

**CONSTITUTION OF THE IJEBU DESCENDANTS
ASSOCIATION OF SOUTH FLORIDA
OF THE UNITED STATES OF AMERICA**

TABLE OF CONTENTS

<u>Article No.</u>	<u>Description</u>
	PREAMBLE
ARTICLE 1:	NAME
ARTICLE 2:	MEMBERSHIP
ARTICLE 3:	MISSION
ARTICLE 4:	MEETING
ARTICLE 5:	ELECTIONS
ARTICLE 6:	OFFICERS
ARTICLE 7:	DUTIES OF OFFICERS
ARTICLE 8:	MEMBERSHIP RIGHTS AND PRIVILEGES
ARTICLE 9:	MEMBERS' BENEFITS
ARTICLE 10:	BOARD OF TRUSTEES (a.k.a. The Board)
ARTICLE 11:	COMPLETION OF TERMS
ARTICLE 12:	FINANCES
ARTICLE 13:	TRANSFER OF POWER
ARTICLE 14 :	MISCELLANEOUS
ARTICLE 15:	BY-LAWS
ARTICLE 16:	AD HOC AND STANDING COMMITTEES
ARTICLE 17:	AMENDMENTS
ARTICLE 18:	ADOPTIONS

APPENDIX A DECLARATION OF MEMBERSHIP
APPENDIX B OATH OF OFFICE

PREAMBLE: We the people of Ijebu Descents domicile in South Florida do hereby form this association, Ijebu Descendants Association of South Florida. The association shall provide the opportunity for Ijebus to meet at regular intervals to discuss ways to ensure continuation of our heritage by promoting the arts, social and culture of the Ijebu people. We do hereby enact this constitution as our governing laws and also to work together with other Ijebu and Non-Ijebu Associations in the United States, in Nigeria and elsewhere so as to enhance the understanding and appreciation of our heritage.

ARTICLE 1: NAME

The name of this organization shall be THE IJEBU DESCENDANTS ASSOCIATION OF SOUTH FLORIDA.

ARTICLE 2: MEMBERSHIP

There shall be two membership types namely: (1) Regular, and (2) Honorary

Section 1

Regular Membership: Any indigenous person of age of adulthood (18 years) shall be eligible to regular membership subject to all of the followings:

- a. Membership of this Association shall be opened to all Ijebus in South Florida of the United States of America, including their spouses and children, who shall be prepared to serve and comply with the rules and regulations of the Organization.
- b. All people of Ijebu descent, including their spouses and children, are welcome regardless of age, sex, sexual orientation, social or economic status.
- c. A regular membership can be either: (i) Active Member or (ii) Inactive Member as provided thus:
 - (i) Active Member is one whose outstanding financial obligation (including but not limited to membership dues and levies), is maintained below \$60 effective January 1 2012, and also attends at least, two-thirds of the yearly monthly meetings.
 - (ii) Inactive Member is one whose outstanding financial obligation (including but not limited to membership dues and levies), is maintained below \$80 or more effective January 1 2012 and may or may not attend two-thirds of the yearly monthly meetings
- d. Effective January 1, 2012, an active member with an outstanding financial obligation of \$80 or more shall automatically lose all active membership privileges/benefits and shall be converted to an inactive membership status.
- e. Reinstatement to active membership status for an inactive member shall require a payment to reduce the amount owed to the association to sixty dollars (\$60), and such an inactive member shall become an active member effective on the day that this provision is complied with.

f. A regular member is entitled to the rights, benefits and privileges of membership as stated in the provisions of this constitution

g. All members shall be required to:

(i). sign a "Declaration of Membership" application form (appendix A)

(ii). accept to regular payment of dues and levies from time to time

(iii). be approved by membership committee

Section 2:

Honorary Membership: Any individual who has served the interests of the Ijebus in South Florida or elsewhere, though a non-indigene may be nominated, and shall be conferred honorary membership if approved by simple majority of eligible members voting at a general meeting. Honorary membership shall be a non-voting member. Any non-indigene spouse of a regular member shall enjoy the rights and privilege as their spouse subject however to other provisions of this constitution. Non-indigene as implied in Article 5 section 1.3 shall however be restricted from contesting any of the executive posts.

ARTICLE 3: MISSION

The purpose for which the corporation is formed and its objectives are as follows:

1. To promote the arts and culture of the Ijebu people in South Florida and to establish solidarity with Ijebus all over the World.
2. To organize a regular Ijebu social and cultural activities for the general public.
3. The corporation is organized exclusively for charitable and educational purposes within Section 501(c)(3) of the Internal Revenue Code.
4. No part of the earnings of this corporation shall ever inure to the benefit of or be distributable to its members, trustees, officers or other private persons (except that reasonable compensation may be paid for services rendered to or for the corporation affecting one or more of its purposes), and no director or officer of the corporation, or officer of the corporation shall be entitled to share in distribution of any corporate assets upon distribution.
5. *No substantial part of the activities of the corporation shall be the carrying on propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate or intervene in any political campaign on behalf of any candidate for public office.*
6. *Upon winding up and dissolution of this corporation, after paying or adequately providing for the debts and obligations of the corporation, remaining assets shall be distributed to a nonprofit trust, foundation or corporation that organized and operated exclusively for charitable, educational or religious and/or scientific purpose.*

ARTICLE 4: MEETING

Section 1

The Association shall convene every two years for a special meeting at which the membership shall elect the officers, formulate overall policy and direction and, if necessary, amend the by-laws and/or Constitution of the Association. The association shall remain assembled until all business shall have been completed or a motion for adjournment shall have been passed by a majority vote.

Section 2

Membership meetings shall be called as provided in Article 14, Section 1- "Frequency of Meetings"

Section 3

During the membership meeting, the members have the power to levy dues, collect monies and appropriate funds to pay debts of the Association and to provide for the general welfare of the Association.

Section 4

All legislative matters to be considered by the Association shall be placed on the Agenda for the annual membership meeting.

ARTICLE 5: ELECTIONS

Section 1 NOMINATION AND ELECTION COMMITTEE

Nomination and Election Committee consisting of a chairperson and two members shall be appointed at the time of regular elections by the President with the consent of simple majority of the executive council to conduct the elections according to the procedures set up herein.

1.1

To be eligible for nomination, a candidate must be an indigene identifiable by last name, root of origin, and in addition has been an active member as stated in Article 2 Section 1(c).

1.2

Candidates can be nominated from the floor by, and of any active member, as long as the nomination is seconded.

1.3 Election shall be by secret ballot voting

1.4 Report of the Nomination and Election Committee shall be made immediately after the voting.

1.5 Voting Privilege:

Voting is allowed to an active member as stated in Article 2 Section 1c(1); herein referred to as eligible voting member. Eligible voting member must

be at least, eighteen (18) years of age, be an indigene as stated in Article 5 section 1.3 and non-indigene spouses. Each eligible voting member has one vote for each post being contested. Indigene eligible voting member can vote for self in an election in which he/she is a contestant.

1.6 Absentia Voting

Active Members can be voted for in absentia subject to the presentation of a written evidence/proof to the election committee that the absentee active member has fulfilled constitutional requirements for the position nominated, and has signified awareness and acceptance of his/her nomination.

1.7

To be elected to an office, a simple majority is required.

1.8

Any active member is allowed to send in his/her vote in absentia prior to Election Day to the General Secretary. The General Secretary shall present same to the election committee, or on the election day, to the chairperson of the Nomination and Election Committee.

1.9

Nomination and Election Committee shall take over the business of the association from the outgoing executive on the day of the election until the ratification of the election results.

2

Upon the ratification of the election results, the Nomination and Election Committee shall cease to be in operation.

ARTICLE 6: OFFICERS

Section 1.1

The officers of the Association shall consist of the following:

- a). President
- b). Vice President
- c). General Secretary
- d). Assistant General Secretary
- e). Treasurer
- f). Financial Secretary
- g). Social Secretary
- h). Assistant Social Secretary
- i). Public Relations Officer
- J). Assistant Public Relations Officer.
- k). Chief Whip
- l). Welfare Officer
- m). Assistant Welfare Officer.

- n). Cultural Officer
- o). Ex-Officio(s)

Section 1.2

Each officer must remain an active member in the Association at all times and must have attended, at least, two thirds of the monthly meetings yearly to keep this status.

Section 1.3

All officers shall serve for a period of not more than two consecutive years in an office. However, nothing in this section shall preclude an officer from contesting for another office at the end of current office provided there is no violation of the provisions of this constitution.

Section 1.4

If the office of the President becomes vacant, the Vice President shall act as the President. The executive officers will appoint the Vice President to the position of President, by a majority vote for the un-expired term. If any other office becomes vacant, the executive shall elect an eligible member to fill the office for the un-expired term. Service in an office for the un-expired term shall not make the officer ineligible for nomination or election to that office or any other office.

ARTICLE 7: DUTIES OF OFFICERS

Section 1: The President

The President shall be the Chief Executive Officer of the Association and shall preside at all meetings of the Association except as provided otherwise in this constitution. The President shall be the spokesperson of the Association unless otherwise so designated by the President. The President shall cast the deciding vote whenever there is tie. The President is vested with the authority to summon executive meetings as appropriate.

The President, subject to approval by simple majority of the members of the executive council, shall appoint the chairman and members of each committee of the Association and may appoint special assistants as may be deemed necessary and appropriate.

Section 2: Vice President

The Vice President shall perform such duties as the President may assign and act for the President in his/her absence. The Vice President shall in addition be required to perform the following duties:

- a. In the absence/removal of the president, the Vice President shall act as the President.
- b. Oversees and coordinates, in conjunction with necessary members, the activities and reports of the Association.
- c. Assist in the development of programs.
- d. Shall be chair person of the Planning and Social Committee.

- e. Ensure the implementation and the application of policies as established by the constitution.
- f. Maintain a liaison with other organizations, which perform similarly related activities that this organization may be involved in.
- g. At the expiration of the vice president's term of office, the vice president shall deliver to the successor all books, and properties of the Association within thirty days after the expiration of term of office.

Section 3: General Secretary

- a. The general secretary in conjunction with the president shall be responsible for the day to day running of the Secretariat of the Association.
- b. The general secretary shall keep accurate and complete minutes of all meetings of the Association.
- c. The general secretary shall read and present the minutes for adoption.
- d. The general secretary shall be the custodian of all records, files, seal, and documents of the association except as otherwise provided in this constitution.
- e. The general secretary shall be responsible for the general correspondence of the Association, and shall keep a record of all proposals for membership.
- f. The general secretary shall keep records of all new members and roster of membership of the Association.
- g. The general secretary shall issue circulars/notices and agendas for all the meetings pertaining to the running of the association.
- h. The general secretary shall have further powers and duties as may be prescribed from time to time by the executive council approved by a simple majority of the council members.
- i. At the expiration of the general secretary's term of office, the general secretary shall deliver to the successor all books, and properties of the Association within thirty days after the expiration of term of office.

Section 3.1 Assistant General Secretary

- a. The assistant general secretary shall assist the general secretary in the discharge of his or her duties.
- b. In the absence of the general secretary, the assistant general secretary shall act as the general secretary.
- c. The assistant general secretary shall notify members of the meeting dates and time by phone calls/text/emails, even if notices were not sent out in a timely manner i.e. notice sent out in less than a week before the date of the meeting.
- d. At the expiration of the assistant general secretary's term of office, the assistant general secretary shall deliver to the successor all books, and properties of the Association within thirty days after the expiration of term of office.

Section 4: Treasurer

- a. The treasurer shall receive and supervise the safekeeping and expenditure of the funds and investments of the Association.
- b. The treasurer shall make expenditures only upon written authorization of the president with the approval of simple majority of the executive council and the Association at a general meeting.
- c. The treasurer shall deposit all monies paid in the name of the Association to the bank within three (3) working days of their receipt.
- d. The treasurer shall pay all obligations and bills by check drawn by him/her and countersigned by the signatories as provided herein.
- e. The treasurer shall report on the financial condition of the Association at all meetings and other times when called upon by the president and or simple majority of the executive council.
- f. The treasurer shall bring all account books, checks and register of the Association to all meetings.
- g. The treasurer shall make the financial books and records of the Association available to the auditor on demand and provide all necessary assistance to make the auditor's work efficient.
- h. At the expiration of the treasurer's term of office, the treasurer shall deliver to the successor all books, monies and properties of the Association within thirty days after the expiration of term of office.

Section 5: Financial Secretary

- a. The financial secretary shall collect dues from members and keep an accurate record of all money collected.
- b. The financial secretary shall hand over all money collected to the Treasurer within 48 hours or otherwise to the general secretary in the absence of the Treasurer. The general secretary shall ensure that the money collected is given to the treasurer within twenty-four hours of such collection.
- c. The financial secretary shall be the collector of all donations, membership dues and levies, and submit financial report every three months to the Association.
- d. At the expiration of the financial secretary's term of office, the financial secretary shall deliver to the successor all books, monies and properties of the Association within thirty days after the expiration of term of office.

Section 6: Social Secretary

- a. The social secretary shall take charge of all social activities of the Association
- b. The social secretary shall be the vice chairman of the Planning and Social Committee.
- c. At the expiration of the social secretary's term of office, the social secretary shall deliver to the successor all books, monies and properties of the Association within thirty days after the expiration of term of office.

Section 6.1: Assistant Social Secretary

- a. The assistant social secretary shall assist the social secretary in the discharge of his/her duties.
- b. In the absence of the social secretary, the assistant social secretary shall act as the social secretary
- c. At the expiration of the assistant social secretary's term of office, the assistant social secretary shall deliver to the successor all books, monies and properties of the Association within thirty days after the expiration of term of office.

Section 7: Public Relations Officer (P.R.O.)

- a. The Public Relations Officer shall be responsible for the publicity of the association, and all activities of the association. The P.R.O. shall be in-charge of Publications, Adverts and Dissemination of information to members.
- b. The PRO in conjunction with relevant officers, is responsible for writing press releases, preparing information kits for media, developing the association logo, banner, signage, internet and/or intranet web site, and email address for approval of the house and maintaining same.
- c. Shall be the chairperson of the Public Relations/Liaison Committee.
- d. At the expiration of the public relations officer's term of office, the public relations officer shall deliver to the successor all books, monies, and properties of the Association within thirty days after the expiration of term of office.

Section 8: Assistant Public Relations Officer (A.P.R.O.)

- a. The assistant public relations officer shall assist the public relations officer in the discharge of his/her duties.
- b. In the absence of the public relations officer, the assistant public relations officer shall act as the public relations officer
- c. At the expiration of the assistant public relations officer term of office, the assistant public relations officer shall deliver to the successor all books, and properties of the association within thirty days after the expiration of term of office.

Section 9. Welfare Officer:

- a. Shall be responsible for overseeing the well being of members.
- b. Shall make contact either by phone, text, e-mail or in person with members who have been absent from the association activities or have some other problems as may become known to the association.
- c. Shall assess the needs or concern of members after contact, and give a feed back to the executive council.

- d. Shall provide regular feedback to the executive council on information received or heard regarding the welfare of any member for necessary action.
- e. Shall be the chairperson of the Welfare Committee.
- f. At the expiration of the welfare officer's term of office, the welfare officer shall deliver to the successor all books, monies, and properties of the Association within thirty days after the expiration of term of office.

Section 10: Assistant Welfare Officer:(AWO)

- a. The assistant welfare officer shall assist the welfare officer in the discharge of his/her duties.
- b. In the absence of the welfare officer, the assistant welfare officer shall act as the welfare officer and shall a member of the Welfare Committee.
- c. At the expiration of the assistant welfare officer's term of office, the assistant welfare officer shall deliver to the successor all books, monies, and properties of the Association within thirty days after the expiration of term of office

Section 11: Chief Whip:

- a.) Shall maintain law and order at all association's general meetings, executive meetings and other functions.
- b.) Shall ensure compliance with the provisions of this constitution and bring to the notice of the executive any violation thereof.
- c) Shall ensure the enforcement of any disciplinarian measures based on investigative report of the Disciplinary Committee as provided in this constitution.
- d) Shall co-ordinate the activities of all sub-committees and provide feed back to the executive council and or the house.
- d). At the expiration of the chief whip's term of office, the chief whip shall deliver to the successor all books, monies, and properties of the Association within thirty days after the expiration of term of office

Section 12: Ex-Officio(s)

- a) The Ex-Officio(s) shall be the immediate past president(s) of the Association. He/she/they shall serve as an active member(s) of the executive committee.
- b) Ex-officio(s) shall contribute information or expertise to assist the executive council discharge its functions
- c). the ex-officio(s) shall participate in all deliberation or actions at the executive council meetings, but shall have no voting rights.
- d) Ex-Officio (s) shall perform any other duties as may be assigned by the president with the approval of a simple majority vote of the executive council.

ARTICLE 8: MEMBERSHIP RIGHTS AND PRIVILEGES

- a) An ACTIVE MEMBER as defined in Article 1C(1) shall be entitled to the following:
 - i). Right to host, and attend meetings
 - ii). Right to vote
 - iii). Right to Contest for any post as stated in this constitution
 - iv). Right to all available benefits subject to the provisions of Article 9
 - vi). Right to other privileges as stated in this constitution.

- b). An Inactive Membership as defined in Article 1C (ii) shall be entitled to the following:
 - i) Right to host, attend and participate in meetings.
 - ii) Right to other privileges as stated in this constitution.

ARTICLE 9: MEMBERS' BENEFITS:

A member including spouse must maintain Active Membership Status as defined in Article 1C(1) for at least seven (7) months in order to be eligible for the following Benefits except as stated in Sec 10 below:

SECTION 1: EDUCATIONAL RECOGNITION/AWARDS:

Members and or members' children/spouses shall be recognized/receive awards thus:

- a) *CERTIFICATE OF RECOGNITION* plus \$25 upon graduating from High School.
- b) *PLAQUE* plus \$50 upon graduating from a recognized college/university

SECTION 2: MARRIAGE:

If a member gets married, he/she shall be entitled to a gift certificate of \$100.

SECTION 3: BIRTH OF A CHILD BY A MEMBER:

Members shall attend the naming ceremony of the newborn baby/babies and present a check or gift certificate of one hundred dollars (\$100).

SECTION 4: LANDMARK BIRTHDAY:

A plaque shall be presented to a member in commemoration of a landmark birthday. The plaque shall have the association logo inscribed with the association color (olive green) as background, and also with the titles of the president and social secretary inserted as association designated presenters; if the recipient is the president or the social secretary, then the vice president or the assistant social secretary shall be inserted as the case maybe.

SECTION 5: HOSPITALIZATION OR SICKNESS:

If a member is hospitalized for more than one week (i.e. admitted into a Health Care Facility) or become unfit to work for more than one week on grounds of ill health, he/she shall be entitled to two hundred and fifty dollars (\$250), one time

benefit from the association upon presenting documented evidence of hospitalization and/or a doctor's note of "unfit to work."

SECTION 6: MISHAP

If a member suffers mishap such as damage to or destruction of his/her home, he/she shall be assisted as the association deems fit.

SECTION 7: DEATH OF A MEMBER:

In the event of the death of a member, every registered member shall contribute one hundred dollars (\$100.00) for the benefit of the family of the deceased. Contribution shall be collected by the Treasurer

SECTION 8: DEATH OF DEPENDENT OF A MEMBER:

(a) In the event of the death of a dependent, every member shall contribute fifty dollars (\$50.00) for the family of the deceased. Contribution shall be collected by the Treasurer.

(b) A spouse shall be recognized as next of kin eligible to receive this benefit, if he or she is an active member.

SECTION 9: DEATH OF A PARENT

(a) In the event of the death of a parent, every registered member shall contribute twenty five dollars (\$25.00) for the benefit of the bereaved member. Contribution shall be collected by the Treasurer.

(b) If more than one member share the same parent or parents in common only one contribution will be made, and to the oldest registered member of the bereaved family.

SECTION 10: OTHER HAPPY/SAD OCCASIONS

(a) Appropriate card(s) shall be sent to that member whether active or inactive.
(b) For all happy and sad occasions, members shall endeavor to be physically present.

ARTICLE 10: BOARD OF TRUSTEES (a.k.a. The Board)

The Board of Trustees shall consist of five (5) members, appointed by a majority vote of the executive, with the president serving as an ex-officio member. The president subject to approval by a simple majority vote of the executive council shall appoint the chairman of the Board.

Section 1 Powers or Responsibilities:

All real property of the Ijebu Descendants of South Florida shall be managed, directed and controlled, through supervision and advisement of the Board of Trustees. The Board of Trustees shall also be charged with the following responsibilities:

- a. Identify sources where the organization can solicit contribution/fund and make appropriate contact.
- b. Identify and advise the executive council of the needs of Ijebu people for which available funds can be distributed.
- c. Develop a systemic approach to safeguarding any property donated to the Association.
- d. Identify and advise the executive of the programs that can promote the welfare of the Ijebu people.
- e. The board shall present a report of recommendations at the general meeting of the Association upon the approval of the executives.
- f. The board shall report annually to executive council of The Association.
- g. Identify, initiate and advise the executive council on fundraising initiatives and programs.

Section 2 Terms of Office

Each member of the Board of Trustees, upon approval by the executive members, may serve for not more than two consecutive terms. One Board of Trustees' term shall be three (3) years.

Section 3 Procedures for Appointing the Board of Trustees

Apart from the initial appointment of the chairman of Board of Trustees, the appointment of subsequent members shall be set forth below. New trustees shall take office as soon as the executive ratifies their appointment.

Section 4 Qualifications

The qualifications for becoming and remaining a trustee of the Association shall include, but not limited to a demonstrated understanding of the goals and objectives of the Association, coupled with experience and expertise required for achieving the Board's responsibilities to the Association.

Section 5 Selection Procedure

The executive council shall establish procedures appropriate for the selection of such candidates to serve on the Board.

Section 6 Appointments of Officers of the Board of Trustees

Apart from the Chairman who would be appointed by the President, with approval by a majority vote of the executives, the following officers of the board shall be elected by a simple majority vote of the board members at the first meeting after selection, and serve until their successors have been duly appointed and assumed office:

Vice Chair of the Board
Secretary of the Board

Only person(s) of impeccable character shall be eligible for selection to serve on the Board.

Section 7 EXERCISE OF BOARD OF TRUSTEES POWER

The powers vested in the Board of Trustees under section 1 shall be exercised so as not to:

- a. Impede or prejudice the exercise of the powers of the president.
- b. Endanger any asset or investment, if any, of the Ijebu Descendants Association of South Florida, U.S.A.
- c. Endanger the continuance of the Ijebu Descendants Association of South of Florida, U.S.A.

Section 8 Removal

A member of the Board of Trustees may be removed from his/her position by a majority vote of the executive officers, if any of his/her action is in conflict with the goals and objectives of the Association.

The President shall establish an ad hoc committee to investigate and report to the executive members any allegation of wrongdoing by any member of the Board.

Section 9 Vacancies

In the event that a vacancy occurs on the Board of Trustees, the executive officers may appoint a replacement to fill the vacancy upon recommendation of any active member. The new member can serve the un-expired term of the vacating member.

Section 10 Absences

Absences without just cause from two consecutive regular meetings of the Board by a trustee may be considered adequate cause for the executives to declare that trustee's seat vacant and appoint a replacement.

Section 11 Compensation

Board of Trustees shall, subject to approval of the executive committee, be reimbursed for reasonable expenses incurred in the performance of their duties. No board members shall be paid salary or wages.

Section 12 Resignation

A member of the Board of Trustees may resign from his/her position by submitting a letter of resignation to the Chairman of the Board, thirty (30) days before the effective date of the resignation. If the Chairman decides to resign, his/her letter of resignation shall be submitted to the president thirty (30) days before effective date of the resignation. The letter shall be

submitted to the executive council, for approval, through the President of the Association.

ARTICLE 11: COMPLETION OF TERMS

All executive officers shall relinquish all official records and pertinent information of the Association to the interim President or General Secretary within thirty (30) days of the completion of their terms.

ARTICLE 12: FINANCES

SECTION 1. METHODS AND OPERATION:

- (a) The Association shall operate on an April 1, through March 31st fiscal year.
- (b) The Executive Council shall submit an estimate of the revenue and expenses to the chairman of the Finance Committee for the fiscal year. The finance Committee shall make recommendation to the President, who shall present the budget to the December monthly general meeting for final approval.

SECTION 2. SUPPLEMENTAL BUDGET:

Any material modification to or departure from the approved budget shall be re-presented to the monthly general meeting for approval.

SECTION 3. ACCOUNTING:

The Associations financial record shall be kept in accordance with the current American Institute of Certified Public Accountant (A.I.C.P.A) guidelines (GAAP) on accounting for voluntary social and Welfare non-profit organization.

SECTION 4: DISBURSEMENT:

- a. All payments of the Association shall be in accordance with Article VII Section 4d.
- b. The General Secretary on an impress system settled monthly should maintain a petty cash of \$50.00.

SECTION 5: BANK ACCOUNT:

The Association shall operate appropriate bank account(s) as recommended by the Finance Committee.

SECTION 6. SIGNATORIES TO BANK ACCOUNTS

- (1) The following shall be the signatories to the Association's Bank Accounts.
Group A: 1. President

- 2. General Secretary
- Group B:**
 - 1. Financial Secretary
 - 2. Treasurer

2). Two signatories **one from each group above** shall sign all checks in respective of the face value. However, checks over \$500.00 in value must be signed by at least three officers from the two groups listed in Article12 section 6(1) above.

(3) Under no circumstances shall a check be issued without adequate number of signatories and supporting documentation.

Section 7: SOURCES OF FUNDS

The sources of funds of the association shall include but not limited from the followings:

- (i) Membership dues and levies as determined by the General Assembly from time to time.
- (ii) Proceeds from:
 - (a) Social Functions
 - (b) Bequests
 - (c) Miscellaneous Donations
 - (d) Fund raising activities

Section 8 AUDITS

(a). The accounts of the Association shall be audited bi-annually by an audit committee (article 15, Sec A6) that shall be appointed by the President with the approval of simple majority of the executive officers on the recommendation of the finance committee.

(b). The audit committee shall submit its report through the executive officers of the association to the whole house for deliberation.

ARTICLE 13: TRANSFER OF POWER

All officers shall assume their respective positions for the ensuing Association year upon adjournment of the annual meeting at which they were elected, by swearing to an oath of office, (Appendix B). All officers shall relinquish all official records and pertinent information of the Association within thirty (30) days of the completion of their terms of offices to their successors.

ARTICLE 14: MISCELLANEOUS

Section 1 Frequency of Meetings:

- a. The regular monthly meetings of the Association shall be held on the second or third Saturday or Sunday of every month. Member hosting the meeting is at liberty to choose either Saturday or Sunday as may be convenient and shall communicate day and date to the General Secretary or in the absence of the Gen. Sec., to the Assistant Gen Sec,
- b. The President, in consultation with the executives can, at anytime between the dates of the regular monthly or annual general meetings, summon an emergency meeting.
- c. Location: Monthly general meetings shall be held at members' residences on rotational basis based on members' birth months or such place as agreed by majority at the general meeting. For emergency meeting, such place as agreed by majority of the executives.
- d. Telephone Calls: No telephone calls to members shall be required for regular or annual general meetings for which time and place have been previously established and announced through written notices duly mailed out to members in a timely manner.
- e. The Association shall remain assembled until all business shall have been completed or a motion for adjournment shall have been passed by majority vote.

Section 2 Quorum

The presence of at least ten (10) members shall constitute a quorum at the regular monthly and annual general meetings for the transaction of any business. If however, such quorum shall not be present, the presiding officer shall have the power to delay or adjourn the meeting from time to time, until a quorum shall be present. However, members present can, by a majority vote, waive the quorum requirement, to allow the meeting to occur.

Section 3 Removal of Officers

- a. Any officer could be suspended for a given period or removed from office by two-third majority votes of the whole house upon consideration of an investigative report of an ad-hoc committee set up as stated herein.
- b. The President shall establish a 3-member ad-hoc committee to investigate and report to the executive any allegation of wrongdoing by any member of the executive.
- c. Member being investigated shall temporary vacate his/her post pending the outcome of the investigation.
- d. However, if the President is to be investigated, the executive members shall appoint an ad-hoc committee agreed upon by simple majority to conduct the investigation. The Vice President or General Secretary or another executive council member nominated by simple majority of members in that order, shall perform the duties of the president until after the investigation and or until election of a successor as the case may be.
- e. In the event that the executive council is being investigated by an ad-hoc committee set up by two-third majority votes of the whole house; the house with a simple majority shall appoint a five-member caretaker committee from amongst

active members to run the affairs of the organization until after the investigation and or until election of successor(s) as the case may be.

Section 4 Dissolution or Discontinuance

Ijebu Descendants Association of South Florida, U.S.A shall use its funds only to accomplish the objectives and missions specified in the by-laws and no part of said funds shall inure or be distributed to the executive members, board of Trustees, or members, except for reasonable Association expenses.

However, upon winding up and dissolution of this association, after paying or adequately providing for the debts and obligations of the association, remaining assets shall be distributed to nonprofit trust, foundation or corporation that is organized and operated exclusively for charitable, educational, or religious and/or scientific purposes.

Section 5 Prohibition of Religion

Ijebu Descendants Association of South Florida, U.S.A. shall operate as a secular body and shall, on no occasion, adopt any religion as a dominant religion.

Section 6 Membership Discipline: Any member could be suspended for a given period or removed from membership upon consideration of an investigative report of the Disciplinary Committee as stated herein by two-thirds majority votes of the whole house.

ARTICLE 15: BY-LAWS

By-laws consistent with the provisions of this Constitution may be adopted or amended only at an annual meeting by a majority of the members present and voting in plenary session upon the following conditions:

All proposed amendments to the By-laws shall be received by the general secretary no later than thirty (30) days prior to the annual meeting, and the proposed amendments shall be mailed or circulated to each member of the Association at least fifteen (15) days prior to the annual meeting. In the event that the general secretary shall fail or neglect to mail or circulate to the members of the Association, the proposed amendments as provided may be submitted at the annual meeting, provided that a majority of the members present agree to waive the notice requirements and act thereon.

ARTICLE 16: AD HOC AND STANDING COMMITTEES

The committees of the council shall be divided into two categories:

- (A) STANDING and
- (B) AD-HOC

Committees shall be composed of regular members as defined herein, and chaired by an active member as stated herein or appointed by the President subject to majority vote of the executive members.

Section A STANDING COMMITTEES

The following committees shall be considered Standing Committee.

1 Budget and Finance Committee

The Budget and Finance Committee shall advise the association on the financial status of the Association. The committee shall be chaired by the Treasurer and consist of at least five (5) members of the Association with the Financial Secretary as member. The committee shall assist the President in preparing an annual budget. The committee shall be responsible for developing the financial procedures of the Association.

2. Public Relation/Liaison Committee

A Public Relations /Liaison Committee shall be established to coordinate and be responsible for the public affairs and public relations of the Association, particularly with respect to interacting with other Associations promoting cooperation in providing benefits to members in the USA, Nigeria, and other places worldwide. The committee shall be chaired by the Public Relations Officer and shall consist of at least five members with the Asst PRO as a member.

3. Policy Committee

A policy committee shall be established to prepare policy statements, including the revision of membership criteria and amendments to the Association documents including the creation or termination of any committee function. Responsibilities also include determination of the membership dues and procuring professional services for the Association, as required. The committee shall be chaired by the General Secretary and shall consist of seven members with the PRO as a member.

4. Welfare Committee

A Welfare Committee shall be established to oversee the well being of members of the Association. The committee shall be required to make periodic telephone calls to members who are either absent from meetings, or have some other problems brought to the attention of the Association. The committee shall make recommendations on appropriate assistance the Association may provide to alleviate any problems the member may be experiencing and or any other member may be experiencing. The committee shall be chaired by the Welfare Officer and shall consist of five (5) members with the Asst. Welfare Officer as a member

5 Planning and Social Committee

This committee shall comprise of eleven members. The committee shall detail out the activities for the year and study its feasibility. It will also take charge of special projects as they arise and communicate frequently with the President with the necessary feedback. This committee will be chaired by the Vice President and shall consist of eleven (11) members with the PRO, Social Secretary, Welfare Officer and Cultural Officer as members of the committee

6 Auditing Committee

Auditing Committee shall consist of five (5) members. This committee is responsible for the auditing of the association accounts. The Treasurer and Financial Secretary shall make available the association financial records to the committee upon request. On bi-annual basis, this committee will reconcile the bank statements with the in-house balance sheet. Both the treasurer and the financial secretary cannot be members of this committee.

7. Resolution Advisory Committee

This committee will provide professional counseling to the organization, recommends to the executive, programs and activities that would maintain interest in the association, conduct inspections of the association facilities and advise as necessary, advises the executive on ways of resolving issues involving the association, and shall perform any other functions as the association/executive deems necessary. It will consist of 5 members.

8. Constitution Amendment Committee

This committee shall consist of 5-members that will deal with the amendment of the constitution. The committee recommendation(s) will be submitted to the executive council for the house adoption and ratification.

9. Disciplinary Committee

This 3-member committee shall look into any allegation brought against any non-executive member, enforce the constitution, perform diligent investigation, and based on their findings, carry out disciplinary action as outlined in Article 12, section 7. Members of this committee shall be appointed by the whole house on a simple majority vote. Members of the executive council cannot be in this committee.

10. Food Committee

All ladies in the organization shall be bona-fide members of this committee. This committee shall take charge of menu preparation and preservations for the organizational functions. This committee shall be

chaired by the Social Secretary.

Section B AD-HOC Committees

These committees are formed on-need basis and may be established by the executive members to undertake any task of a temporary nature within the scope of the purposes of the Association. The AD_HOC Committees formed by the executive members shall function solely in accordance with such directives as the executive members may, by resolution, lawfully approve and shall at all times be responsible to the executive members to insure that policies of the Association are complied with.

SECTION C: OPERATION OF COMMITTEES

Operation of each committee, including but not limited to location of meeting, frequency of meeting and agenda of meetings, will be determined by committee members and coordinated by the appointed Committee Chairperson.

- a. Quorum for the purpose of the Committee meetings at any time shall be what the members appointed and serving agree upon.
- b. Any hindrance affecting any committee from performing its obligations shall be reported to the executive council for necessary action including but not limited to assisting in removing it /constituting a new committee/extending the term.
- c. A detailed report of the operations of a Committee shall be submitted upon completion of the terms of reference

ARTICLE 17: AMENDMENTS

These by-laws shall be amended, repealed or a new by law adopted, by a vote of two thirds of the regular members, but only at a meeting in which written notice of the substance of the proposed amendments was given ten (10) working days prior to the meeting. The executive members and/or Board of Trustees may propose amendments, on its own initiatives.

ARTICLE 18: ADOPTIONS

These by-laws shall become effective when adopted by the members and shall remain effective until amended by the membership in accordance with the procedures outlined in Articles 15 &16.

Adopted _____, _____

APPENDIX A

IJEBU DESCENDANTS ASSOCIATION OF SOUTH FLORIDA

DECLARATION OF MEMBERSHIP

I, _____, do hereby solemnly declare that I would like to be a member of the Ijebu Descendants of South Florida Association of the United States of America, in pursuant to Article 3 of the constitution.

I, _____, promise to abide by the constitution, policy and procedures of the Association. This declaration is made voluntarily and out of my own free will, and I append my signature below to confirm the same. So help me God.

Signature Date

Address: _____

Telephone #'s _____

Attested to by :

President/General Secretary Signature: _____

Date

APPENDIX B

**IJEBU DESCENDANTS ASSOCIATION
OF SOUTH FLORIDA**

OATH OF OFFICE

I, _____(NAME)_____, elected as _____(Office)_____ of the IJEBU DESCENDANTS ASSOCIATION OF SOUTH FLORIDA, do solemnly swear to abide by and uphold the Constitution of IJEBU DESCENDANTS ASSOCIATION OF SOUTH FLORIDA, to faithfully perform my duties to the best of my ability without fear or favor, with the aim of furthering the purposes of IJEBU DESCENDANTS ASSOCIATION OF SOUTH FLORIDA, to protect the interest of members and Ijebu at Large, and to conduct myself in a manner befitting a good and true member so as to bring honor and prestige to the IJEBU DESCENDANTS ASSOCIATION OF SOUTH FLORIDA, and that I take this oath voluntarily and out of my own free will. SO HELP ME GOD.

OFFICERS SWORN-IN

DATE