

**CONSTITUTION
OF
THE IJEBU ASSOCIATION OF THE
UNITED STATES OF AMERICA**

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ARTICLE 1: NAME

The name of this organization shall be **THE IJEBU ASSOCIATION OF THE UNITED STATES OF AMERICA.**

ARTICLE 2: MISSION

The Ijebu Association of The United States of America is organized exclusively for charitable and educational purposes as may qualify it as exempt from federal income tax under section 501 © (3) of the Internal Revenue code of 1954 (or) the corresponding provision of any future United States Internal Revenue law. Such purposes include but are not limited to the following:

- A. To embark on programs that will create and promote unity among all people of Ijebu descent.
- B. To motivate and assist eligible Ijebu people to avail themselves of the opportunity to become naturalized United States citizens.
- C. To improve the quality of life for Ijebu people who reside in the United States of America.
- D. To promote progress and harmony among all people of Ijebu origin.
- E. To render assistance to Ijebu people who are students.

- F. Through constructive engagement, to promote social interaction among Ijebu people everywhere.
- G. To disseminate relevant information received from Ijebuland to its members (Ijebu Association of the United States of America).
- H. To facilitate the registration and incorporation of the association in any states in the United States of America and in other nations.
- I. To pay all costs, charges and expenses, preliminary and incidental to the promotion, formation, establishment and incorporation of the Ijebu Association of the United States of America.
- J. To engage in any and all other activities, which will directly or indirectly improve the welfare and economic conditions of the Ijebu people.
- K. To promote and advance the common interest and welfare of Ijebu people in the United States of America and in other countries.
- L. To engage in other activities that are incidental or conducive in the opinion of the majority of the members to the attainment of any or all of the above objectives.

ARTICLE 3: MEMBERSHIP

Section 1 Full membership of this Organization shall be open to all Ijebus in the United States of America, including their spouses and children, who will be prepared to serve and comply with the rules and regulations of the Organization.

Section 2 **Qualification for admittance to this organization:** All people of Ijebu descent, including their spouses and children, are welcome regardless of age, sex, sexual orientation, social or economic status.

Section 3: A member shall be deemed to be in good standing, if he/she is up-to-date in the payment of membership dues and any other special levies determined by the membership and attends, at least, two-thirds of the monthly meetings yearly.

Section 4: A member is entitled to the rights/privileges of membership in the Association, only when he/she is in good standing as defined in article 3, section 3.

Section 5: All members shall be required to sign a “declaration of membership” statement as shown in “Appendix A”.

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 11, 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 Nominations & Election Committee

A nominating and election committee consisting of a chairperson and two members shall be appointed at the time of regular elections by the President to conduct the elections according to the procedures set up.

Section1.1 Report of the Nominations and Election Committee shall be made immediately after the voting.

Section 1.2 Other candidates can be nominated from the floor by, and of any member in good standing, as long as the nomination is seconded.

Section 1.3 To be eligible for nomination, a candidate must have been a member in good standing, as stated in Article 3, Section 3, for, at least, six (6) months.

Section1.4 Election shall be by secret ballot voting

Section1.5 **Voting Privilege:** Each family has one vote. Voting is allowed to eligible members in good standing. Eligible member must be, at least, eighteen (18) years of age.

Section 1.6 **Absentia Voting:** Members can be voted for in absentia.

Section 1.7 To be elected to an office, a simple majority is required.

Section 1.8 **Absentee voting:** Any member in good standing is allowed to send in his/her vote prior to, or on the election day, to the chairperson of the election committee.

Section 1.9 Upon the ratification of the election results, the Nominations and Election Committee shall seize 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 Relation Officer
- j). Chairman, Board of Trustees
- k). Ex-Officio

Section 1.2 Each officer must be a member in “good standing” 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 Association years.

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 unexpired term. If any other office becomes vacant, the executive shall elect an eligible member to fill the office for the unexpired term. Service in an office for the unexpired 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. 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 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 be required to perform the following duties:

- A. Oversee and coordinate the activities and reports of the Association.
- B. Assist in the development of programs.
- C. Ensure the implementation and consistent application of policies as established by the constitution.
- D. Make frequent calls to members that are absent from meetings.
- E. Maintain a liaison with other organizations, which perform similarly related activities.

Section 3: General Secretary

The Secretary shall keep accurate and complete minutes of all meetings of the Association. The Secretary shall read and present the minutes for adoption. The Secretary shall be the custodian of all records, files and documents of the association. The Secretary shall be responsible for the general correspondence of the Association, and shall keep a record of all proposals for membership. The Secretary shall keep records of all new members and roster of membership of the Association. The secretary shall have further powers and duties as may be prescribed.

Section 3.1 Assistant General Secretary

The Assistant Secretary shall assist the Secretary in the discharge of his or her duties. In the absence of the Secretary, the assistant Secretary shall act as the Secretary. The Assistant Secretary shall notify members of the meeting dates and time, if notices were not sent out in a timely manner.

Section 4: Treasurer

The Treasurer shall receive and supervise the safekeeping and expenditure of the funds and investments of the Association. The Treasurer shall make expenditures only upon written authorization of the President and the Association. The Treasurer shall deposit all monies paid in the name of the Association to the bank within three (3) working days of their receipt. The treasurer shall pay all obligations and bills by check drawn by him/her and countersigned by the signatories. The Treasurer shall report on the financial condition

of the Association at all meetings and other times when called upon by the President. The Treasurer shall bring all account books, checks and register of the Association to all meetings. 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. 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.

Section 5: Financial Secretary

The Financial Secretary shall collect dues from members and keep an accurate record of all money collected. 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 Financial Secretary shall be the collector of all donations, membership dues and levies, and submit financial report every three months to the Association.

Section 6: Social Secretary

The Social Secretary shall take charge of all social activities of the Association. The Social Secretary shall be the Chairman of the welfare committee.

Section 6.1: Assistant Social Secretary

The Assistant Social Secretary shall assist the social secretary in the discharge of his/her duties.

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

The Public Relations Officer shall be responsible for the publicity of all activities of the Association. The P.R.O. shall be in-charge of the Association's Publications. He/she shall chair the liaison committee.

Section 8: Chairman, Board of Trustees

The president, subject to approval by the simple majority vote of the executive members, shall appoint the Chairman. He/she shall serve as an active member of the executive committee. His/her term shall expire with that of the appointing President.

Section 9: Ex-Officio

The Ex-Officio shall be the immediate past president of the Association. He/she shall serve as an active member of the executive committee. His/her term shall expire when a new President is elected, unless if the new President is an incumbent.

ARTICLE 8: BOARD OF TRUSTEES (a.k.a. The Board)

The Board of Trustees shall consist of five (5) voting members, appointed by a majority vote of the executive, with the president serving as an ex-officio. The chairman of the Board shall be appointed by the president and approved by a majority vote of the executive.

Section 1 Powers or Responsibilities:

All real property of the Ijebu Association of the United States of America 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 branch 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 members of

The Association.

g. Identify, initiate and advise the executive members on

fundraising initiatives and programs.

Section 2 Term 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 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 branch shall establish procedures appropriate for the selection of such candidates to serve on the Board.

Section 6 Appointment 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 members in good standing shall be eligible for selection to serve on the Board.

Section 7

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 Association of the U.S.A.
- c. Endanger the continuance of the Ijebu Association of the 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 member in good standing. The new member can serve the unexpired term of the vacating member and may be subsequently appointed to serve additional term.

Section 10 Absences

Absence 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. The letter shall be submitted to the executive, for approval, through the President of the Association.

ARTICLE 9: COMPLETION OF TERMS

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

ARTICLE 10: TRANSFER OF POWER

I. 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.

- ii. The president shall relinquish all official records and pertinent information of the Association within forty (40) days of the completion of his term of office.

ARTICLE 11: 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 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.

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 1 Frequency of Meetings:

- a. The general meetings of the Association shall be on the third Saturday of every month.
 - b. The President can, at anytime between the dates of the regular meetings, summon an emergency meeting.
- i. **Time**: Meetings shall be held at such time as the President shall fix.
 - ii. **Place**: Meetings shall be held at such place as shall be fixed by the President.
 - iii. **Telephone Calls**: No telephone calls to members shall be required for regular or annual meetings for which time and place have been previously established and announced

through written notices duly mailed out to members in a timely manner.

Section 2 Quorum

Majority of the members present shall constitute a quorum. The presence of at least ten (10) members in good standing shall constitute a quorum at 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. Otherwise, members present can, by a majority vote, waive the quorum requirement, to allow the meeting to occur.

Section 3 Finance

- a. The fiscal period of the Association shall be January 1 to December 31 of each year.
- b. The accounts of the Association shall be audited annually by an audit committee who shall be appointed by the President with the approval of the executive officers through the recommendation of the finance committee and who shall report through the executive officers of the Association to the whole house.

Section 4 Removal from Office

Any officer's rights could be terminated by two-third majority votes of the whole house.

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

However, if the President is under investigation, the executive members shall appoint the investigation committee.

Section 5 Dissolution or Discontinuance

Ijebu Association of the United States of America 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 member, except for reasonable Association expenses.

On the dissolution or discontinuance of the Association, any funds remaining shall be distributed to one or more regularly organized and qualified charitable, educational, scientific or philanthropic organizations to be selected by the executive members.

Section 6 Prohibition of Religion

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

ARTICLE 12 AD HOC AND STANDING COMMITTEES

Committees shall be composed of members in good standing and chaired by a member appointed by the President subject to majority vote of the executive members.

All 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 1 Executive Committee

The committee shall consist of the President, Vice President, ex-Officio, Chairman and other officers as outlined in Article 6, Section 1.1. The President of the Association shall serve as the chairperson of the executive committee.

Section 2 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 three (3) members of the Association. The committee shall assist the President in preparing an annual budget. The committee shall be responsible for developing the financial procedures of the Association.

Section 3 Liaison Committee

A 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 **Nigerians** in the U.S.A. and other places worldwide. The committee shall be chaired by the Public Relations officer and consist of at least three members.

Section 4 Ad Hoc Committee

An Ad Hoc Committee may be established by the executive members to undertake any task of a temporary nature within the scope of the purposes of the Association. Unless otherwise prescribed by the executive members, all ad hoc committees shall act by majority vote of those present and entitled to vote at a duly held meeting thereof at which a quorum, consisting of a majority of the members thereof, shall be present.

Section 5 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. Their responsibilities also include determination of the membership dues and procuring professional services for the Association, as required.

Section 6 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. The committee shall be chaired by the Social Secretary and consist of at least three members.

ARTICLE 13

AMENDMENTS

These by-laws shall be amended, repealed or a new by law adopted, by a vote of two thirds of the members in good standings, 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 14 ADOPTION

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 Article 11 &13.

Adopted _____, _____

APPENDIX A

DECLARATION OF MEMBERSHIP

I, _____, do hereby solemnly declare that I would like to be a member of the Ijebu 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

Date