNTY IN WHICH THE PRINCIPAL OFFICE OF ANA IS LOCATED.

ARTICLE 3:

MEMBERSHIP:

SECTION 3.1 DEFINITIONS

MEMBERSHIP SHALL BE OPEN TO ALL ELIGIBLE ASABA ASSOCIATIONS OR UNIONS THROUGHOUT THE UNITED STATES OF AMERICA, REGARDLESS OF THEIR CREED, SEX, SEXUAL ORIENTATION, RELIGION, AGE, DISABILITY, EDUCATION AND POLITICAL OR ECONOMIC STATUS.

ANY PERSON INTERESTED IN MEMBERSHIP OF ANA MUST FIRST BECOME A MEMBER OF AN AFFILIATED CHAPTER IN HIS OR HER HOME STATE.

IF AN INDIVIDUAL RESIDES IN A STATE WITHOUT AFFILIATED CHAPTER, SUCH PERSON MUST BECOME A MEMBER OF AN AFFILIATED LOCAL CHAPTER IN THE NEAREST STATE OR CITY. THERE SHALL BE ONLY ONE CHAPTER WITHIN A METROPOLITAN AREA.

SECTION 3.2 REQUIREMENTS FOR MEMBERSHIP

- 1) ANY CHAPTER ELIGIBLE FOR MEMBERSHIP MUST BE IN COMPLIANCE WITH THE REGISTRATION PROCESSES – PAYMENT OF FEES, DUES, AND THE RULES AND REGULATIONS OF ANA.
- 2) A CHAPTER SHALL BECOME A MEMBER OF ANA UPON PAYMENT OF REGISTRATION FEES AND DUES. A RECEIPT OF SUCH PAYMENT SHALL BE ISSUED AND RECORDED UPON PAYMENT.

SECTION 3.3 THE CHAPTER

FOR A CHAPTER TO BE ELIGIBLE AND MAINTAIN MEMBERSHIP IN ANA, THE FOLLOWING SHALL APPLY:

- 1) MUST HAVE AT LEAST 5 ACTIVE MEMBERS
- 2) COMPLETE AN ANA MEMBERSHIP APPLICATION FORM
- 3) SHALL BE ADMITTED INTO ANA DURING AN ELECTION YEAR.
- 4) REMAIN IN GOOD FINANCIAL STANDING (INCLUDING ALL FEES AND PENALTIES)
- 5) MEMBERSHIP OF A CHAPTER MAY BE SUSPENDED BY THE NATIONAL COUNCIL FOR CAUSE AFTER HEARING, BY A TWO-THIRDS VOTE OF THE MEMBERS OF THE NATIONAL COUNCIL. SUCH CHAPTER MAY BE REINSTATED BY A TWO-THIRDS VOTE OF MEMBERS OF THE NATIONAL COUNCIL AFTER COMPLYING WITH THE TERMS OF RESOLUTION.

SECTION 3.4 FEES AND DUES

- 1) REGISTRATION FEE: EACH ESTABLISHED ASABA ASSOCIATION MUST PAY A ONE-TIME REGISTRATION FEE OF TWO HUNDRED-FIFTY DOLLARS (\$250.00) TO BECOME A MEMBER OF ANA. THIS IS SUBJECT TO CHANGE UPON APPROVAL BY THE NATIONAL COUNCIL.
- 2) ANNUAL DUES: FOR THE PURPOSE OF MEMBERSHIP, ANA DEFINES MEMBERSHIP AS AN INDIVIDUAL AND NOT AS A COUPLE. EACH ESTABLISHED ASABA ASSOCIATION MUST PAY ANNUAL DUES AS FOLLOWS:
 - a) MEMBER CHAPTERS WITH 5 - 10 MEMBERS SHALL PAY TWO HUNDRED DOLLARS (\$200.00) ANNUAL DUES
 - b) MEMBER CHAPTERS WITH 11 - 20 MEMBERS SHALL PAY THREE HUNDRED DOLLARS (\$300.00) ANNUAL DUES

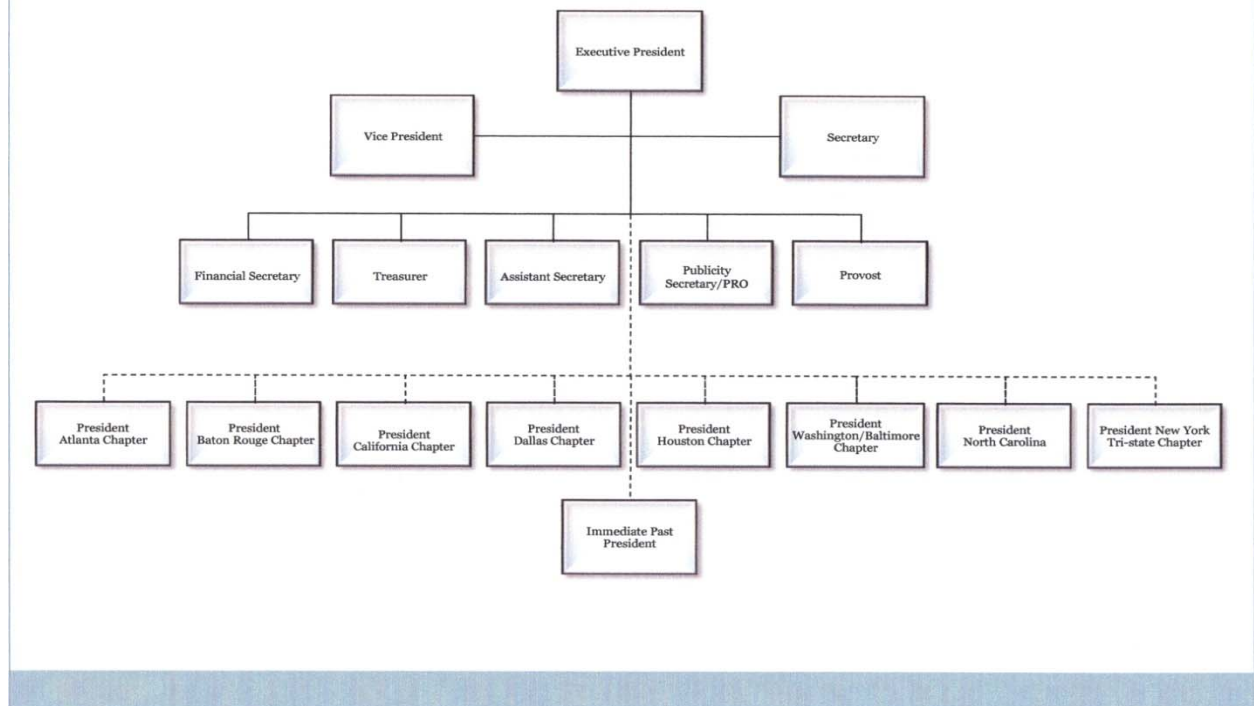
- c) MEMBER CHAPTERS WITH 21 - 30 MEMBERS SHALL PAY FOUR HUNDRED DOLLARS (\$400.00) ANNUAL DUES
 - d) MEMBER CHAPTERS WITH 31 – 40 MEMBERS SHALL PAY FIVE HUNDRED DOLLARS (\$500.00) ANNUAL DUES
 - e) MEMBER CHAPTERS WITH 41 - 50 MEMBER SHALL PAY SIX HUNDRED (\$600.00) ANNUAL DUES
 - f) MEMBER CHAPTERS WITH 51 - 60 MEMBERS SHALL PAY SEVEN HUNDRED DOLLARS (\$700.00) ANNUAL DUES
 - g) MEMBER CHAPTERS WITH MORE THAN 60 MEMBER SHALL PAY EIGHT HUNDRED DOLLARS (\$800.00) ANNUAL DUES
- 3) EACH CHAPTER SHALL SUBMIT A LIST OF THEIR MEMBERSHIP ALONG WITH THEIR DUES PAYMENT EVERY YEAR.
 - 4) ANNUAL DUES ARE DUE AT THE PRE-SUMMIT AND DURING THE BIENNIAL NATIONAL CONVENTION. THE LIST OF CHAPTER MEMBERS IS DUE TO THE FINANCIAL SECRETARY BY MARCH 31ST OF EACH YEAR.
 - 5) FAILURE TO SUBMIT THE LIST OF MEMBERS BY MARCH 31ST OF EACH YEAR WOULD RESULT IN THE CHAPTER BEING BILLED AT THE 60-MEMBERS LEVEL.
 - 6) ON A CONVENTION YEAR, CONVENTION DUES SHALL BE PAID AS FOLLOWS: 5-20 MEMBERS-\$500 AND 21 MEMBERS AND ABOVE-\$1000.

ARTICLE 4:

ANA ORGANIZATIONAL STRUCTURE

SECTION 4.1 ORGANOGRAM

Asaba National Association (ANA) USA, Inc. National Council



NOTES:

- 1) THE EXECUTIVE PRESIDENT IS RESPONSIBLE FOR CONVENING ALL MEETINGS OF THE ASSOCIATION AND PRESIDING OVER SAME.
- 2) THE NATIONAL COUNCIL SHALL BE THE ULTIMATE DECISION MAKING BODY OF THE ASSOCIATION.
- 3) THE EXECUTIVE HAS ONLY ONE VOTE, THUS LETTING THE POWER RESIDE IN THE CHAPTERS.
- 4) THIS STRUCTURE DOES AWAY WITH THE BOARD OF DIRECTORS AND PROVIDES A MORE TRANSPARENT FLOW OF INFORMATION SINCE ALL DECISIONS ARE FINALIZED AT THE NATIONAL COUNCIL.
- 5) EXECUTIVE PRESIDENT, FINANCIAL SECRETARY AND TREASURER ARE ELECTED. THE EXECUTIVE PRESIDENT THEN PICKS OTHER REMAINING EXECUTIVE OFFICERS, AND PRESENTS TO THE NATIONAL COUNCIL FOR SCREENING/APPROVAL
- 6) THE NATIONAL COUNCIL APPROVES ANNUAL BUDGET PRESENTED BY THE EXECUTIVE PRESIDENT.
- 7) THE EXECUTIVE PRESIDENT SHALL APPOINT COMMITTEES (ELECTION, CONVENTION, AD HOC), AND CHAIRMAN/CHAIRPERSON OF COMMITTEES WHICH SHALL BE APPROVED BY THE NATIONAL COUNCIL.
- 8) ANA SHALL CONSIST OF 2 ARMS OF GOVERNMENT NAMELY: THE NATIONAL COUNCIL AND THE EXECUTIVE.

SECTION 4.2 THE NATIONAL COUNCIL

DEFINITION: THE NATIONAL COUNCIL IS THE ULTIMATE DECISION MAKING ORGAN OF ANA

THE NATIONAL COUNCIL SHALL BE MADE UP OF:

- 1) THE CHAPTER PRESIDENTS OR THEIR REPRESENTATIVES
- 2) THE IMMEDIATE PAST EXECUTIVE PRESIDENT
- 3) THE EXECUTIVE, THAT IS THE EXECUTIVE PRESIDENT, THE VICE-PRESIDENT, THE GENERAL SECRETARY, THE ASSISTANT SECRETARY, THE FINANCIAL SECRETARY, THE TREASURER, THE PUBLICITY SECRETARY AND THE PROVOST

SECTION 4.3 TENURE OF THE NATIONAL COUNCIL MEMBERS

- 1) THE TERM OF OFFICE FOR THE CHAPTER PRESIDENTS OR HIS/HER REPRESENTATIVE SHALL BE CONSISTENT WITH HIS/HER TERM OF OFFICE AT THE LOCAL LEVEL.
- 2) THE TERM OF OFFICE FOR THE EXECUTIVE MEMBERS SHALL BE TWO YEARS, BUT ELIGIBLE UP TO TWO TERMS IN THAT OFFICE.
- 3) THE TERM OF OFFICE FOR A SPECIAL APPOINTMENT BY THE EXECUTIVE (APPROVED BY THE NATIONAL COUNCIL) SHALL BE AT THE COMPLETION OF THE ASSIGNED TASK OR FOR THE DURATION OF THE TERM OF THE EXECUTIVE THAT MADE THE APPOINTMENT, WHICHEVER COMES FIRST.

SECTION 4.4 REQUIREMENTS FOR NATIONAL COUNCIL MEMBERSHIP

- 1) SHALL NOT HAVE ANY FELONY CASES PENDING OR BE CONVICTED OF A FELONY CRIME.
- 2) MUST BE AN ADULT, BE AN OUTSTANDING LEADER IN THE COMMUNITY, AND HAVE THE ABILITY TO GENERATE RESOURCES FOR ANA. ALL MEMBERS OF THE NATIONAL COUNCIL SHALL CONTINUOUSLY STUDY AND UNDERSTAND ANA CONSTITUTION AND BY-LAWS IN ORDER TO BE PRODUCTIVE AND EFFECTIVE MEMBERS.
- 3) VACANCIES ON THE NATIONAL COUNCIL SHALL EXIST: (1) ON THE DEATH, RESIGNATION OR REMOVAL OF A MEMBER (2) WHENEVER IT IS DEEMED NECESSARY TO INCREASE THE NUMBER OF MEMBERS; HOWEVER, A PERSON ELECTED/APPOINTED BY THE CHAPTER OF WHICH THERE IS A VACANCY TO FILL SHALL HOLD OFFICE UNTIL THE NEXT ELECTION AT THE CHAPTER OR UNTIL HIS/HER DEATH, RESIGNATION OR REMOVAL FROM OFFICE.

- 4) ANY MEMBER OF THE NATIONAL COUNCIL MAY RESIGN WITH RESIGNATION EFFECTIVE UPON SUBMISSION OF A WRITTEN NOTICE TO THE NATIONAL PRESIDENT OR THE NATIONAL SECRETARY
- 5) QUORUM SHALL CONSIST OF 2/3RD OF THE CURRENT MEMBERSHIP PRESENT AT AN IN-PERSON MEETING, INCLUDING ELECTRONIC COMMUNICATIONS, CONFERENCES VIA TELEPHONE OR VIDEO CONFERENCING.
- 6) MEMBERS SHALL NOT BE LIABLE FOR THE DEBTS, LIABILITIES OR OTHER OBLIGATIONS OF THE ASSOCIATION.
- 7) ONLY CHAPTERS IN GOOD FINANCIAL STANDING SHALL BE REPRESENTED AT THE NATIONAL COUNCIL OR EXECUTIVE BODY.

SECTION 4.5 REQUIREMENTS FOR IMMEDIATE PAST PRESIDENT

- 1) MUST BE AN IMMEDIATE PAST EXECUTIVE PRESIDENT
- 2) MUST HAVE COMPLETED HIS TERM(S) IN OFFICE HONORABLY
- 3) SHALL BE A NON-VOTING MEMBER OF THE COUNCIL
- 4) SHALL ACT IN ADVISORY CAPACITY AS AN ADVISOR

SECTION 4.6 FUNCTIONS OF THE NATIONAL COUNCIL

- 1) INDIVIDUALLY AND JOINTLY EMBRACE FULLY THE VISIONS OF ANA
- 2) SET THE GOALS AND OBJECTIVES OF THE ASSOCIATION AS STATED IN THE CONSTITUTION OF ANA, AND FACILITATE THE IMPLEMENTATION THEREOF.
- 3) ARRANGE FOR, ANNOUNCE AND ORGANIZE THE NATIONAL CONFERENCE BIENNIALY WITH CONSIDERATION OF AND FOR THE INTEREST OF THE CHAPTERS AND ITS CONSTITUENTS.
- 4) SUBMIT TO THE CHAPTERS THE VENUE AND TIME FOR THE NATIONAL CONFERENCE AT LEAST NINE MONTHS BEFORE THE CONFERENCE DATE. PREPARE AND SEND IN ADVANCE A PROGRAM OF ACTIVITIES FOR EACH NATIONAL CONFERENCE NO LATER THAN THREE (3) MONTHS PRIOR TO THE CONFERENCE.
- 5) SUPERVISE ALL MATTERS PERTAINING TO THE DISCIPLINARY ACTION ON MEMBER CHAPTERS.
- 6) HAVE AN OVERSIGHT AUTHORITY OF ALL ANA PUBLICATIONS.

- 7) EMPOWERED TO CARRY OUT FUND RAISING EFFORT FOR THE BENEFIT OF THE ASSOCIATION.
 - 8) EMPOWERED TO SET UP COOPERATION OR SUCH VENTURES THAT COULD RAISE FUNDS FOR THE WORK OF THE ASSOCIATION
 - 9) EMPOWERED TO APPROVE AD-HOC COMMITTEES AS MAY BE DEEMED NECESSARY BY THE EXECUTIVE TO ENSURE THE SMOOTH RUNNING OF THE ASSOCIATION.
 - 10)PERFORM OTHER DUTIES AS MAY BE ASSIGNED BY THE ASSOCIATION FOR ITS SMOOTH RUNNING, AND IN THE INTEREST OF THE GENERAL MEMBERSHIP.
 - 11)BE ACCOUNTABLE TO THE MEMBERSHIP OF THE ASSOCIATION.
 - 12)RESOLVE CONFLICTS BETWEEN CHAPTERS WITHIN THE ASSOCIATION.
 - 13)REVIEW AND ADOPT ANNUAL BUDGET SUBMITTED BY THE EXECUTIVE.
 - 14)ENSURE THAT ANNUAL AUDIT OF THE NATIONAL ACCOUNT IS DONE AND MAY SOLICIT PROFESSIONAL ASSISTANCE NECESSARY TO MEET IRS REQUIREMENTS.
- A) ALL MEMBERS OF THE NATIONAL COUNCIL MUST BE COMMITTED TO THE PROGRESS OF ANA AND WOULD BE SUBJECT TO DISCIPLINARY ACTION WHEN THE FUNDAMENTAL DUE PROCESS OF CARRYING OUT DESIGNATED RESPONSIBILITIES ARE BREACHED

SECTION 4.7 THE EXECUTIVE

COMPOSITION: THE EXECUTIVE SHALL CONSIST OF THE EXECUTIVE PRESIDENT AND MEMBERS OF HIS CABINET WHICH INCLUDE THE VICE – PRESIDENT, THE GENERAL SECRETARY, THE ASSISTANT SECRETARY, THE FINANCIAL SECRETARY, THE TREASURER, THE PUBLICITY SECRETARY AND THE PROVOST.

4.7.1 DUTIES/RESPONSIBILITIES OF THE EXECUTIVE

- 1) THE EXECUTIVE BRANCH SHALL TRANSACT THE DAY-TO-DAY ADMINISTRATIVE BUSINESS OF ANA.
- 2) ENFORCE THE PROVISIONS OF ANA CONSTITUTION AND BY-LAWS.
- 3) DETERMINE FUNDRAISING ACTIVITIES IN CONSULTATION WITH THE NATIONAL COUNCIL.
- 4) PRESIDE OVER GENERAL MEETING OF ANA DURING COUNCIL MEETINGS OR CONVENTION.
- 5) ACT AS A CLEARING-HOUSE FOR ALL THE ACTIVITIES OF MEMBER CHAPTERS TO AVOID CONFLICTS.

- 6) RENDER AN ANNUAL PLAN/BUDGET DETAILING OPERATIONAL AND FUNDRAISING ACTIVITIES FOR EACH YEAR AND FORWARD TO THE NATIONAL COUNCIL FOR APPROVAL BY THE END OF FEBRUARY EACH YEAR. IT IS IMPORTANT TO NOTE THAT THE NATIONAL COUNCIL MUST APPROVE ANY DEVIATIONS, ADJUSTMENTS OR ONE-OFFS.
- 7) RENDER AN ANNUAL/FINANCIAL REPORT TO THE NATIONAL COUNCIL BY THE END OF FEBRUARY EACH YEAR.
- 8) MAINTAIN ACCURATE RECORDS OF ALL ANA BUSINESSES, TRANSACTIONS, AND ASABA ASSOCIATIONS IN THE USA.

4.7.2 REQUIREMENTS FOR THE EXECUTIVE

- 1) NOMINEES SHALL NOT HAVE ANY FELONY CASES PENDING OR BE CONVICTED OF A FELONY CRIME.
- 2) NOMINEES MUST BE OF AGE AND OUTSTANDING LEADERS IN THE COMMUNITY AND HAVE THE ABILITY TO GENERATE RESOURCES FOR ANA.
- 3) ALL MEMBERS OF THE EXECUTIVES SHALL CONTINUOUSLY REVIEW/STUDY AND UNDERSTAND ANA CONSTITUTION AND BY-LAWS IN ORDER TO BE PRODUCTIVE AND EFFECTIVE MEMBER.
- 4) VOTING SHALL BE BY SIMPLE MAJORITY.
- 5) QUORUM SHALL CONSIST OF 2/3RD (TWO-THIRDS) OF THE CURRENT MEMBERSHIP PRESENT AT AN IN-PERSON MEETING, INCLUDING ELECTRONIC COMMUNICATIONS, CONFERENCES VIA TELEPHONE OR VIDEO CONFERENCING.
- 6) EXECUTIVES SHALL NOT BE LIABLE FOR DEBTS, LIABILITIES OR OTHER OBLIGATIONS OF THE ASSOCIATION.
- 7) ONLY SECTIONAL ASSOCIATIONS IN GOOD FINANCIAL STANDING SHALL BE REPRESENTED.
- 8) THE NATIONAL COUNCIL RESERVES THE RIGHT TO RECALL ANY EXECUTIVE REPRESENTATIVE WHEN THE FUNDAMENTAL PRINCIPLE OF THE CONSTITUTION IS BREACHED.

4.7.3 THE PRESIDENT SHALL -

- 1) IMPLEMENT THE VISIONS OF ANA USA;
- 2) ACT AS CHIEF EXECUTIVE OF THE ASSOCIATION IN ALL LEGAL MATTERS, AND SHALL BE AUTHORIZED TO SIGN ALL OFFICIAL AND LEGAL DOCUMENTS.

- 3) PRESIDE OVER ALL MEETINGS OF THE NATIONAL COUNCIL, EXECUTIVE MEETINGS AND BUSINESS MEETINGS AT THE NATIONAL CONFERENCES.
- 4) GIVE A NATIONAL REPORT AT BUSINESS MEETINGS.
- 5) PERFORM ANY OTHER FUNCTIONS USUAL AND CUSTOMARY FOR THE PRESIDING OFFICER, OR SUCH AS MAY BE DIRECTED BY THE NATIONAL COUNCIL OF THE ASSOCIATION.

4.7.4 VICE PRESIDENT SHALL

- 1) PERFORM THE DUTIES OF THE PRESIDENT IN THE EVENT THE PRESIDENT IS UNABLE TO FUNCTION UNTIL THE PRESIDENT RETURNS TO DUTY, OR A NEW PRESIDENT IS ELECTED.
- 2) SUPERVISE THE ACTIVITIES OF SPECIAL COMMITTEES
- 3) PERFORM OTHER FUNCTIONS AS ASSIGNED BY THE PRESIDENT OF THE EXECUTIVE

4.7.5 THE SECRETARY SHALL

- 1) BE SECRETARY OF THE ASSOCIATION, IS THE CUSTODIAN OF ALL NON-FINANCIAL, LEGAL DOCUMENTS AND THE OFFICIAL SEAL, AND SHALL BE AUTHORIZED TO SIGN ALL OFFICIAL DOCUMENTS IN ACCORD WITH THE EXECUTIVE.
- 2) SERVE AS SECRETARY OF THE NATIONAL COUNCIL AND THE EXECUTIVE AND SHALL KEEP ACCURATE RECORDS OF ALL DELIBERATIONS.
- 3) MAKE AND KEEP TRUE RECORDS OF THE PROCEEDING OF THE NATIONAL CONFERENCE, THE EXECUTIVE AND THE NATIONAL COUNCIL MEETINGS AND SHALL PUBLISH THE SAME AS APPROVED AND DIRECTED BY THE NATIONAL COUNCIL.
- 4) MAINTAIN A RECORD OF ALL MEMBER CHAPTERS, GROUPS AND INDIVIDUALS ALIKE, AND SHALL PREPARE AND DISTRIBUTE BIANNUALLY AN UP-TO-DATE DIRECTORY OF ALL MEMBERS.
- 5) GIVE NOTICE OF ALL MEETINGS AND SHALL BE RESPONSIBLE FOR ALL CORRESPONDENCE OF THE ASSOCIATION IN CONSULTATION WITH OTHER MEMBERS OF THE EXECUTIVE.
- 6) PERFORM SUCH OTHER FUNCTIONS AS ARE CUSTOMARY OR AS MAY BE DIRECTED BY THE NATIONAL COUNCIL OR THE EXECUTIVE PRESIDENT.

4.7.6 ASSISTANT SECRETARY SHALL:

- 1) ASSIST THE SECRETARY IN PERFORMING HIS/HER DUTIES.

2) SHALL ASSUME THE DUTIES OF THE SECRETARY IN HIS/HER ABSENCE.

3) IN EVENT OF THE SECRETARY'S INCAPACITATION OR DEATH, ABSENCE EXCEEDING THREE HUNDRED AND SIXTY-FIVE (365) DAYS, THE ASSISTANT SECRETARY AUTOMATICALLY BECOMES THE SECRETARY UNLESS ANOTHER INDIVIDUAL IS NOMINATED BY THE EXECUTIVE PRESIDENT.

4.7.7 TREASURER SHALL:

1) BE THE CUSTODIAN OF THE FINANCES OF THE ASSOCIATION

2) DEPOSIT ALL CASH AND CHECKS IN THE NAME OF THE ASSOCIATION INTO ASSOCIATION'S ACCOUNT WITHIN THREE (3) BUSINESS DAYS OF RECEIPT

3) BE A COSIGNER IN THE NATIONAL ACCOUNT

4) PERFORM SUCH OTHER FUNCTIONS AS ARE CUSTOMARY TO THE OFFICE OF THE TREASURER OR AS MAY BE DIRECTED BY THE NATIONAL COUNCIL.

4.7.8 FINANCIAL SECRETARY SHALL:

1) BE THE CUSTODIAN OF THE FINANCIAL RECORDS AND DOCUMENTS OF THE ASSOCIATION

2) RECEIVE AND RECORD CONTRIBUTIONS OF THE CHAPTERS, AND SHALL DISBURSE FUNDS UNDER THE DIRECTION OF THE EXECUTIVE OR THE NATIONAL COUNCIL;

3) PREPARE BUDGETS OF THE ASSOCIATION IN COLLABORATION WITH THE EXECUTIVE

4) ESTABLISH AND/OR MAINTAIN A RELIABLE SYSTEM OF BOOK KEEPING AND PROVIDE QUARTERLY FINANCIAL REPORT TO THE COUNCIL ON THE FIRST DAYS OF APRIL, JULY, AND OCTOBER AND ANNUAL FINANCIAL REPORT WITHIN 60 DAYS AFTER THE END OF THE FINANCIAL YEAR.

5) KEEP RECORDS OF FINANCIAL TRANSACTION MADE BY THE ASSOCIATION (INCLUDING BANK STATEMENTS), AND SHALL BE RESPONSIBLE FOR COMMUNICATING THE FINANCIAL POSITION OF THE ASSOCIATION TO THE MEMBERS IN CONSULTATION WITH THE NATIONAL COUNCIL AND EXECUTIVE.

6) COMPILE AND MAINTAIN A RECORD OF CHAPTER MEMBERSHIP.

7) PERFORM SUCH OTHER FUNCTIONS AS ARE CUSTOMARY TO THE OFFICE OF THE FINANCIAL SECRETARY OR AS MAY BE DIRECTED BY THE COUNCIL.

8) FILE ASSOCIATION TAXES EVERY YEAR AND OTHER REQUIRED STATUTORY REPORTS

4.7.9 PUBLICITY SECRETARY/PUBLIC RELATIONS OFFICER (PRO) SHALL:

- 1) BE RESPONSIBLE FOR DISSEMINATING INFORMATION PERTAINING TO ANA.
- 2) SHALL TAKE DIRECTIVES FROM THE EXECUTIVE PRESIDENT REGARDING PLANNING, ORGANIZING AND EXECUTING OF ALL SOCIAL/CULTURAL ACTIVITIES APPROVED BY THE EXECUTIVE AND/OR THE NATIONAL COUNCIL.
- 3) SHALL SERVE AS THE HEAD OF THE SOCIO-CULTURAL COMMITTEE IF THE EXECUTIVE FORMS ONE.

4.7.10 THE PROVOST SHALL:

- 1) BE RESPONSIBLE FOR CALLING TO ORDER ALL PLANNED ANA MEETINGS.
- 2) ENSURE THAT MEETINGS HAVE AN AGENDA AND ARE FOLLOWED AS PRESCRIBED.

SECTION 4.8 SPECIAL APPOINTMENTS BY THE NATIONAL COUNCIL.

THE NATIONAL COUNCIL, ONCE IT SEES THE NEED TO CREATE POSITIONS AND/OR COMMITTEES FOR THE ACCOMPLISHMENT OF THE VISION OF THE ANA SHALL:

- 1) MAKE SUCH SPECIAL APPOINTMENTS OR CREATE SPECIAL AD-HOC COMMITTEES TO SERVE THE COUNCIL.
- 2) CLEARLY STATE IN WRITING THE NAME OF THE POSITION OR COMMITTEE, RESPONSIBILITIES TO BE ASSIGNED, QUALIFICATIONS REQUIRED, AND THE DURATION OF THE SAID POSITION OR COMMITTEE.
- 3) PROCEED TO FILL THE POSITION(S) FROM CANDIDATES DRAWN FROM CHAPTERS' MEMBERSHIP WHO OBVIOUSLY HAVE THE NECESSARY EXPERIENCE AND QUALIFICATION TO ACCOMPLISH THE DESIGNATED TASK(S).

SECTION 4.9 SPECIAL APPOINTMENTS BY THE EXECUTIVE.

THE EXECUTIVE, ONCE IT SEES THE NEED TO CREATE POSITIONS AND/OR COMMITTEES FOR THE ACCOMPLISHMENT OF THE VISION OF THE ANA SHALL:

- 1) MAKE SPECIAL APPOINTMENT(S) OR CREATE AD-HOC COMMITTEE(S)
- 2) STIPULATE IN WRITING TO THE NATIONAL COUNCIL THE TYPE OF APPOINTMENT, RESPONSIBILITIES TO BE ASSIGNED, QUALIFICATIONS REQUIRED, AND THE DURATION OF THE SAID POSITION FOR APPROVAL.

- 3) PROCEED TO FILL THE POSITION(S) FROM CANDIDATES DRAWN FROM CHAPTERS' MEMBERSHIP WHO OBVIOUSLY HAVE THE NECESSARY EXPERIENCE AND QUALIFICATION TO ACCOMPLISH THE DESIGNATED TASK(S).

SECTION 4.10 Tenure:

TENURE FOR MEMBERS OF THE EXECUTIVE SHALL BE TWO YEARS WITH A TWO-TERM LIMIT.

THE PAST PRESIDENT TENURE SHALL BE ONLY TWO YEARS;

SECTION 4.11 Vacancies:

- 1) ANY OFFICER MAY RESIGN AT ANY TIME BY GIVING A THIRTY DAYS WRITTEN NOTICE TO THE PRESIDENT OF THE ASSOCIATION.
- 2) ANY VACANCY CAUSED BY THE DEATH, RESIGNATION, REMOVAL, DISQUALIFICATION OR OTHER ACTION SHALL BE FILED BY THE PRESIDENT.
- 3) ONLY A CHAPTER HAS THE RIGHT TO RECALL/WITHDRAW ITS REPRESENTATIVE TO THE NATIONAL COUNCIL.

ARTICLE 5:

ACCOUNTABILITY, DISCIPLINE AND MEETING FREQUENCY OF COUNCIL MEMBERS

SECTION 5.1 ACCOUNTABILITY

5.1.1 COUNCIL ACCOUNTABILITY.

- 1) EACH NATIONAL COUNCIL MEMBER SHALL ATTEND ALL NATIONAL COUNCIL MEETINGS EXCEPT WITH A PROPER AND TIMELY (ONE WEEK PRIOR) NOTICE OF INTENTION OF ABSENCE COMMUNICATED TO THE CHAIRPERSON.
- 2) CHAPTER PRESIDENTS DURING NATIONAL COUNCIL MEETING SHALL PRESENT A WRITTEN REPORT OF THE CURRENT ACTIVITIES OF THEIR CHAPTER (THE FORMAT OF SUCH A REPORT SHALL BE DEVELOPED BY THE COUNCIL).
- 3) SPECIAL REPRESENTATIVES AND/OR AD-HOC COMMITTEE CHAIRPERSONS ARE REQUIRED TO MAKE PERIODIC WRITTEN REPORT TO THE NATIONAL COUNCIL AS DETERMINED BY THE COUNCIL. NOTIFICATION MUST BE GIVEN AT LEAST TWO WEEKS PRIOR TO THE SCHEDULED EVENT DURING WHICH THE REPORT WILL BE MADE.
- 4) EACH COUNCIL MEMBER IS NOT TO USE HIS/HER OFFICE FOR PERSONAL GAINS.

SECTION 5.2 PROCESSES OF DISCIPLINE OF NATIONAL COUNCIL MEMBERS

5.2.1 WHEN THERE IS A NON-PERFORMANCE BY A COUNCIL MEMBER:

- a) THE EXECUTIVE PRESIDENT SHALL COUNSEL WITH THE INDIVIDUAL ONE ON ONE TO FIND OUT A WAY TO HELP THE MEMBER FULFILL HIS/HER OBLIGATIONS OR LIVE UP TO HIS/HER EXPECTATIONS.
- b) IF THE NON-PERFORMANCE PERSISTS, THEN THE NATIONAL COUNCIL SHALL SET UP AN AD-HOC COMMITTEE TO WORK WITH THE MEMBER TO HELP HIM/HER IMPROVE ON THE SITUATION.
- c) IF THERE IS NO IMPROVEMENT, THE MEMBER'S CHAPTER SHALL BE NOTIFIED IN WRITING ABOUT THE NON-PERFORMANCE PROBLEM WITH THEIR REPRESENTATIVE AND WILL BE ASKED TO INTERVENE AT THE CHAPTER LEVEL TO FIND RESOLUTION.
- d) IF THERE IS STILL NO IMPROVEMENT, THE INDIVIDUAL IN QUESTION WILL BE INVITED TO RESIGN.
- e) AS A FINAL STEP, THE NATIONAL COUNCIL WILL TERMINATE THE PERSON'S MEMBERSHIP AND INVITE THE CHAPTER TO SEND A REPLACEMENT WITHIN THREE MONTHS.

5.2.2 WHEN THERE IS A NON-PERFORMANCE BY THE EXECUTIVE PRESIDENT:

- a) THE NATIONAL COUNCIL SHALL SET UP AN AD-HOC COMMITTEE TO WORK WITH THE EXECUTIVE PRESIDENT TO HELP HIM/HER IMPROVE ON THE SITUATION
- b) IF THERE IS STILL NO IMPROVEMENT, HE/SHE SHALL BE INVITED TO RESIGN.
- c) AS A FINAL STEP, THE NATIONAL COUNCIL SHALL TERMINATE HIS/HER MEMBERSHIP TO THE COUNCIL AND THE VICE PRESIDENT SHALL ASSUME DUTIES OF THE EXECUTIVE PRESIDENT PENDING AN ELECTION OF ANOTHER INDIVIDUAL TO THE OFFICE OF EXECUTIVE PRESIDENT WITHIN THREE MONTHS OF THE TERMINATION OR THE RESIGNATION OF THE FORMER EXECUTIVE PRESIDENT.

SECTION 5.3 MEETING FREQUENCY

- 1) THE NATIONAL COUNCIL SHALL MEET AT LEAST TWICE A YEAR TO DISCUSS THE AFFAIRS OF THE ASSOCIATION.
- 2) THE PRESIDENT SHALL CONVENE SUCH MEETING

- 3) THE ASSOCIATION SHALL HOLD A GENERAL MEETING OF ALL MEMBERS EVERY TWO YEARS. THIS MEETING SHALL BE CALLED **NATIONAL CONVENTION**.
- 4) THE MEETING SHALL BE HELD DURING MEMORIAL DAY WEEKEND OR ANY OTHER AGREED TIME DETERMINED BY THE NATIONAL COUNCIL.
- 5) LOCATION OF THE NATIONAL CONVENTION SHALL BE DETERMINED DURING A GENERAL MEETING AT THE NATIONAL CONVENTION.
- 6) THE PRESENCE OF TWO-THIRDS OF THE NATIONAL COUNCIL MEMBERSHIP AT A MEETING SHALL CONSTITUTE A QUORUM.

SECTION 5.4 Voting during meetings

- a) MEMBERS OF THE NATIONAL COUNCIL SHALL BE ELIGIBLE TO VOTE ON MATTERS PRESENTED DURING THEIR ANNUAL MEETING. THE EXECUTIVE HAS ONE VOTE WHILE EACH CHAPTER PRESIDENT OR CHAPTER REPRESENTATIVE HAS ONE VOTE. PASSAGE SHALL BE BY A SIMPLE MAJORITY.
- b) ONLY CHAPTERS IN GOOD FINANCIAL STANDING WILL BE ELIGIBLE TO VOTE ON MATTERS PRESENTED DURING THE NATIONAL CONVENTION.

ARTICLE 6:

FINANCES

SECTION 6.1 FISCAL YEAR OF ANA:

- 1) THE FISCAL YEAR OF ANA SHALL RUN FROM JANUARY 1 TO DECEMBER 31.

SECTION 6.2 SOURCES OF FUND

- 1) AN ASSOCIATION SHALL PAY A REGISTRATION FEE BEFORE THEY BECOME A CHAPTER MEMBER OF ANA.
- 2) THE NATIONAL COUNCIL MAY REVISE THIS FEE WHEN IT DEEMS IT APPROPRIATE.
- 3) ANA AND A LOCAL CHAPTER SHALL HOST THE NATIONAL CONVENTION AND FUND-RAISING EVENT EVERY TWO YEARS AT THE NATIONAL CONVENTION. THIS EVENT WILL BE OPENED TO A BID AMONGST ALL MEMBER CHAPTERS. SELECTION FOR THE NEXT HOST-CITY SHALL BE MADE AT LEAST TWO YEARS IN ADVANCE.
- 4) THE DECISION TO AWARD THE HOSTING OF THE NATIONAL CONVENTION TO A CHAPTER SHALL BE BASED ON THE FINANCIAL VIABILITY OF THE HOST CHAPTER.
- 5) YEARLY DUES.

6) GRANTS

7) PROCEEDS FROM OTHER SOURCES AS DEEM FIT BY THE NATIONAL COUNCIL

SECTION 6.3 DISBURSEMENT OF ANA FUND

- 1) THE AMOUNT OF \$100.00 (ONE HUNDRED DOLLARS) SHALL BE HELD AS PETTY CASH BY THE TREASURER AND SHALL BE DISBURSED ONLY ON A WRITTEN APPROVAL BY THE EXECUTIVE PRESIDENT.
- 2) FOR ANY EXPENSE OF THE ASSOCIATION UP TO \$500.00, APPROVAL BY A MAJORITY VOTE OF THE EXECUTIVE SHALL BE REQUIRED. ANY REQUEST MUST BE ATTENDED WITH A WRITTEN ESTIMATE OF INTENDED EXPENSES AND WRITTEN PRICE QUOTES FROM AT LEAST THREE DIFFERENT VENDORS OF SUCH GOODS OR SERVICES MUST BE TENDERED TO THE EXECUTIVE PRESIDENT BEFORE THE REQUESTED FUNDS ARE DISBURSED. FUNDS SHALL NOT EXCEED THE LOWEST AMOUNT OF THE PRICE QUOTES UNLESS ANY OF THE HIGHER PRICES CAN BE JUSTIFIED.
- 3) FOR ANY EXPENSE AMOUNT MORE THAN \$500.00 THE APPROVAL OF THE MAJORITY OF THE NATIONAL COUNCIL MEMBERS SHALL BE REQUIRED. SUCH REQUEST MUST BE ATTENDED WITH A WRITTEN ESTIMATE OF INTENDED EXPENSES AND WRITTEN PRICE QUOTES FROM AT LEAST THREE DIFFERENT VENDORS OF SUCH GOODS OR SERVICES MUST BE TENDERED TO THE PRESIDENT FOR PRESENTATION TO THE NATIONAL COUNCIL BEFORE THE REQUESTED FUNDS ARE DISBURSED. FUNDS SHALL NOT EXCEED THE LOWEST AMOUNT OF THE PRICE QUOTES UNLESS ANY OF THE HIGHER PRICES CAN BE JUSTIFIED.
- 4) THE NATIONAL COUNCIL SHALL APPROVE EXPENSES BEYOND THE ANNUAL NATIONAL BUDGET.
- 5) ALL ANA AUTHORIZED EXPENSES MUST BE ACCOUNTED FOR BY TURNING IN STATEMENT OF EXPENSES AND THE ATTENDANT RECEIPTS TO THE FINANCIAL SECRETARY.
- 6) THE TRAVEL EXPENSES OF ANA EXECUTIVE FOR ALL NATIONAL COUNCIL APPROVED EVENTS SHALL BE THE RESPONSIBILITY OF ANA. SUCH EXPENSES MUST BE PRESENTED TO THE NATIONAL COUNCIL BY THE PRESIDENT BEFORE IT IS INCURRED. ANTICIPATED EXPENSES SHOULD BE IN THE ANNUAL BUDGET. THIS SHALL NOT EXCEED \$500.00 (FIVE HUNDRED DOLLARS). ALL EXPENSES SHALL BE BACKED BY FORMAL RECEIPTS.
- 7) FOR TRIPS OUTSIDE THE USA, THE NATIONAL COUNCIL SHALL DELIBERATE ON THE NUMBER OF EXECUTIVE AND FUND ALLOCATION.

- 8) REIMBURSABLE ANA EVENTS SHALL INCLUDE ANA PRE-SUMMIT, ANA CONVENTION AND ANY OTHER SPECIAL EVENTS APPROVED BY THE NATIONAL COUNCIL.

SECTION 6.4 ANA FINANCIAL BANK ACCOUNT

- 1) THE ASSOCIATION SHALL MAINTAIN A REGULAR CHECKING ACCOUNT AND, IF NEED ARISES, A SAVINGS AND/OR AN INVESTMENT ACCOUNT(S) IN A FINANCIAL INSTITUTION IN THE UNITED STATES OF AMERICA THAT IS INSURED BY FDIC. OPENING OF SUCH ACCOUNTS SHALL BE DONE WITH THE APPROVAL OF TWO-THIRDS MAJORITY VOTE OF THE NATIONAL COUNCIL MEMBERS.
- 2) THE EXECUTIVE PRESIDENT, THE VICE PRESIDENT, THE TREASURER, AND THE GENERAL SECRETARY SHALL BE THE SIGNATORIES TO THESE ACCOUNTS.
- 3) AT ANY GIVEN TIME, THE SIGNATURES OF THE EXECUTIVE PRESIDENT **OR** VICE PRESIDENT AND THE TREASURER OR THE GENERAL SECRETARY SHALL BE REQUIRED BEFORE FUNDS CAN BE WITHDRAWN FROM THE CHECKING OR SAVINGS ACCOUNTS.
- 4) THE NATIONAL COUNCIL SHALL AUTHORIZE ANY LIQUIDATION AND/OR TRANSFER OF MONIES FROM INVESTMENT ACCOUNT(S) TO THE REGULAR CHECKING ACCOUNT.

SECTION 6.5 ANNUAL AUDIT OF ANA ACCOUNTS

- 1) THE EXECUTIVE PRESIDENT SHALL APPOINT A TWO OR THREE MAN **AUDIT COMMITTEE** BY THE END OF THE MONTH OF JANUARY OF EVERY YEAR FOR THE PURPOSE OF REVIEWING AND AUDITING THE FINANCIAL ACTIVITIES OF THE ASSOCIATION ACCOUNTS DURING THE PREVIOUS FISCAL YEAR.
- 2) THE EXECUTIVE SHALL DO EVERYTHING WITHIN ITS POWER TO ENSURE THAT ALL BOOKS AND PERTINENT RECORDS ARE MADE AVAILABLE TO THE **AUDIT COMMITTEE** UPON REQUEST.
- 3) THE COMMITTEE SHALL MAKE A PRELIMINARY REPORT TO THE EXECUTIVE BY THE END OF THE MONTH OF MARCH. IF THERE ARE SOME SERIOUS CONCERNS, THE **AUDIT COMMITTEE** SHALL ADDRESS A LETTER TO THE EXECUTIVE PRESIDENT LISTING ALL THE CONCERNS. THE EXECUTIVE SHALL RECONCILE ALL RECORDS AND RESPOND TO ALL CONCERNS RAISED IN WRITING.
- 4) THE **AUDIT COMMITTEE** SHALL MAKE A FINAL REPORT TO THE ASSOCIATION MEMBERS DURING A CALLED BUSINESS MEETING DURING THE NATIONAL CONFERENCE THAT SAME YEAR.

ARTICLE 7:

SECTION 7.1 NOT-FOR-PROFIT STATUSES:

- 1) **NON-PROFIT CORPORATION:** ANA SHALL BE A VOLUNTARY, NON-PROFIT MEMBERSHIP ORGANIZATION INCORPORATED UNDER THE LAWS OF THE SEVERAL STATES IN THE GEOGRAPHICAL REGION OF THE UNITED STATES OF AMERICA.
- 2) **DISSOLUTION OF THE ASSOCIATION:** IN THE EVENT OF DISSOLUTION, THE NATIONAL COUNCIL WILL OPERATE ACCORDING TO THE INTENT OF SECTION 501(C) (3) OF THE 1954 INTERNAL REVENUE CODE BY PERMANENT DEDICATION OF ITS ASSETS TO TAX EXEMPT PURPOSES.
- 3) **APPROPRIATE TAX DOCUMENTS SHALL BE FILED BY THE FINANCIAL SECRETARY**

ARTICLE 8:

SECTION 8.1 VENUES FOR ACTIVITIES

THE TERM "ACTIVITIES" REFERS TO ALL REGULAR MEETINGS, COMMITTEE MEETINGS, SPECIAL MEETINGS, TELECONFERENCES, BIENNIAL CONVENTIONS AND ANY OTHER EVENTS THAT REQUIRE THE FORMAL GATHERING OF THE NATIONAL COUNCIL AND /OR ENTIRE MEMBERS OF THE ANA

- 1) **REGULAR NATIONAL COUNCIL MEETINGS, EXECUTIVE MEETINGS, COMMITTEE MEETINGS OR TELECONFERENCES MAY BE HELD WHEREVER THE MEMBERS BY SIMPLE MAJORITY AGREE TO MEET, WITH APPROPRIATE NOTICES GIVEN TO ALL PARTICIPANTS EITHER BY MAIL, VOICE OR ELECTRONIC MEDIA.**
- 2) **THE NATIONAL COUNCIL SHALL FROM TIME TO TIME SET A COMPETITIVE GUIDELINE AND CRITERIA A CHAPTER MUST MEET TO QUALIFY AS A HOST CITY FOR THE BIENNIAL CONVENTION**
- 3) **ANA SHALL ORGANIZE BIENNIAL CONVENTIONS, WHICH MAY BE HELD IN ANY CITY THAT IS CHOSEN BY SIMPLE MAJORITY VOTE OF THE ENTIRE BODY OF ANA, PURSUANT TO THE COMPETITIVE GUIDELINES AND CRITERIA SET BY ANA FOR HOSTING A CONVENTION.**
- 4) **IN MAKING DETERMINATION AS TO VENUE SELECTION, THE NATIONAL COUNCIL SHALL TAKE INTO CONSIDERATION THE FOLLOWING FACTORS:**
 - a) **THE EXISTENCE OF AN ANA CHAPTER IN GOOD STANDING IN SUCH LOCALITY;**
 - b) **THAT THE HOSTING CHAPTER MEETS THE GUIDELINES AND OBJECTIVES SET BY THE NATIONAL COUNCIL FOR HOST CITIES;**

- c) THAT HOSTING THE BIENNIAL CONVENTION IN SUCH DESIGNATED VENUE DOES NOT DISRUPT OR INTERFERE WITH OTHER ACTIVITIES THAT MIGHT NEGATIVELY IMPACT THE OUTCOME OF THE EVENT.
 - d) THE CONVENIENCE OF ALL PARTICIPATING MEMBERS, AND OPPORTUNITIES FOR STRATEGIC CONTACTS WITH OTHER ORGANIZATIONS, POTENTIAL DONORS AND VISIBILITY FACTORS CONSISTENT WITH THE EFFORTS TO PROMOTE AND PROJECT ANA IN SUCH A LIGHT AS TO REALIZE ANA'S GOALS FOR THE EVENT.
 - e) SUCH OTHER LOGISTICAL ISSUES THAT ARE NORMALLY TAKEN INTO CONSIDERATION IN CARRYING OUT SUCCESSFUL FUNDRAISERS.
- 5) THE EXECUTIVE PRESIDENT SHALL APPOINT A CONVENTION COMMITTEE CHAIRPERSON, WHO SHALL WORK IN COLLABORATION WITH THE OFFICERS OF THE HOST CHAPTER TO MAP OUT A COMPREHENSIVE CONVENTION PLAN.
 - 6) THE BIENNIAL CONVENTION SHALL BE ORGANIZED AND HELD WITHIN THE CITY OR WITHIN THE GEOGRAPHICAL AREA CONSTITUTING SUCH CHAPTER.
 - 7) THE RESPONSIBILITY OF DETERMINING THE COMPREHENSIVE PLANNING AND LOGISTICS OF THE EVENT SHALL LIE ON THE EXECUTIVE, THE CONVENTION COMMITTEE CHAIRPERSON IN COLLABORATION WITH THE OFFICERS OF THE HOSTING CHAPTER.
 - 8) THE BIENNIAL CONVENTION SHALL BE FUNDED BY ANA AND THE HOSTING CHAPTER AT A COST RATIO OF 70 PERCENT TO ANA AND 30 PERCENT TO THE CHAPTER.
 - 9) PROFIT SHALL BE SHARED IN A RATIO OF 70 PERCENT TO ANA, 20 PERCENT TO HOSTING CHAPTER AND 10 PERCENT SHARED TO ALL OTHER FINANCIALLY ACTIVE CHAPTERS OF ANA.
 - 10) IN THE EVENT A BID TO HOST THE BIENNIAL CONVENTION IS NOT RECEIVED FROM ANY LOCAL CHAPTER OR THE SUBMITTED BIDS FAIL TO MEET THE HOSTING GUIDELINE AND CRITERIA, THE NATIONAL COUNCIL SHALL CALL FOR A MEETING TO SELECT ALTERNATIVE LOCATION.
 - 11) IN THIS REGARD, THE NATIONAL COUNCIL SHALL SELECT TWO (2) CITIES THAT MEET THE COMPETITIVE GUIDELINE AND CRITERIA AS STIPULATED; AND A FINAL SELECTION OF VENUE SHALL BE BY A SIMPLE MAJORITY VOTE OF THE NATIONAL COUNCIL.
 - 12) IN THE EVENT OF ITEM 11, ANA SHALL FUND THE CONVENTION AND KEEP ALL THE PROFIT.

NOTE - SELECTION FOR THE NEXT HOST CITY SHALL BE MADE AT LEAST 2 YEARS IN ADVANCE.

ARTICLE 9:

SECTION 9.1 ELECTIONS

- 1) AN ELECTION COMMITTEE AND THE CHAIRMAN SHALL BE NOMINATED BY THE EXECUTIVE PRESIDENT AND APPROVED BY THE NATIONAL COUNCIL NOT LATER THAN LAST DAY OF AUGUST OF THE YEAR PRECEDING THE ELECTION.
- 2) A ROSTER OF MEMBERSHIP SHALL BE SENT BY THE FINANCIAL SECRETARY TO THE ELECTION COMMITTEE.
- 3) THE EXECUTIVE PRESIDENT SHALL BE ELECTED BY SECRET BALLOT BY ALL MEMBERS OF ANA, SO ALSO THE FINANCIAL SECRETARY AND THE TREASURER, FOR ACCOUNTABILITY.
- 4) THE PRESIDENT SHALL APPOINT THE REST OF HIS EXECUTIVE. THE NAMES OF MEMBERS OF HIS APPOINTED EXECUTIVE MUST BE LISTED IN HIS LETTER OF INTENT SENT TO THE ELECTION COMMITTEE FOR VETTING –
 - a) VICE PRESIDENT
 - b) GENERAL SECRETARY
 - c) ASSISTANT GENERAL SECRETARY
 - d) PRO
 - e) PROVOST
- 5) THOSE VYING FOR OFFICE SHALL BE APPROVED BY THE NATIONAL COUNCIL AND NOT BY THE ELECTION COMMITTEE.

SECTION 9.2 ELECTION PROCEDURES

- 1) ALL INTERESTED PERSONS WISHING TO CONTEST FOR THE OFFICE OF THE PRESIDENT, THE FINANCIAL SECRETARY AND THE TREASURER SHALL DECLARE THEIR INTENT BY NOVEMBER 30TH OF THE YEAR PROCEEDING THE ELECTION YEAR
- 2) ANA SHALL HOLD ITS ELECTION OF EXECUTIVE EVERY TWO YEARS DURING ITS NATIONAL CONVENTION OR DURING A SPECIAL SESSION APPROVED BY 2/3 NATIONAL COUNCIL
- 3) CANDIDATES VYING FOR OFFICE IN ANA MUST BE OF LEGAL AGE AND IN GOOD FINANCIAL STANDING WITH THEIR CHAPTER
- 4) NO CHAPTER PRESIDENT OR ITS REPRESENTATIVE ON THE NATIONAL COUNCIL SHALL AT THE SAME TIME BE A MEMBER OF ANA EXECUTIVE.

- 5) ELECTION SHALL BE BY SECRET BALLOT BY ALL QUALIFIED ANA MEMBERS, CONDUCTED AT THE CHAPTER LEVEL
- 6) ALL BALLOTS SHALL BE SEALED AND PRESENTED AT THE NATIONAL CONVENTION. NO CHAPTER SHALL COUNT THE VOTE BEFORE DELIVERY TO THE ELECTION COMMITTEE.
- 7) THE ELECTION COMMITTEE APPOINTED BY THE PRESIDENT SHALL CERTIFY THE CANDIDATES BEFORE COMMENCEMENT OF CAMPAIGN NO LATER THAN JANUARY 31ST OF ELECTION YEAR
- 8) THE ELECTION COMMITTEE SHALL CIRCULATE THE NAMES OF NOMINEES TO ALL CHAPTERS AT LEAST SIXTY DAYS BEFORE THE ANNUAL CONVENTION
- 9) A CANDIDATE VYING FOR OFFICE IN ANA MUST BE IN GOOD FINANCIAL STANDING, BE A CHAPTER MEMBER AND MUST BE APPROVED BY THE CHAPTER
- 10) CANDIDATE VYING FOR OFFICE MUST FILE INTENT TO ANA ELECTION COMMITTEE THROUGH THEIR CHAPTER BY NOVEMBER 30TH OF THE YEAR IN WHICH THE NATIONAL CONVENTION IS HELD.
- 11) ONLY CHAPTERS IN GOOD FINANCIAL STANDING SHALL SUBMIT NAME OF CANDIDATE WHO IS INTERESTED IN RUNNING FOR AN ANA OFFICE TO THE ELECTION COMMITTEE NO LATER THAN JANUARY 31ST BEFORE THE ELECTION DATE
- 12) OFFICIAL CAMPAIGN FOR AN ELECTIVE OFFICE IN ANA SHALL BEGIN THREE MONTHS PRIOR TO ANA NATIONAL CONVENTION DURING WHICH A CANDIDATE SHALL PRESENT A PLAN OF ACTION (MANIFESTO) TO ALL CHAPTERS.
- 13) THERE SHALL BE NO LIMITS ON THE NUMBER OF CANDIDATES CAMPAIGNING FOR AN OFFICE
- 14) IN THE EVENT THAT THERE IS A TIE, CANDIDATES SHALL BE GIVEN OPPORTUNITY TO CANVASS FOR VOTES AND THEN A FRESH VOTE SHALL BE TAKEN UNTIL AN OFFICER IS ELECTED
- 15) ALL VOTING SHALL BE RECORDED IN NUMERICAL FIGURES, ITEMIZES AS FOLLOWS
 - a) NUMBER OF VOTES FOR THE WINNER
 - b) NUMBER OF VOTES AGAINST
 - c) NUMBER OF UNSTAINED VOTES.

Article 10:

SECTION 10.1 VACANCIES

- 1) WHERE THE OFFICE OF A MEMBER OF THE EXECUTIVE OTHER THAN THE EXECUTIVE PRESIDENT BECOMES VACANT FOR WHATSOEVER REASON BEFORE THE EXPIRATION OF THE TERM OF OFFICE, THE EXECUTIVE BODY MAY APPOINT ANY QUALIFYING ANA MEMBER TO FILL SUCH VACANCY. PROVIDED THAT PERSON SO APPOINTED MEETS ALL CONDITIONS FOR CONTESTING ELECTION FOR SUCH OFFICE, AND SUCH APPOINTEE WILL REMAIN IN OFFICE ONLY FOR THE PERIOD REMAINING OUT OF THE TERM OF THE VACANT POSITION.
- 2) WHERE THE OFFICE OF THE EXECUTIVE PRESIDENT BECOMES VACANT FOR ANY REASON WHATSOEVER, THE VICE-PRESIDENT SHALL AUTOMATICALLY ASSUME THE RESPONSIBILITIES OF THE EXECUTIVE PRESIDENT FOR THE REMAINING TERM PERIOD.

Article 11:

SECTION 11.1 CONFLICT OF INTEREST

- 1) CONFLICT OF INTEREST MAY OCCUR WHERE AN ANA MEMBER OR OFFICER'S PERSONAL INTERESTS, BELIEFS OR CONDUCT INTERFERE WITH THE PERFORMANCE OF SUCH PERSON'S DUTIES IN OPERATIONAL, ADMINISTRATIVE, MANAGERIAL, VOLUNTARY OR SUPERVISORY CAPACITY
- 2) ANA MEMBERS AND OFFICERS MUST AVOID CONDUCTS THAT MAY RESULT IN A CONFLICT OF INTEREST WITH THE ASSOCIATION. ALL OFFICERS OF ANA MUST AVOID FINANCIAL OR PERSONAL INTERESTS THAT MAY COMPROMISE THE IMPARTIAL PERFORMANCE OF THEIR DUTIES. MEMBERS AND OFFICERS IN PARTICULAR ARE OBLIGATED TO DISCLOSE ISSUES THAT MAY CAUSE A POTENTIAL CONFLICT OF INTEREST TO THE ASSOCIATION.
- 3) IN THE EVENT THAT IT IS DETERMINED THAT CONFLICT OF INTEREST EXISTS, THE MATTER MUST BE REFERRED TO THE EXECUTIVE BODY FOR HANDLING. IF MATTER IS NOT RESOLVED, THE EXECUTIVE PRESIDENT SHALL FORWARD THE MATTER TO THE NATIONAL COUNCIL FOR A FINAL DISPOSITION.
- 4) IF THE MATTER IS BEFORE THE EXECUTIVE BODY THE EXECUTIVE PRESIDENT SHALL PRESIDE OVER THE PROCEEDING AND IN THE ABSENCE OF THE EXECUTIVE PRESIDENT THE VICE PRESIDENT SHALL PRESIDE.
- 5) IF THE CONFLICT OF INTEREST PERTAINS TO THE EXECUTIVE PRESIDENT, THEN THE MATTER MUST BE REFERRED TO THE NATIONAL COUNCIL FOR HANDLING, WITH A MEMBER OF THE NATIONAL COUNCIL OTHER THAN THE PRESIDENT TO PRESIDE.

Article 12:

SECTION 12.1 DISPUTE RESOLUTION PROCEDURE

- 1) THE EXECUTIVE HAS THE ORDINARY RESPONSIBILITY FOR SETTLEMENT OF DISPUTES OR DISAGREEMENTS BETWEEN OFFICERS, MEMBERS AND CHAPTERS, WHERE SUCH DISPUTES OR DISAGREEMENTS ARISES IN CONNECTION WITH MATTERS COVERED IN THIS CONSTITUTION, OR OTHERWISE IN CONNECTION WITH THE PERFORMANCE OF FUNCTIONS OR ENJOYMENT OF RIGHTS ARISING IN CONNECTION WITH THIS CONSTITUTION.
- 2) IN PERFORMANCE OF ITS RESPONSIBILITY UNDER THIS CONSTITUTION, THE EXECUTIVE BODY SHALL SEEK THE ADVICE OF THE CONSTITUTION COMMITTEE, EXCEPT WHERE THE CIRCUMSTANCES OF THE DISPUTE AND RESOLUTION THEREOF ARE SUCH THAT IT WOULD BE REASONABLE TO EXCUSE THE ADVICE OF THE CONSTITUTION COMMITTEE
- 3) THE POWER OF THE EXECUTIVE TO RESOLVE DISPUTES INCLUDES THE POWER TO CALL FOR A MEETING OF THE MEMBERS OR CHAPTER INVOLVED WHERE THE CHAPTER HAS FAILED TO REACH A RESOLUTION. WHERE THE EXECUTIVE CALLS FOR RESOLUTION MEETING, IT MAY SELECT THE VENUE AND MAY DIRECT ANY MEMBER OF THE EXECUTIVE WHO IS DEEMED CAPABLE TO PRESIDE OVER SUCH A MEETING. IF A RESOLUTION IS NOT REACHED, THE EXECUTIVE PRESIDENT SHALL THEN CALL FOR A NATIONAL COUNCIL SESSION FOR A FINAL DISPOSITION.
- 4) IN A DISPUTE BETWEEN CHAPTERS, THE EXECUTIVE SHALL CALL FOR A MEETING OF THE MEMBERS OF THE CHAPTERS AND THE EXECUTIVE PRESIDENT SHALL PRESIDE OVER THE MEETING AND ATTEMPT TO RESOLVE THE DISPUTE.
- 5) WHERE THE EXECUTIVE BODY IS UNABLE TO RESOLVE THE DISPUTE, THE MATTER SHALL BE REFERRED TO NATIONAL COUNCIL.
- 6) UNDER NO CIRCUMSTANCE SHALL A MEMBER OR A CHAPTER RESORT TO, OR PROCEED WITH A LEGAL ACTION WITHOUT FIRST EXHAUSTING ALL AVENUES OF CONFLICT RESOLUTION WITHIN ANA

Article 13:

SECTION 13.1 IMPEACHMENT AND REMOVAL FROM OFFICE

- 1) ELECTED OFFICIALS MAY ONLY BE IMPEACHED FOR CAUSE, SUBJECT TO TWO THIRD (2/3RD) MAJORITY VOTE OF THE NATIONAL COUNCIL
- 2) APPOINTED REPRESENTATIVES MAY BE IMPEACHED FOR CAUSE, SUBJECT TO SIMPLE MAJORITY VOTE OF THE PRESIDING BODY; OR REMOVED BY THE RECALL OF THE REPRESENTED CHAPTER.

- 3) IN RESPECT OF DECISIONS INVOLVING THE REMOVAL OR IMPEACHMENT OF ANY OFFICER OR REPRESENTATIVE OF ANA, THE OFFICER OR REPRESENTATIVE WHOSE REMOVAL IS SORT SHALL BE GIVEN ADEQUATE OPPORTUNITY TO PREPARE AN EXPLANATION AND PRESENT ANY DEFENSE PROVIDED THAT THE RIGHT TO PRESENT SUCH DEFENSE DOES NOT INCLUDE THE RIGHT TO CALL WITNESSES OR RETAIN LEGAL COUNSEL.
- 4) NO ONE SHALL PRESIDE OVER IMPEACHMENT OR REMOVAL PROCEEDINGS IF SUCH PERSON IS THE TARGET OF THE PROCEEDING.
- 5) A NATIONAL COMMITTEE SHALL BE CREATED BY THE EXECUTIVE WITH THE RESPONSIBILITY OF PREPARING AN AGENDA AND HEARING A CASE. THE DECISIONS OF THE NATIONAL HEARING COMMITTEE SHALL BE BY SIMPLE MAJORITY
- 6) THE NATIONAL HEARING COMMITTEE SHALL HAVE THE FOLLOWING FUNCTIONS:
 - a. IMPEACHMENT AND REMOVAL FROM OFFICE OF ANY OFFICER OF ANA, INCLUDING CHAPTER REPRESENTATIVES, AD HOC AND STANDING COMMITTEE MEMBERS;
 - b. HEARING APPEALS OF ANY OFFICER OF ANA, PROVIDED THAT THE PERSON TENDERING SUCH APPEAL HAS SENT A WRITTEN PETITION SIGNED BY AT LEAST 50 MEMBERS OF ANA WITHIN 30 DAYS OF THE ORIGINAL DECISION TO THE ATTENTION OF THE NATIONAL COMMITTEE CHAIRPERSON FOR RECONSIDERATION.
 - c. HEARING OF DISPUTES BETWEEN CHAPTERS OR CHAPTER MEMBERS. DISPUTES BETWEEN MEMBERS AND CHAPTERS SHALL BE HEARD BY THE COMMITTEE; PROVIDED THAT THE COMPLAINING PARTY HAS DULY TABLED THE COMPLAINT BEFORE THE NATIONAL HEARING COMMITTEE AND SUCH COMPLAINT IS DEEMED FIT FOR NATIONAL DELIBERATION. PARTY TABLING COMPLAINT BEFORE THE COMMITTEE MUST AGREE TO BE BOUND BY A SIMPLE MAJORITY VOTE OF THE COMMITTEE.

ARTICLE 14:

SECTION 14.1 NORMINATION FOR PRIZE AND AWARDS

ANA SHALL HONOR DESERVING INDIVIDUALS WHO HAVE RECOGNIZABLY CONTRIBUTED IMMENSELY TO ACHIEVING THE SET OBJECTIVES OF ANA IN TWO YEARS PRECEDING THE NATIONAL CONVENTION.

THE EXECUTIVE PRESIDENT SHALL CALL FOR NOMINATIONS NOT LATER THAN SIX MONTHS BEFORE THE NATIONAL CONVENTION

ARTICLE 15:

SECTION 15.1 TRANSITION PERIOD

- 1) THE TRANSFER OF ANA BELONGINGS TO INCOMING EXECUTIVE OFFICERS SHALL BE COMPLETED NOT LATER THAN 60 DAYS AFTER ELECTION. SUCH ITEMS WILL INCLUDE, BUT NOT LIMITED TO ACCOUNT(S), MINUTE OF MEETINGS, WEB-SITES, ALL FINANCIAL REPORTS, LOGOS, COMPUTERS AND SEAL.

ARTICLE 16:

SECTION 16.1 PROCESSES OF AMENDMENT

ANY INDIVIDUAL MEMBER OR LOCAL CHAPTER, EXECUTIVE BODY MAY PROPOSE AN AMENDMENT TO THE ANA CONSTITUTION AS LONG AS SUCH PROPOSED AMENDMENT IS:

- 1) FORWARDED IN WRITING TO THE ANA EXECUTIVE BODY, WITH COPIES TO ALL LOCAL CHAPTERS;
- 2) UPON RECEIPT OF WRITTEN PROPOSED AMENDMENT, THE ANA EXECUTIVE BODY SHALL BEGIN DELIBERATIONS WITHIN 10 DAYS OF RECEIPT AND SHALL FORWARD THE PROPOSED AMENDMENT TO THE NATIONAL COUNCIL NOT LATER THAN 30 DAYS OF RECEIPT;
- 3) THE NATIONAL COUNCIL SHALL DELIBERATE ON THE PROPOSED AMENDMENT AND SHALL BY SIMPLE MAJORITY VOTE, CARRY THE PROPOSED AMENDMENT FOR FURTHER DELIBERATION BEFORE THE GENERAL HOUSE DURING THE BIENNIAL CONVENTION OR VIA EMERGENCY TELECONFERENCE MEETING OF THE NATIONAL COUNCIL CALLED BY THE EXECUTIVE PRESIDENT.
- 4) TO AMEND ANY PART(S) OF ANA CONSTITUTION/BY-LAWS, A PROPOSED AMENDMENT MUST COME BEFORE THE NATIONAL COUNCIL FOR CONSIDERATION AND APPROVAL BY TWO – THIRDS MAJORITY VOTE OF THE MEMBERS PRESENT AT THE DELIBERATION
- 5) TO BECOME EFFECTIVE, SUCH AMENDMENT MUST BE AFFIRMED AND ADOPTED BY TWO-THIRD MAJORITY VOTE OF NATIONAL COUNCIL. NOTE: VOTING MEMBERS MUST BE IN GOOD FINANCIAL STANDING WITH ANA.
- 6) ALL VOTING SHALL BE CONDUCTED BY AN OPEN BALLOT AND COUNTS RECORDED IN THE GENERAL MINUTE REGISTRY.
- 7) A TWO-THIRD MAJORITY VOTE MUST BE OBTAINED TO AFFECT AN AMENDMENT.
- 8) ANY AMENDMENT SO RATIFIED SHALL AUTOMATICALLY BECOME AN INTEGRAL PART OF THE CONSTITUTION

Chart of Procedural Motions

| MOTION | DEBATABLE | AMENDABLE | REQUIRED VOTE |
|----------------------------------|-----------|-----------|----------------|
| PRESENTATION | NO | NO | NO |
| ADOPTION VOTE | YES | NO | TWO-THIRD VOTE |
| To AMEND | YES | YES | TWO-THIRD VOTE |
| CLEAR UNDERSTANDING OF AMENDMENT | YES | NO | TWO-THIRD VOTE |
| VOTE TO DECLARE NULL AND VOID | YES | NO | TWO-THIRD VOTE |
| CALL FOR AMENDMENT VOTE | YES | YES | TWO-THIRD VOTE |

ARTICLE 17:

SECTION 19.1 DISSOLUTION

- 1) THE NATIONAL COUNCIL MUST ADOPT A RESOLUTION RECOMMENDING THE DISSOLUTION OF THE ASSOCIATION, AND DIRECT THAT THE QUESTION OF SUCH DISSOLUTION BE SUBMITTED TO A VOTE AT A MEETING OF ENTIRE MEMBERS OF ANA HAVING VOTING RIGHTS. AT THE MEETING FOR THE DISSOLUTION OF ANA, A QUORUM MUST BE PRESENT, AND AT LEAST 2/3 OF THE VOTES OF MEMBERS PRESENT, MUST APPROVE THE RESOLUTION TO DISSOLVE THE ASSOCIATION
- 2) ONCE THE RESOLUTION TO DISSOLVE ANA IS ADOPTED, ANA MUST CEASE THE CONDUCT OF ITS AFFAIRS, EXCEPT AS NECESSARY FOR THE WINDING UP OF THE ASSOCIATION.
- 3) AFTER ADOPTING THE RESOLUTION, ANA EXECUTIVE MUST IMMEDIATELY SEND NOTICE OF THE PROPOSED DISSOLUTION TO KNOWN CREDITORS AND CLAIMANTS; IF ANA'S PROPERTY AND ASSETS ARE SUFFICIENT TO SATISFY THE DEBTS AND LIABILITIES, THEN ANA EXECUTIVE MUST PAY THOSE OBLIGATIONS AND ANY REMAINING ASSETS SHALL BE DISTRIBUTED ONLY FOR TAX-EXEMPT PURPOSES TO ONE OR MORE ORGANIZATIONS THAT ARE EXEMPT UNDER 501(c) (3), 170(c) (1) OR 170(c) (2) OF THE INTERNAL REVENUE CODE.
- 4) IN THE EVEN ASSETS HELD BY THE ANA REQUIRE RETURN, TRANSFER, OR CONVEYANCE, UPON DISSOLUTION, SUCH ASSETS SHALL BE RETURNED, TRANSFERRED, OR CONVEYED IN ACCORDANCE WITH THE 2/3 VOTES OF THE ENTIRE MEMBERS OF ANA OR AS REQUIRED BY LAW UPON DISSOLUTION.

ARTICLE 18:

SECTION 18.1 REVOCATION

ALL PRIOR BY-LAWS AND AMENDMENT(S) THERETO ARE REVOKED and shall become null and void immediately upon the adoption of these by-laws.

OATH OF ALLEGIANCE

NOW THEREFORE, WE, THE MEMBERS OF ANA WILLING TO ABIDE AND BE BOUND HEREUNDER, DO HEREBY CONFER UPON OURSELVES FOR OURSELVES THIS CONSTITUTION AND ASSOCIATED BY-LAWS.

SIGNED AND ADOPTED THIS _____ DAY OF _____, 20_____

MR. FABIAN OWEAZIM
CONSTITUTION REVIEW COMMITTEE CHAIRMAN

MR. VICTOR KWENTUA
EXECUTIVE GENERAL SECRETARY

OGBUESHI NGOZI OKOTCHA
EXECUTIVE NATIONAL PRESIDENT

**AS REVIEWED AND AMENDED ON _____, 2015
BY CONSTITUTION REVIEW AND AMENDMENT COMMITTEE MEMBERS:**

MR. FABIAN OWEAZIM – CHAIRMAN
MR. LAWRENCE OKOLO – SECRETARY GENERAL
MRS. BARBARA AZINGE - ANINYE – MEMBER
MR. VICTOR KWENTUA– MEMBER

FIRST AMENDED IN MAY 2008:

BY CONSTITUTION AMENDMENT COMMITTEE MEMBERS:
MR. HENRY BUMI AJAYI – CHAIRMAN
MR. LAWRENCE OKOLO – SECRETARY GENERAL
OGBUESHI ALFRED NWOKOBIA – MEMBER
MR. HARROLD AZINGE – MEMBER
MRS. PATRICIA AZINGE – MEMBER