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PREAMBLE

We, the Sarpo citizens from the Republic of Liberia in Africa residing in the Americas, acknowledging that unity, peace, and harmony promote development that leads to the improvement of the well-being of the people.

And whereas, exercising our inherent and inalienable rights to carve a framework to guide our strives for the promotion of unity and peace among ourselves and our prosperity in the Americas; and

Having resolved to live in harmony, to foster unity and fraternal love, and being fully cognizance of our duty to promote Sarpo unity, peace, and harmony in Liberia.

*Do hereby solemnly make, establish, proclaim, and publish this Constitution for the governance and administration of the **UNITED SARPO ASSOCIATION IN THE AMERICAS.***

**ARTICLE I
NAME**

Section 1:

The name of the organization shall be UNITED SARPO ASSOCIATION IN THE AMERICAS.

Section 1.1:

The acronym of the United Sarpo Association shall be “USAA.”

ARTICLE II

MOTTO

Section 1:

The motto of the Association shall be “APPOLIEABO” meaning, “*Let’s put together.*”

ARTICLE III

EMBLEM

Section 1:

The emblem of the association shall be WEATUE or a cola tree.

ARTICLE IV

COLORS

Section 1:

The official colors of the association shall be green and white.

ARTICLE V

PURPOSE AND POWERS

Section 1: Purpose

The United SARPO Association in the Americas is a non-profit corporation and shall operate exclusively for educational, scientific, religious, literary, and charitable purposes within the meaning of section 501(c)(3) of the Internal Revenue Code of 1986, or the corresponding section of any future federal tax code. We will provide agricultural, health, and educational development, and environmental protection services, promote trade and commerce, protect social justice issues, and promote the Sarpo culture. Our programs provide organization for agriculture cooperatives, scholarships for training teachers, nurses and doctors, and fundraising events to help the organization’s activities.

To have a great impact on changing local communities’ attitudes toward food production, education, and environmental protection, the organization may provide both short- and long-term training opportunities to help farmers, teachers, nurses, doctors, and other social and environmental activists learn new techniques and practices. We may find ways to collaborate and partner with other non-profit organizations that operate under section 501(c)(3) of the Internal Revenue Code to maximize the impact of our work.

Section 2: Powers

The organization shall have the power, directly or indirectly, alone or in conjunction or cooperation with others, to do any and all lawful acts that may be necessary or convenient to affect the charitable purposes of the organization and to aid or assist other organizations or persons whose activities further accomplish, foster, or attain such purposes. The powers of the organization may include, but are not limited to, the acceptance of contributions from the public and private sectors, whether financial or in-kind.

Section 2.1: Nonprofit Legal Status and Exempt Activities Limitation

Section 2.1.1: Nonprofit Legal Status

The UNITED SARPO ASSOCIATION IN THE AMERICAS is registered in North Carolina as a nonprofit public benefit corporation, recognized as tax exempt under Section 501(c)(3) of the United States Internal Revenue Code.

Section 2.1.2: USAA Chapters’ Charitable Registration and Compliance

All chapters of the United SARPO Association in the Americas (USAA) are required to renew their charity registration annually with the state in which the chapters operate for fundraising purposes.

Section 2.1.3: Chapter Hosting USAA National Convention

A USAA’s chapter shall only host a national convention upon submission of a valid charity registration renewal certificate issued by the state in which the chapter operates. Said instrument shall be forwarded to the national president who shall verify and in turn submit same to the board of directors with recommendation(s) either for approval or denial of the chapter’s request to host the national convention. The board shall be the final approving authority following the national president’s recommendation.

Section 2.1.4: Exempt Activities Limitation

Notwithstanding any other provision of these bylaws, no director, officer, employee, member, or representative of the corporation shall take any action or carry on any activity by or on behalf of the corporation not permitted to be taken or carried on by an organization exempt under Section 501(c)(3) of the Internal Revenue Code as it now exists or may be amended, or contributions which are deductible under Section 170(c)(2) of such code and regulations as it now exists or may be amended. No part of the net earnings of the corporation shall inure to the benefit of or be distributable to any director, officer, member, or other private person, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the articles of incorporation and these bylaws.

2.2: Distribution Upon Dissolution

Upon termination or dissolution of the UNITED SARPO ASSOCIATION IN THE AMERICAS, any assets lawfully available for distribution shall be distributed according to one (1) or more qualifying corresponding provision(s) of any successor statute to an organization (or organizations) having a charitable purpose that includes a purpose similar to the contributing or dissolving corporation.

The organization to receive the assets of the UNITED SARPO ASSOCIATION IN THE AMERICAS hereunder shall be selected at the discretion of a majority of the corporation’s managing body, and if its members cannot so agree, then the recipient organization shall be selected pursuant to a verified petition in equity filed in a court of competent jurisdiction against

The UNITED SARPO ASSOCIATION IN THE AMERICAS by one of its managing bodies. The verified petition shall contain such statements as reasonably indicate the applicability of this section.

The court, upon a finding that this section is applicable, shall select the qualifying organization or organizations to receive the assets to be distributed, giving preference if practicable to organizations located within the state of Pennsylvania.

In the event the court finds that this section is applicable but that there is no qualifying organization known to it which has a charitable purpose similar to the UNITED SARPO ASSOCIATION IN THE AMERICAS, then the court shall direct the distribution of its assets lawfully available for distribution to the Pennsylvania state treasurer to be added to the general fund.

**ARTICLE VI
NATIONAL HEADQUARTERS**

Section 1:

The national headquarters of the organization shall be in North Carolina; and may be fixed at any location as may be deemed fit by the board of directors from time to time.

**ARTICLE VII
CORE VALUES**

Section 2: Diversity

We shall respect and celebrate diversity in our interactions and whatsoever projects we undertake.

Section 3: Fun

As a true reflection of our culture, we shall have fun and celebrate every success along the way as an inducement to strive for greater accomplishments.

Section 4: Integrity

We shall act with the highest degree of honesty and integrity in the performance of our work without compromising the truth.

Section 5: Respect

We shall give due respect to every stakeholder to create an atmosphere of inclusiveness, teamwork, and exponential growth.

Section 6: Transparency and Accountability

We shall be open, transparent, and accountable in all aspect of our operations.

Section 7: Inclusion

The organization shall not only encourage the inclusion of our young and elderly members to participate in organizational leadership and extra curricula activities, but also exhibit the ability to interact with all members in ways that show they belong and are welcome to be themselves.

**ARTICLE VIII
MISSION AND VISION**

Section 1: Mission

We strive to empower our communities through trainings and micro finance, to create space for dialogue and markets for farmers to encourage and maintain mass production, to provide and advocate for a better healthcare delivery system, to mobilize the needed resources for sustainable developmental initiatives, and to link communities to organizations that may share our vision.

Section 1.2: Vision

We envision sustainably peaceful, unified, developed, healthy, and economically viable communities.

**ARTICLE IX
OBJECTIVES**

Section 1: Objectives

Section 1.1:

To organize and train community-based cooperatives to increase the level of food production.

Section 1.2:

To provide and seek scholarships, hands-on training, and workshops to develop the human resources sector of our communities.

Section 1.3

To assist cooperatives to come together to identify concerns and issues and find ways to address them.

Section 1.4:

To build a better, healthier, more peaceful, and sustainable environment.

Section 1.5:

To establish farmers' markets throughout the six sections of the SARPO ethnic group.

Section 1.6:

To liaise with and constructively engage relevant authority in Liberia to improve access to markets through the construction of farm-to-market roads.

Section 1.7:

To provide childcare opportunities for low income, hardworking Sarpo families residing in the United States.

Section 1.8:

To provide recreational opportunities for elderly SARPOS residing in the United States.

Section 1.9:

To build bridges to connect our community and its neighbors through conferences, dialogue, and cultural festivals.

Section 1.10:

To provide expanded and improved delivery of medical supplies, equipment, and medication to existing clinics and health posts.

Section 1.11:

To promote, cultivate, maintain, and retain the cultural heritage and common values of our target beneficiaries.

Section 1.12:

To create a conducive atmosphere for the promotion of peace, love, progress, and harmony.

Section 1.13:

To network with other organizations to promote social justice, peace, and harmony both at home and abroad.

**ARTICLE X
MEMBERSHIP**

Section 1:

There shall be three (3) categories of membership: (1) full membership, (2) associate membership and (3) honorary membership.

Section 2: Full Membership

Full membership shall be accorded to all individuals of the Sarpo ethnic group, their spouses, and their children who reside in the United States of America. Spouses of individual Sarpo indigene who are not native Sarpo indigene shall have the right to be members, vote, and be eligible to hold positions, both elected and appointed, by virtue of their full membership rights in the association.

Section 3: Associate Membership

Associate membership shall be accorded to individuals who are non-native Sarpo indigene or individuals who do not have any ancestral link with the Sarpo ethnic group but who express interest in supporting the aims and objectives of the USAA. Associate members shall have the right to vote and hold appointed positions but shall not be eligible to stand for elected positions in the association.

Section 4: Honorary Membership

Honorary membership shall be accorded to prominent and eminent individuals who are not Sarpo indigene but who have expressed interest to identify with and support the aims and objectives of the association either financially or morally. The membership committee shall recommend eligible individuals for

honorary membership, and they shall become members upon approval by the board of directors. Honorary members shall not be eligible to contest or vote in USAA leadership elections. Honorary members shall not head a statutory committee but can serve as ex-officio and on ad hoc committees. The names of applicants for honorary members shall be submitted to the office of the national president.

Section 5: Membership Fee

All individuals wishing to become members of the United Sarpo Association in the Americas shall fill in a membership application form for a specific chapter and pay a membership registration fee of \$10.00 USD (ten US dollars).

Section 6: Membership Contributions toward Projects

Section 6.1:

Each member of the association shall pay the amount of \$100.00 USD (ONE HUNDRED US DOLLARS) annually toward projects or any dues as may be deemed necessary by the national executive committee and approved by the board of directors. The national executive committee may request members to pay less or more depending on the cost of projects to be undertaken.

Section 6.2:

All membership contributions toward projects collected by a chapter's leadership shall be deposited into the chapter's bank account with accountable evidence such as a receipt and a record shall be sent to the financial secretary.

Section 7: Non-Voting Affiliates

The board of directors may approve classes of non-voting affiliates with rights, privileges, and obligations established by the board.

Section 8:

Affiliates may be individuals, businesses, or other organizations that seek to support the mission of the corporation.

Section 9:

The board, a designated committee of the board, or any duly elected officer in accordance with board policy, shall have authority to recommend any individual, business, or organization as an affiliate, to recognize representatives of affiliates, and to make determination as to affiliates' rights, privileges, and obligations. At no time shall affiliate information be shared with or sold to other organizations or groups without the affiliate's consent. At the discretion of the board of directors, affiliates may be given endorsement, recognition, and media coverage at fundraising activities and other events, or on the corporation website. Affiliates have no voting rights and are not members of the corporation.

Section 10: No Special Membership Classes

The association shall have no members who have special rights, titles, or interests in or to the corporation, its properties, and franchises. All members of the United Sarpo Association in the Americas shall have equal rights.

Section 11: The Formation of a USAA Chapter

Section 11:1 *The requirements for the formation of a chapter within the United Sarpo Association in the Americas shall be as follows:*

- a) A group of Sarpo citizens interested in the formation of a USAA chapter shall submit a formal chapter membership request application form through the offices of the USAA national coordinator to the offices of the national USAA president with a nonrefundable application fee of \$250.00.*
- b) A group of Sarpo citizens interested in the formation of a chapter should comprise at least 10 persons.*
- c) A chapter within USAA could be based in one state or a combination of states.*
- d) A minimum of three meetings' minutes with at least 10 persons in attendance shall be required as part of the application documentation.*
- e) The national administration shall be allotted a two-week period to review the chapter membership request application form submitted and after review subsequently forward the membership application form to the USAA board of directors for final review and approval.*
- f) However, in the case that USAA board of directors or the national administration rejects the chapter membership request application form, the reason(s) for rejection shall be provided in writing.*
- g) If the chapter membership request application form is approved, the new chapter shall hold a temporary membership status until the USAA national convention, at which time the general assembly shall grant an official declaration of chapter status and subsequent certification.*

**ARTICLE XI
ORGANIZATIONAL STRUCTURE**

Section 1:

The organizational structure of the United Sarpo Association in the Americas shall consist of the following three (3) principal organs:

- (A) General assembly
- (B) Board of directors
- (C) National executive committee

**ARTICLE XII
THE GENERAL ASSEMBLY**

Section 1:

All powers and authorities of the association shall be vested in the general assembly, membership sitting in convention. However, any decision reached by the general assembly during a convention shall not violate any provision of the constitution; that is, all decisions made by the general assembly shall at all times conform with the bylaws and constitutions of the United Sarpo Association in the Americas.

Section 2:

The general assembly shall be the highest and final decision-making body of the association. All decisions of the body shall be binding on all members and chapters of the association. The members of the general assembly shall comprise all dues-paying members of the association.

Section 3:

The general assembly shall have the power to conduct elections every two years for members of the board of directors and members of the national executive committee at national convention, and it shall also meet once per year to review the activities in the association.

Section 4:

The general assembly shall have the power to impeach, replace, suspend, or expel any elected officer or member whose action or character run contrary to the progress of the association, such as, but not limited to, disorderly conduct (e.g., spreading of malicious lies with the intent to cause disunity in the organization),

subversion of constituted authority, embezzlement, and misappropriation of the association's funds or properties.

Section 5:

The general assembly shall have final and binding adjudication of all pending disputes between the board of directors and the national executive committee.

Section 6:

The general assembly shall approve fiscal and budgetary policies, receive, and review annual reports submitted by the national president, and approve the resolutions of the convention for enforcement and implementation by the board of directors and the national executive committee.

ARTICLE XIII

BOARD OF DIRECTORS

Section 1: Composition and Number of Directors

Section 1.1:

The United Sarpo Association in the Americas Board of Directors shall consist of nine (9) members of which seven (7) shall be elected by the general assembly based on highest number of votes, and two (2) of the nine (9) shall be individuals who are not members of the Sarpo ethnic group, but who express interest in the organization or who shall be recommended by a member of the organization. The person should be willing to subscribe to the mission and vision of the organization, abide by the bylaws and constitution of USAA, and have the potential to assist with finding resources to support the mission and vision of the organization. The person shall be present to the general assembly and shall sit in convention for vetting and confirmation. No more than two members of the board shall come from the same chapter.

Section 1.2

All members of the board of directors, especially those residing within a chapter, shall listen to the chapter leadership and members concerns and create an enabling environment (contacting appropriate authority that has the responsibility to address the concerns or challenges) that has the potential to adequately address the concerns or challenges facing the chapter. The board of directors shall also find resources to support the chapter's success. The board of directors shall be industrious, visible, accessible, and engaging. Members of the board of directors shall vote on issues that represent the interests of the membership and have the potential to find practical solutions that will support all chapters and the entire membership.

Section 1.3

The two board members who are not of the Sarpo ethnic group shall serve the same terms as the other members of the board.

Section 1.4

The board of directors shall work in conjunction with the national executive committee to influence and support the association's broader fundraising strategies or plans, while the national executive committee shall handle the execution of day-to-day fundraising activities.

Section 1.5

The board of directors shall participate in the planning and execution of the national convention of United Sarpo Association in the Americas, and the national executive committee shall not have the power to marginalize the directors.

Section 1.6: Officers

Section 1.6.1:

The Board of Directors shall have the following officers:

- (A) Chairperson
- (B) Vice chairperson
- (C) Secretary

Members of the board shall have the right to elect only the chairperson and the vice chairperson. The national president serves as secretary to the board.

Section 2: Powers

Section 2.1:

In the absence of the general assembly, all corporate powers shall be exercised by or under the authority of the board, and the affairs of the United Sarpo Association in the Americas shall be managed under the direction of the board, except as otherwise provided by these bylaws.

Section 2.2:

In case of an emergency situation such as (a pandemic, illness of the president, and or death of a family member that coincides with the tenure of office of the National President of USAA, which cannot allow members of the United Sarpo Association in the Americas to meet at a scheduled National Convention to hold Election, the Board of Directors of the United Sarpo Association in the Americas shall convene a national teleconference constituting 2/3 percent of the membership of the United Sarpo Association to determine the next course of action in terms of providing leadership or guidance for the organization.

Section 2.3

An emergency teleconference is not a meeting of the General Assembly and should never because the General Assembly meets face to face once a year as provided for in Article XII Section 3 of the USAA constitution.

Section 2.4:

The board shall have no authority to alter decisions made by the general assembly. It shall work along with the national executive committee in the implementation of the resolution adopted by the general assembly.

Section 2.5:

The board shall elect its leadership, prescribe its own code of conduct, and develop an operational manual for its members consistent with the bylaws.

Section 2.6:

The board shall have the authority to monitor all programs and projects approved by the general assembly and shall advise the national executive committee on how to execute said programs.

Section 2.7:

The board shall give approval to the disbursement of funds for the execution of any portion of the approved annual budget of the association, ensuring that the disbursement is in line with budgetary allocation.

Section 2.8:

The board shall meet twice per year to review the programs and progress of the association and make appropriate recommendations to the national executive committee for implementation. It shall also meet in emergency session as may be deemed necessary by the chairperson.

Section 2.9:

The board, along with the national executive committee, shall handle all unfinished business of the general assembly.

Section 2.10:

The board shall have the authority to request a meeting with members of the national executive committee to address issues pertinent to the growth and development of the association.

Section 2.11:

The board shall appoint oversight committees as follows: (a) a finance and audit oversight committee, (b) a governance oversight committee, and (c) a Liberia office oversight committee. The board chair shall assign board members to oversee the work of the board oversight committees and report to the chairman of the board. The board oversight committees shall closely monitor the national executive committee's implementation of approved USAA programs and projects as well as other administrative and operational activities of the national executive committee.

Section 3: Terms

Section 3.1

All board members of the United Sarpo Association in the Americas shall be elected for three (3) year terms but not more than two (2) consecutive terms. No member of the board shall serve for a third (3rd) term.

Section 3.2:

All directors shall be elected to serve their required and stipulated term; however, the term may be extended until a successor has been elected.

Section 3.3:

Directors' terms shall be staggered so that approximately half the number of directors will end their terms in any given year.

Section 3.4:

Directors may serve terms in succession.

Section 3.5:

The term of office shall be considered to begin when the officers are elected and sworn in, and they assume leadership.

Section 4: Qualification and Election of Directors

Section 4.1:

To be eligible to serve on the board of directors, the individual must be at least 18 years of age. Directors may be elected at any board meeting by a majority vote of the existing board of directors. The election of directors to replace those who have fulfilled their term of office will take place in January of each year.

Section 5: Vacancies

The board of directors may fill vacancies caused by a director's term expiration, resignation, death, or removal; or they may appoint new directors in line with the bylaws and constitution to fill a previously vacant board position. The appointed director shall meet all requirements to serve on the board. However, they are not eligible for chairmanship of the board until elected by the general assembly.

Section 6: Unexpected Vacancies

Vacancies in the board of directors caused by resignation, death, or removal shall be filled by the board for the balance of the term of the director being replaced.

Section 7: Removal of Directors

A director may be removed by two-thirds (2/3) vote of the board of directors if either of the following occur:

- (a) The director is absent and unexcused from two or more meetings of the board directors in a twelve-month period. The board chairman is empowered to excuse directors from attendance for a reason deemed adequate by the board chairman. The board chairman shall not have the power to excuse him or herself from the board meeting attendance and in that case, the board cochairman shall excuse the chairman.
- (b) For cause or no cause, if before any meeting of the board at which a vote on removal will be made, the director in question is given electronic or written notification of the board's intention to discuss his or her case and is given the opportunity to be heard at a meeting of the board.

Section 8: Board of Directors Meeting

Section 8.1: Regular Meetings

Section 8.1.1:

The board of directors shall have a minimum of four (4) regular meetings each calendar year at times and places fixed by the board.

Section 8.1.2:

Board meetings shall be held upon four (4) days' notice by first-class mail, electronic mail, or facsimile transmission or forty-eight (48) hours' notice delivered personally or by phone.

Section 8.1.3:

If sent by mail, facsimile transmission, or electronic mail, the notice shall be deemed to be delivered upon its deposit in the mail or transmission system. Notice of meetings shall specify the place, day, and hour of meeting. The purpose of the meeting need not be specified.

Section 9: Conflict of Interest

Section 9.1:

The Board of Directors shall not enter into any contract or transaction with (a) one or more of its directors, (b) a director of a related organization, or (c) an organization in or of which a director of the United Sarpo Association in the Americas is a director, officer, or legal representative, or in some other way has a material or financial interest unless:

- (a) That interest is disclosed or known to the board of directors.
- (b) The board approves, authorizes, or ratifies the action in good faith.
- (c) The approval is by a majority of directors (not including the interested director), at a board meeting where there is a quorum (not counting the interested director).

Section 9.2:

The interested director may be present for discussion to answer questions but may not advocate for the action to be taken and must leave the room while a vote is taken. The minutes of all actions taken on such matters shall clearly reflect that these requirements have been met.

ARTICLE XIV

Section 1: MEMBERS AND FUNCTIONS OF THE EXECUTIVE COMMITTEE

Section 1.1:

The national executive committee shall comprise the following officers:

- (a) National president

- (b) National vice president
- (c) National general secretary
- (d) National treasurer
- (e) National financial secretary
- (f) Chapters of the USAA
- (g) Standing committees
- (h) National coordinator
- (i) National chairlady

Section 1.2:

The national executive committee shall serve as the administrative arm of the association and shall have the authority to conduct the day-to-day affairs of the association.

Section 1.3:

The national executive committee shall conduct, coordinate, and implement decisions and policies approved by the general assembly.

Section 1.4:

The national executive committee shall formulate programs, projects, and policies and submit them to the board of directors for review, adjustment, and approval for the enhancement of the association's objectives.

Section 1.5:

The national executive committee shall prescribe its own code of conduct and develop an operational manual for its members consistent with the bylaws and constitution of the association.

Section 1.6:

The national executive committee shall meet periodically to review progress made by the association. It shall also meet in emergency session as may be deemed necessary by the president, or any other member of the committee, but under the supervision of the national president or his or her designate.

Section 1.7:

The national executive committee shall have the authority to request a meeting with the board of directors. In this meeting the chairperson of the board of directors shall preside.

Section 1.8:

In conjunction with the board of directors, the national executive committee shall handle all unfinished business of the general assembly.

Session 1.9:

The board of directors shall take charge of the association in the event that the first three (3) heads of the association (president, vice president, and the general secretary) are incapacitated.

**ARTICLE XV
DUTIES OF OFFICERS**

Section 1: National President

Section 1.1:

The national president shall be the administrative head of the association and shall serve as ex-officio on all standing committees and ad hoc committees.

Section 1.3:

The national president shall, with the consent of the board of directors, appoint the chairpersons and members of all standing and ad hoc committees. All such executive appointees shall serve at the will and pleasure of the national president.

Section 1.4:

The national president shall preside over all meetings of the national executive committee of the association and the sessions of the general assembly.

Section 1.5:

The national president shall be the official spokesperson of the association and shall sign all official communications and correspondences that shall be sent out by the association to other organizations and individuals.

Section 1.6:

The national president shall submit a proposed annual budget to the general assembly for approval.

Section 1.7:

The national president shall serve as the secretary to the board of directors but have no voting rights on the board.

Section 1.8:

The national president shall recommend and forward names of all standing committee chairpersons to the national board of directors for approval. The national president shall, however, appoint chairmen and members of ad-hoc committees and other functional positions.

Session 1.9 External Executive Offices of United Sarpo Association in the Americas

Session 1.9.1 Liaison Office:

The USAA shall have a Field Office in Liberia to manage its operations.

Session 1.9.2: Functions of the Liberia Liaison Office

The Liaison Office shall be a direct representative of USAA in Liberia to:

- (a) Serve as a link between USAA and the Sarpo community in Liberia.
- (b) Serve as a link between the USAA, Government of Liberia and not for profit organizations operating in Liberia.
- (c) Establish collaboration relationship between USAA and NGOs, INGOs and CBOs in Liberia.
- (d) Coordinate USAA development initiatives in Liberia.

- (e) Report to USAA through the office of the Special Envoy for Africa on the status of its Projects and collaboration relationships.
- (f) Conduct Sarpo Community development needs assessment to solicit USAA Assistance for intervention.

Section 1.9.3 Officers of the Liaison Office

For the smooth and effective operation of the Liaison Office, the President shall appoint the following officers:

- a. The President of USAA shall appoint a Special Envoy for Africa to oversee, coordinate and supervise the activities of the Field Office and shall report to the President from time to time on the status and operations of the Field Office.
- b. The President shall appoint a Country Representative who shall liaise with the Government of Liberia, International non-governmental organizations, and community-based organizations in Liberia in the interest of the USAA. The Country Representative shall be assisted by regional coordinators, regional program managers and Monrovia Office Manager.
- c. The Country Representative shall report to the Special Envoy for Africa on the status of USAA operations in Liberia.
- d. However, these appointments are subject to confirmation by the board of directors. All positions are tenure positions and shall serve for a period of three years (3) and can be re-appointed by the National President for additional one term but not more than two terms.
- e. The national president of USAA with the advice and consent of the board of directors shall prescribe the duties and functions of personnel in the liaison office.

Section 1.10:

If a chapter president contests and wins an election as a national president and is sworn in, the vice president of that chapter shall assume temporary duties as the president until the chapter holds its general elections.

Section 1.11:

The president shall officially notify the board of directors about all local travels that relate to the affairs of the association. No approval is required.

Section 2: National Vice President

Section 2.1:

The vice president shall serve as the deputy executive head and deputy spokesperson of the association.

Section 2.2:

The vice president shall perform any other assignment that may be given to him or her by the national president.

Section 2.3:

The vice president shall assume leadership of the association in the event of suspension, resignation, impeachment, incapacity, or death of the national president and shall serve the remaining term of the president. In case the vice president is to serve the remainder of the president's term, he or she shall nominate a member of the association, who is not from the same chapter and Sarpo section with him or her, to replace him or her as acting vice president. Such nomination shall be approved by the board of directors.

Section 3: National General Secretary

Section 3.1:

The general secretary shall be the chief scribe and custodian of all administrative documents and records of the association.

Section 3.2:

The general secretary, under the directives of the president, shall prepare the agenda for the executive committee meetings. He or she shall prepare all citations and minutes of all meetings of the national executive committee. He or she shall read and disseminate the minutes of prior meeting at every meeting of the national executive committee.

Section 3.3:

The general secretary shall prepare, update, and maintain a list of all members of the board of directors, members of the national executive committee, members of all standing and ad-hoc committees and members of the leadership of all the chapters.

Section 3.4:

The general secretary shall take minutes of the joint meetings between the board of directors and the national executive committee. He or she shall serve as the head of the secretariat at the general assembly.

Section 3.5:

The general secretary shall perform other functions assigned to him or her by the national president and shall report to the national president.

Section 3.6:

In case of absence, death, resignation, illness, or removal of the president and the vice president, the general secretary shall assume responsibility for the administration of the association.

Section 4: National Treasurer

Section 4.1:

The national treasurer shall serve as the chief disbursement officer and custodian of the national bank book(s) of the association.

Section 4.2:

The national treasurer shall receive all monies and funds, including (but not limited to) membership dues, fines, and chapters' contributions from the financial secretary and deposit same into the accounts of the association within 48 hours or two (2) business days. Upon receipt of such funds, he or she shall issue a receipt to the financial secretary. He or she shall also receive and deposit into the national administration's accounts all contributions, donations, and grants from other organizations and individuals.

Section 4.3:

The national treasurer, upon depositing said funds into the association's bank accounts, shall officially provide the financial secretary with proper documentation by submitting said deposit records to the financial secretary.

Section 4.4:

The national treasurer shall report to the general assembly during its annual sitting and quarterly to a joint session of the board of directors and the executive committee. Each report shall be accompanied by bank statements. He or she shall be in charge of preparing the annual budget of the association *in collaboration with the finance committee*.

Section 5: National Financial Secretary

Section 5.1:

The national financial secretary shall be the chief custodian of the financial records of the association such as cash, receipt books, deposit and withdrawal slips, and bank statements. He or she shall collect and issue receipts to members and others who pay money to the national administration. He or she shall turn over all monies collected, including donations to the national treasurer for deposit and obtain a receipt from the treasurer.

Section 5.2:

For the sake of accountability, or checks and balances, the national financial secretary shall prepare financial reports on cash receipts and submit same to a quarterly joint session of the board of directors and the executive committee.

Section 6: National Coordinator

Section 6.1:

The national coordinator shall serve as the executive liaison officer among the chapters and the national executive committee.

Section 6.2:

The national coordinator shall supervise and coordinate the planning and execution of all conventions of the association but shall not preside over the convention.

Section 6.3:

The president shall appoint the national coordinator.

ARTICLE XVI

Section 1.0 NATIONAL STANDING COMMITTEES

Section 1.1:

There shall be seven (7) standing committees each comprising at least five members, including the chairperson who shall be nominated and appointed by the national president upon the approval of the board of directors.

Section 1.2: Membership Committee

Section 1.2.1:

The membership committee shall undertake membership drives with the intent to identify and bring in individuals who share and support the vision of the USAA.

Section 1.2.2:

The membership committee shall create a database of all members of the association and shall keep an accurate account of the day-to-day activities of association members.

Section 1.2.3:

The membership committee shall identify potential individuals who are interested in becoming honorary members of the association and make recommendation to the president for approval.

Section 1.2.4:

The membership committee shall have a membership drive each year that will focus on the recruitment of all Sarpo citizens who support the mission of the association.

Section 1.2.5:

The membership committee shall issue membership forms and **identification cards** to members of the association to identify USAA members.

Section 1.2.6

The membership committee shall report to the national president.

Section 1.3: Program and Project Committee

Section 1.3.1:

The program and project committee shall identify, plan, and develop programs and projects that align with the strategic goals of the organization.

Section 1.3.2:

The program and project committee shall advise the national president on the implementation of all earmarked programs and projects.

Section 1.3.3:

The program and project committee shall identify the needs of target beneficiaries and find ways to meet those needs with the products, services, and program of the USAA.

Section 1.3.4:

The program and project committee shall develop and maintain a set of project visions and goals.

Section 1.3.5:

The program and project committee shall be solely responsible for determining what features or scope a project will include.

Section 1.3.6:

The program and project committee shall be solely responsible for reviewing and approving all costs associated with the project.

Section 1.3.7:

The program and project committee shall review and officially create all policy related to projects.

Section 1.3.8:

The program and project committee shall coordinate all related projects and programs.

Section 1.3.9:

The program and project committee shall be responsible for managing and resolving operational issues.

Section 1.3.10:

The program and project committee shall be responsible to communicate project status and needs to major stakeholders.

Section 1.4: Fundraising Committee

Section 1.4.1:

The fundraising committee shall comprise the project and program committee, social and cultural committee, the national coordinator, the national financial secretary, the national treasurer and president(s) of chapters, the national chairlady, and the national queen.

Section 1.4.2:

The fundraising committee shall create a plan to guide the organization in seeking out and securing funding from an array of outside sources.

Section 1.4.3:

The fundraising committee shall identify and communicate with potential donors to assist in realizing the strategic goals of the organization.

Section 1.4.4:

The fundraising committee shall design strategies and help plan and implement campaigns to raise funds.

Section 1.4.5:

The fundraising committee shall execute all aspects of fundraising activities, including seeking grants from organizations, personal solicitations, and the acknowledgement process.

Section 1.4.6:

The fundraising committee shall review previous fundraising activities and make recommendations for improvement.

Section 1.5: The Finance Committee

Section 1.5.1:

The finance committee comprises the national treasurer, the national financial secretary, the program and project committee, the national chairlady, and the fundraising committee. The national treasurer shall head the finance committee. A board member shall have oversight responsibility for the finance committee.

Section 1.5.2:

The finance committee is charged with overseeing the budget, financial controls, investments, and grants.

Section 1.5.3:

The finance committee shall prepare all the budgets of the association and develop comprehensive accounting and financial reporting systems consistent with acceptable standards.

Section 1.5.4:

The finance committee shall prepare and issue receipt booklets to all chapters and other standing committees to ensure all monies generated or received are accounted for.

Section 1.6: The Publicity Committee

Section 1.6.1:

The publicity committee shall serve as the public relations arm of the association. The chairs of all chapters' public affairs committees shall be members.

Section 1.6.2:

The publicity committee shall advertise and promote the association's conventions and events, publish newspapers and official gazettes, consult with radio stations, create websites, and monitor all other websites

to keep the association informed on development of the websites and to respond to negative propaganda against the association and the Sarpo people.

Section 1.6.3:

The publicity committee shall issue press releases and position statements on behalf of the association to inform the reading public on issues and developments both in the association and the larger society.

Section 1.6.4:

The publicity committee shall arrange and organize symposiums, seminars, discourses, and other programs to celebrate or observe noteworthy events.

Section 1.6.5:

The publicity committee shall report to the national president. It shall monitor, update, and control the official website of the USAA.

Section 1.7: The Social and Cultural Committee

Section 1.7.1: The National Chairlady

The national chairlady shall be the head of the social and cultural committee and shall be appointed by the president with the consent of the board of directors.

Section 1.7.2:

The social and cultural committee shall organize and undertake appropriate programs to promote Sarpo, Liberian, and African culture to instill the sense of belonging and inclusiveness.

Section 1.7.3:

The social and cultural committee shall organize and execute social events to honor the founders in the community, and present congratulatory gifts or sympathy cards to members of the association befitting said occasion.

Section 1.7.4:

The social and cultural committee shall spearhead internal fundraising activities and work closely with the program and project committee, the national coordinator, and the membership committee.

Section 1.7.5:

The social and cultural committee shall liaise with every chapter in the implementation of planned events and its chair shall report to the national president.

Section 1.7.6:

The social and cultural committee shall promote our culture internally and externally through meaningful programs.

Section 1.8: The Grievance Committee

Section 1.8.1:

With the advice and consent of the board of directors, the national president shall appoint prominent Sarpo elders, USAA chapter presidents, and the national coordinator to serve as members of the grievance committee.

Section 1.8.2:

The grievance committee shall elect its own chairperson, vice chair, and secretary.

Section 1.8.3:

The grievance committee shall have the right to receive and investigate all written complaints from members of the association and make recommendations to the national president or the chairman of the board of directors.

Section 1.8.4:

The grievance committee shall try to bring the accused and the accusers face to face for questioning regarding the submitted complaints.

Section 1.8.5:

The grievance committee shall give equal opportunity to all members of the disputing parties to make their case for proper understanding of the matter.

Section 1.8.5:

The grievance committee shall be impartial in its job to find the truth of the matter and thus make the appropriate recommendations to the relevant authorities in the association.

Section 1.8.6:

The grievance committee shall report to the national president. However, in a case where the president is the accused or the accuser, the committee shall report to the chairperson of the board of directors.

Section 1.9: The Election Commission

Section 1.9.1:

The election commission shall comprise five (5) members who shall be qualified, dues-paying members of USAA. The president shall appoint the election commission from the 1st to the 15th of the month of March every election year, and the commission shall begin work upon approval by the board of directors. If the president fails to appoint the election commission by March 15 of the election year, the board of directors is empowered to appoint the election commission before the end of the month of March of the election year.

Section 1.9.2:

The election commission shall write guidelines for the holding of free and fair elections and present same to a joint session of the board of directors and the national executive committee for approval.

Section 1.9.3:

The election commission shall be the only authority to certify and declare all elections results.

Section 1.9.4:

All elections results shall be announced by the election commission on the day of the elections.

Section 1.9.5:

Candidates with the highest number of votes cast in the national or chapter elections shall be declared winners for the positions contested.

Section 1.9.6:

National elections shall be conducted during the sitting of the general assembly during the convention year. However, there shall be a by-election if there is a need to do so especially where there is a vacancy. The general assembly shall determine the date and venue of a by-election.

Section 1.9.7:

All elections within the association shall be conducted by secret ballot.

Section 1.9.8:

There shall be an election protest investigation committee of four persons appointed by the national president. The committee shall be responsible to probe all protests arising from conduct during USAA national elections. The committee shall announce protest results after forty-eight (48) hours.

Section 1.10: The Internal Audit Committee

The internal audit committee shall be headed by an auditor who shall serve for three (3) years. The internal auditor shall be removed from office for proven misconduct and gross violation of the USAA constitution and bylaws as well as other universal internal audit best practices.

Section 1.10.1:

The internal audit committee shall have the right to audit the records of all officers including board members, presidents, committees, and chapters of the association.

Section 1.10.2:

In a situation where the head of the committee is accused of financial malpractice, the co-chair shall take over and effect the audit.

Section 1.10.3:

The duties and responsibilities of the internal audit committee are to provide oversight of the financial reporting process, receive audit results both internal and external, and provide advice and recommendations to the board of directors and the executive committee within the scope of its terms of reference as provided for within the bylaws and constitution of USAA. It shall serve as the internal auditing bureau of the association responsible to review and certify all financial requests in lieu of approval to ensure compliance with budget lines, project items, administrative guidelines, and procurement policies.

Section 1.10.4:

The internal audit committee shall also assist the board of directors and the executive committee in fulfilling the corporate governance and overseeing responsibilities in relation to USAA's financial reporting per the internal and external control system.

Section 1.10.5

The internal audit committee shall oversee the financial reporting and disclosure processes of both the national association and the local chapters within in union.

Section 1.10.6:

The internal audit committee shall monitor the operationalization of USAA accounting policies and principles.

Section 1.10.7:

The internal audit committee shall monitor the internal control process of USAA financial policies.

Section 1.10.8:

The internal audit committee shall oversee the performance of the internal audit function of USAA.

Section 1.10.9:

The internal audit committee will discuss risks associated with financial management policies and practices with the general assembly, the board of directors, and the executive committee.

Section 1.10.10:

The internal audit committee shall assess USAA personnel performance in line with terms of reference.

Section 1.10.11:

The internal audit committee shall assess logistics and materials utilization in line with institutional policies and directives.

Section 1.10.12:

The internal audit committee shall assist in the practice of due diligence for institutional engagement in projects and partnerships.

Section 1.10.13:

The internal audit committee shall flag divergence from constitutional provisions.

Section 1.10.14:

The internal audit committee shall comprise three persons with proven accounting and finance backgrounds.

Section 1.10.15:

A single member or the entire internal audit committee may be retained for good performance or may be removed by the board upon proven acts of impropriety and misconduct.

Section 1.10.16:

The internal audit committee shall report to the board of directors and national executive committee.

Section 1.10.17:

The internal audit committee shall advise on the association's financial health and institutional soundness.

Section 1.10.18:

The internal audit committee shall also assist the board of directors and the executive committee to fulfill the corporate governance and oversight responsibilities in relation to USAA's financial reporting per the internal and external control systems.

Section 1.11: The Election Protest Investigation Committee

Section 1.11.1:

All protests of the results of the elections shall be submitted in writing to the chairman of the elections commission that conducted the elections at least two (2) hours after the announcement of the official results of the elections with a copy to the election protest investigation committee.

Section 1.11.2:

The election protest investigation committee shall immediately conduct an investigation into the protest and give the final ruling before the close of the election day.

Section 1.11.3:

In case a protest is sustained, the elections commission shall immediately hold an election for the protested position within two days of the protested election.

Section 1.11.4:

Any protest filed with the election commission more than two (2) hours after the announcement of the official election results shall be nullified.

Section 2: Vacancies

Section 2.1:

If a vacancy is created by the death, resignation, or incapacity of any elected officer except for the president, the president shall nominate a successor to the national board of directors for the completion of the remaining term of the departed officer until the next elections convention year.

Section 2.2:

All payments of the candidate registration fees shall be made to the Independent National Elections Commission. The Independent National Elections Commission shall report all funds and fees collected to the national treasurer who will issue official receipts to the Independent National Elections Commission.

Section 2.3:

Each aspirant shall write a letter of intent to the Independent National Elections Commission for their intended position.

Section 2.4:

All applicants shall abide by and live up to the guidelines constructed by the election commission, which shall include deadlines for submission of applications, and the time of the publication of qualified candidates.

Section 2.5:

All certified registered, active, dues-paying members who are at least eighteen (18) years of age shall be eligible to vote and stand for elections in the association. Defaulters in any financial obligations to the association shall not be eligible to cast votes or run for any position(s) during the elections.

ARTICLE XVII

CHAPTER STRUCTURE, CANDIDATE QUALIFICATIONS, AND CANDIDATE FEES

Section 1: Structure and Functions of the Chapters

Section 1.1:

The chapters of the United Sarpo Association in the Americas are the supporting arms of the association. No chapter is independent of the association, and therefore none shall have its own board of directors but operate under the board of directors and constitution of the national body.

Section 1.2:

Any member(s) of the board of directors of an individual chapter shall serve as oversight coordinator(s) and shall report to the board of directors in an event there is an irregularity at the chapter level. The board of directors shall take all necessary steps to work with the chapter's leadership to resolve any irregularities.

Section 1.3:

The chapter shall have a complete roster of all members.

Section 1.4:

The chapters shall have the authority to conduct elections and elect their own core of officers who shall provide direction for the activities of the chapters. Such elections shall be conducted under the supervision of the elections commission appointed by the chapter president.

Section 1.5:

All chapters shall make quarterly financial reports to the national treasurer of the USAA and shall make an annual contribution of 60% of the chapter's earnings to the national administration through the national treasurer.

Section 1.6:

The chapter shall report to the program and project committee on the status of projects at the chapter level.

Section 1.7:

The national constitution shall determine all contestants' registration fees.

Section 1.8:

The chapter leadership shall have the authority to establish a bank account with a reputable and recognized bank in its state.

Section 1.9:

The chapter shall observe all laws and regulations under the financial and banking policy of the association.

Section 1.10:

The chapter shall report on its activities and offer recommendations for the common good of the association at the national convention and at the joint meeting of the board of directors and the national executive committee.

Section 2: Qualifications of Candidates for USAA National and Chapter Positions

Section 2.1:

All persons seeking elected positions in the association shall meet the following minimum requirements.

Section 2.2:

He or she shall be a registered, dues-paying member of the association and shall come from one of the chapters of the association.

Section 2.3:

He or she shall attend chapter meetings or national conferences and shall be in good financial standing with the association by paying all fines, meeting and monthly dues, and any other obligations to the association.

Section 2.4:

He or she shall have been a member of the association for at least two (2) years and shall have attended at most two (2) national conventions of the association.

Section 2.5:

He or she shall be of good character and good moral background.

Section 2.6:

Persons running for the offices of president or vice president must be at least 21 years of age.

Session 2.7: Notice of Commitment to be furnished to Election Commission

All presidential aspirants, whether a team or individuals, for elected offices of the association are required to present to the elections commission a notarized written notice of commitment stating that in the event their administration violates the constitution in exercising its functions, the notary certificate will be used to pursue the officer or officers in any court of competent jurisdiction to bring such violator(s) to justice.

Section 3: Candidates' Nonrefundable Registration Fees

Section 3.1: National Board and Executive Committee

Candidates vying for a position on the national board of directors, or the national executive committee shall pay non-refundable fees as follows:

Section 3.1.1: National Board of Directors candidate.....	\$200.00
Section 3.2.2: National Presidential candidate.....	\$150.00
Section 3.2.3: Vice Presidential Candidate.....	\$140.00
Section 3.2.4: General Secretary.....	\$120.00
Section 3.2.5: Treasurer.....	\$100.00
Section 3.2.6: Financial Secretary	\$85.00
Section 3.2.7: National Chaplain.....	\$75.00

**ARTICLE XIX
QUORUM**

Section 1:

Section 1.1:

A simple majority or 2/3 of the chapters or members of the association present at the national convention shall constitute a quorum to conduct business in the name of the association.

Section 1.2: Board of Directors

Seven (7) members of the board of directors shall constitute a quorum to conduct business in the name of the association.

Section 1.3: National Executive Committee

Two-thirds of the members of the national executive committee shall constitute a quorum to conduct business in the name of the association.

**ARTICLE XX
BANKING AND FINANCIAL POLICY**

Section 1:

Section 1.1:

The funding of the United Sarpo Association in the Americas, (USAA) shall come from the entire membership of the association, fundraising activities, contributions, grants, foundations, and individuals.

Section 1.2:

The association shall establish and maintain accounts at a recognized and federally ensured banking institution(s) in the United States of America.

Section 1.3:

The association's bank account shall have four (4) signatories as follows:

- A. The chairman of the board of directors
- B. The president
- C. The treasurer
- D. The financial secretary

Section 1.4: Signatories eligible to make withdrawals

ONLY the treasurer shall make all withdrawals from the association's bank account with the advice and consent of all signatories to the account as mentioned in section 1.3 above. However, in the event that the treasurer is absent or unavailable, the financial secretary shall effect withdrawals.

Section 1.5:

The signatories to the association’s account shall be bonded, and the value of each bond shall not be less than the association’s operating budget. The details of the bond shall be worked out in a financial policy document from the administration.

Section 1.6: Signatories not eligible to make withdrawals

The following signatories are not eligible to make any withdrawal from the association’s account: the chairman of the board of directors (who is signatory A) and the president (who is signatory B). In short, A and B combined shall not withdraw funds from the account.

Section 1.7: Budgetary Allocation

All withdrawals shall be done in line with budgetary allocations and the funds shall be used for the intended purposes.

Section 1.8: Monthly Financial Statement

Section 1.8.1:

A regular monthly bank statement and other statements of accounts shall be made available to the national president, who shall include same in the president’s financial reports to the board of directors and the general assembly.

Section 1.8.2:

All funds received shall be deposited into the association’s accounts within two to three business working days from the date of receipt, except funds generated from conventions which shall be deposited within five business working days.

Section 1.9: Disbursement of Funding

Section 1.9.1:

All funding more than \$500.00 (five hundred US dollars) shall require the approval of the board of directors.

Section 1.9.2:

The National Executive Committee shall establish an expense voucher system (to be used for direct payments of services, contributions on behalf of USAA or reimbursement of business-related expenses for the USAA, Inc). To effect withdrawal of all funding that is \$500.00 (five hundred US dollars) or less, the president is required to submit quarterly to the Board of Directors, a completed expense voucher form, and copy of which shall be available to the National financial secretary.

Section 1.9.3:

All national-level funding requests shall be supported by a budget that must be discussed with the national executive committee members. If at the local level, discussion with the local executive committee members of the association is a compelling necessity.

**ARTICLE XXI
NATIONAL CONVENTION**

Section 1:

A national convention to be held in August each year. The date and the host chapter of the national convention shall be determined by the general assembly sitting in convention. The national convention shall be rotational and hosted by a chapter.

Section 1.2

There shall be no constitutional debate/adoption at the National convention.

Section 1.3

Constitutional review committee shall be responsible to educate the membership of the United Sargo Association in the Americas and shall be the expert body for all constitutional matters. The committee shall do the following to adopt the national constitution:

- a) all provisions and or the revised constitution shall be sent to the executive committee for review, recommendations, and subsequent approval with 2/3 of the executive committee members to adopt the constitution. An approval notice shall be given to the constitutional review committee.
- b) all provisions and or the revised constitution, with the recommendations from the (NEC) shall be provided to the Board of Directors (BOD) for review, recommendations, and subsequent approval with 2/3 of the members of the Board to adopt the constitution. An approval notice shall be sent to the constitutional review committee.
- c) The Constitutional Review Committee shall be responsible for, in chapter's general membership meeting setting, either in person or virtually, present, review with the chapters, and adopt the revised constitution on a chapter-by-chapter basis, and with 2/3 of chapters membership to adopt the constitution. An approval/adoption notice shall be provided to the constitutional review committee.
- d) The Constitutional Review Committee shall, after the adoption of the constitution by the chapters, present the revised constitution to the National Executive Committee.
- e) The National executive committee (NEC) shall finally present the revised constitution to the General Assembly to be included in the GA's resolution.

Section 2: Funding the National Convention

The national executive committee shall, with the approval of the board of directors and through budgetary allocations, make available to the host chapter \$4,000.00 (four thousand US dollars) to facilitate the planning and hosting of the national convention.

**ARTICLE XXII
TENURE OF OFFICE**

Section 1:

The tenure of office for all elected and non-elected officers shall be as follows:

Section 1.1:

The president and all elected executive officials of the United Sargo Association in the Americas shall be elected for two (2) year terms but not more than two (2) consecutive terms. No executive officer shall serve for a third (3rd) term.

Section 1.2:

All nonelected officers, including heads of standing and ad-hoc committees shall serve at the will of the president.

ARTICLE XXIII MEETINGS

Section 1:

Section 1.1 Joint Board and Executive Meetings

The board of directors and the national executive committee shall meet jointly on a quarterly basis to review the implementation of decisions reached by the general assembly and handle the unfinished business of the general assembly and other operations of the association. The first of such meetings shall be held three (3) months after the close of the national convention. The two groups shall also meet under emergency to discuss issues pertinent to the growth and development of the association.

Section 1.3: Committee Meetings

Standing and ad-hoc committees shall hold meetings as necessary to fulfill their functions and responsibilities as specified in the constitution or as requested by the national president.

ARTICLE XXIV OATH OF OFFICE

Section 1: Commissioning or Induction Ceremonies

Section 1.1:

The national president shall perform the commissioning ceremony of all chairpersons and members of standing and ad-hoc committees.

Section 1.2:

The board of directors and the national executive committee shall decide jointly on who shall perform the commissioning or induction ceremonies for new members of the board of directors and officials of the national executive committee.

Section 1.3:

The chapter executive committee shall decide who shall perform the commissioning or induction ceremonies of the chapter leadership.

Section 1.4:

The commissioning or induction ceremonies of the chairperson elect and members of the board of directors, the national president-elect and members of the national executive committee, and chairpersons and members of all standing committees shall take place two months after the national convention.

ARTICLE XXV SPECIAL POLICIES

Section 1:

Section 1.1:

There shall be a financial policy document to govern the financial operation of the association. Said document shall outline the operational procedures for the association's finances and work out details of the bond each of the signatories to association's bank account will be under.

Section 1.2:

There shall be a special policy created to guide the association in responding to special events, such as deaths, marriages, births, graduations, terminal illnesses, and so on within the Sarpo community.

**ARTICLE XXVI
AMENDMENT AND REPEAL**

Section 1:

An amendment and repeal shall be submitted to the national president in any of the following matters:

Section 1.1:

A proposal for amendment and repeal of any of the provisions of these bylaws shall be submitted to the national president after receiving the approving signatures of 50 (fifty) members of the association.

Section 1.2:

A proposal for amendment and repeal of any of the provisions of this constitution shall be submitted to the national executive committee after receiving the approving signatures of five-chapter leadership teams.

Section 1.4:

A proposal for amendment and repeal of any of the provisions of this constitution shall be submitted after receiving a two-thirds vote of the joint board of directors and the national executive committee at two consecutive meetings.

Section 1.5:

Amendment and repeal shall be done at the national convention.

**ARTICLE XXVII
REVISION**

Section 1:

The revision of the constitution shall be undertaken only if a motion of revision is approved by a two-thirds majority of the general assembly.

DONE ON THIS 7TH Day of August IN THE YEAR OF OUR LORD 2022 IN THE CITY OF Fargo, North Dakota.

THE CONSTITUTIONAL REVIEW COMMITTEE

1. T. Samily Panton *T. Samily Panton*
Chairman
2. Stanley T. Saywon *Stanley T. Saywon*
Co-chairman
3. Ms. Doris Koffa *Doris Koffa*
Secretary
4. Mr. Merton Pajibo *Merton Pajibo*
Member
5. Mr. Emmanuel Zarzar *Emmanuel Zarzar*
Member