

CONSTITUTION

OF

**ANTOINETTE TUBMAN CHESHIRE HOME
(ATCH)**

(NON-FOR-PROFIT NGO)

CONSTITUTION & BY-LAWS COMMITTEE MEMBERS:

1. DR. AMELIA T. WEAH-LIBERTY - CHAIR
2. MD. AGNES PIERRE - CO-CHAIR
3. MD. LLOA BASS - SECRETARY
4. MD. GERALDINE PIERRE - MEMBER

LEADERSHIP REPRESENTATION:

1. MD. MARION A. BROWN - EX-OFFICIO

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PREAMBLE

Antoinette Tubman Cheshire Home is a Non-For-Profit Organization with the sole purpose of responding to the tremendous need of people in Liberia, suffering from various mental and physical disabilities, including those with cerebral palsy.

The organization was established 1965 by a group of women, headed by Madam Antoinette Tubman - the then First Lady of the Republic of Liberia – per a request by her husband, the President of the Republic of Liberia, William V. S. Tubman, who sought to address the existing national crisis of neonates’ and enfants’ abandonment in and out of hospital around the country.

This Constitution is subject to and governed by the Constitution of the Republic of Liberia. Therefore, in the absence of this Constitution, the Constitution of the Republic of Liberia will be utilized. In any event of direct conflict between the provisions of this Constitution and that of the mandatory provisions of the Constitution of the Republic of Liberia, the Constitution of this organization will remain subject to the Constitution of the Republic of Liberia. In the event of any direct conflict between the provisions of this Constitution and that of the Articles of Incorporation of this organization, this Constitution will be in control.

ARTICLE I: IDENTITY

Section 1: Name

The name of this organization shall be Antoinette Tubman Cheshire Home, with acronym ‘ATCH’.

Section 2: Motto

ATCH motto is: “In Serving Others, We Realize Our Oneness”.

Section 3: Colors

The official colors of ATCH shall be Green & White.

Section 4: Location

ATCH headquarters shall be on 10th Street and Coleman Avenue, Sinkor, Monrovia, Liberia.

Section 5: Logo

ATCH shall have the below diagram and inscriptions as its logo.



ARTICLE II: OBJECTIVES

- 1. To provide a safe and conducive environment for the Residents.**
- 2. To have an efficient and effective team to cater to the health and physical needs of the residents.**
- 3. To garner food and financial aids for the residents through solicitations and other charitable fundraising events.**
- 4. To partner with other sister organizations in order to benefit from grant opportunities and build bridges for networking exposure.**
- 5. To engage in economic activities for the benefit of the residents.**
- 6. To dialogue with the Government of Liberia for budgetary allotment for the smooth-running operations of the Home.**

ARTICLE III: LEADERSHIP

1. Board of Directors

- a. The Board of Directors shall be formulated from relevant institutions and prominent citizens/donors to ATCH as clearly spelled out in the By-Laws;**
- b. The Board of Directors shall consist of Seventeen (17) members, but with limitation of membership for only Five (5) years; and every Five (5) years, a new member shall be determined by Officers and Members of the Board of Directors;**
- c. Members of the Board of Directors shall be selected based on recommendations from those relevant institutions to filled their slots on the board;**
- d. Prominent donors shall be selected based on recommendations from the Manager of ATCH from the donor listing as it relates to donor individuals as the By-Laws dictates and with consent from the present Board of Directors;**
- e. These Board members shall serve as point of contact and/or the voice for their designated institutions or personalities;**
- f. The Board of Directors shall by a two-third vote, elect from among its members their officers as coherently outlined in the By-laws headed by the Elections Commission:
 - i. Chair**
 - ii. Co-Chair**
 - iii. Recording Secretary**
 - iv. Financial Secretary**
 - v. Treasurer**
 - vi. Chaplain****
- g. The Board of Directors shall establish policies and directives governing programs and businesses of ATCH.**
- h. The Board of Directors in its By-Laws shall clearly state the duties of its officers and committee members.**
- i. The Board of Directors shall serve as supervisor for the managerial team of the organization.**

2. Senior Management Team

- a. The day-to-day administrative actions of ATCH shall be under the supervision of the Manager.**
- b. The duties of the managerial team shall be those usually associated with such officers and as stipulated in their TORs.**

ARTICLE IV: ELECTIONS

- 1. Board Members shall be elected to hold office until their separation from the organization.**
- 2. Elected Officers of the Board of Directors shall serve for Two (2) years as a term of Office.**
- 3. Election of officers of the Board of Directors shall be every Two (2) years and headed by the Elections Commission.**
- 4. Every elected officer shall have the right to serve for two consecutive terms.**
- 5. Every elected officer shall hold office until their successors are duly installed or otherwise provided by the Bylaws.**
- 6. The General Assembly of the Board of Directors will decide base on a recommendation from the Election Committee before each election for filling on a vacancy.**

ARTICLE V: REMOVAL AND DISMISSAL

- 1. Any Board member of ATCH may be removed for cause, such as embezzlement or being charged with a crime that would cause embarrassment to ATCH, by majority of a quorum present at a regularly scheduled General Assembly Board Meeting.**
- 2. The Manager of ATCH shall have the right to dismiss any staff who fails to abide by standardize ethics, the organizational code of ethics or exhibits an irresponsible attitude towards his/her job.**
- 3. Members of the Board of Directors shall have the right to resign, but with a written letter of resignation to the Board in a timely manner as is provided in its By-Laws. Timelier**
- 4. Any Staff of ATCH also has the right to resign with a written letter to the Manager of the Organization.**

ARTICLE VI: FINANCIAL MANAGEMENT

- 1. The fiscal year of ATCH shall be from January 1st to December 31st.**
- 2. The donations and revenue of ATCH which shall be derived from donations and economic activities will be utilized to fund the objectives of ATCH.**
 - a. To administer the operation of ATCH office;**
 - b. To advance the general welfare of ATCH;**
 - c. To engage in development programs in areas such as health and recreation; and**
 - d. To engage in economic activities for the benefit of ATCH.**
- 3. Financial officer of the Board of Directors (Financial Secretary, Treasurer & Financial Committee) shall assist ATCH with its financial duties to ensure and achieve good financial practices and reports as provided in its By-Laws.**

ARTICLE VII: COMMITTEES

- 1. That the Board of Directors in its Bylaws may set up and entrust as many other committees, both standing and ad-hoc, with specific responsibilities as the business of ATCH may require to carry out and achieve its objectives.**
- 2. All other Committees shall report to the Executive Committee of the Board of Directors before reporting to the General Assembly.**

ARTICLE VIII: AMENDMENTS

- 1. A proposed amendment shall be made in writing and circulated among the Board of Directors at least thirty (30) days prior to the general meeting at which such amendment will be considered;**
- 2. This constitution shall be amended by two-thirds majority vote of the Board of Directors of ATCH.**