

THE CONSTITUTION

OF

NZUKO NDI-IGBO, DUNDEE, UNITED KINGDOM



*NZUKO NDI-IGBO, DUNDEE, UK*

**WITH 2022 AMEMNDMENTS**

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**THE CONSTITUTION OF NZUKO NDI-IGBO DUNDEE.**

## **THE PREAMBLE**

We, the Igbo speaking people of Nigeria, domiciled in Dundee, Scotland, United Kingdom aware of our common heritage and recognizing our lineage to the Igbo people of Nigeria, do hereby voluntarily come together to consolidate our unity as one people, Ndi-Igbo. In this spirit, we solemnly resolve to constitute the Nzuko Ndi-Igbo of Dundee to promote the interest and welfare of our members and enjoy the fellowship of one another through membership, guided by a deep sense of trust, honesty, integrity and love for ourselves, our host community and our homeland. We do affirm to uphold and promote Igbo traditions and cultural values, while encouraging the highest levels of understanding and respect for and from each member and for others.

We, the members of Nzuko Ndi-Igbo do hereby make, enact and adopt this constitution for ourselves in the following terms:

### **ARTICLE 1: NAME OF THE ASSOCIATION**

**SECTION 1.1: NAME:** The official name of this association shall be NZUKO NDI-IGBO (NNI) DUNDEE, UNITED KINGDOM as adopted in our general meeting of 28<sup>th</sup> March 2015 and shall hereafter be referred to as the Association.

**SECTION 1.2: MOTTO:** The motto of the organisation shall be: *Igwe bu Ike* (Unity is Strength)

**SECTION 1.3: LOGO:** The Logo of the Association shall be the traditional Red Cap flanked by Ofor symbol for which the revered Igbo citizens are associated. The Logo is displayed on the front page.

**SECTION 1.4: LOCATION:** The location of the organisation shall be in Dundee, Tayside, Scotland United Kingdom.

**SECTION 1.5: LANGUAGE:** The official language to be used for conduct of all our gatherings/ meetings shall be primarily Igbo language and in certain instance English language.

### **ARTICLE 2: OBJECTIVES AND PURPOSE**

#### **SECTION 2.1 OBJECTIVES:**

2.1.1: To promote and foster cultural awareness, co-operation, respect and unity among the members of Nzuko Ndi-Igbo and people of other nationalities.

2.1.2: To establish social and economic base and enhance the recognition of Igbo community in Dundee.

2.1.3: To educate our children and all those interested in the Igbo traditions, culture and language.

2.1.4: To provide appropriate benefits or relief in support and celebration of members' achievements, successes and difficulties as shall be decided by members.

2.1.5: To communicate and co-operate with other organisations of our choosing.

2.1.6: To uphold the truth and maintain integrity in our lives.

2.1.7: To develop charitable events in support of education, local development and to make periodic contribution to charity organisations of our choosing.

2.1.8: To engage in such other activities and functions as may be necessary or proper to accomplish and further the goals and purposes of the Association and shall have all powers, privileges, rights and immunities created, extended or conferred upon not-for-profit organizations under the Scottish Law.

## **SECTION 2.2: PURPOSE**

2.2.1: Promoting the spirit of togetherness and brotherhood among NDI IGBO and their families through social interactions.

2.2.2: Serving as the umbrella association under which Igbo men, women and children may come together to achieve a common goal of understanding and cooperation.

2.2.3: Keeping Igbo traditions and customs alive as celebrated in our rich festivals and cultural institutions.

2.2.4: Promoting the teaching of Igbo language and culture to our children and to any other people interested thereof.

2.2.5: Participating in conflict resolution among members and families.

2.2.6: Fostering cultural understanding between NDI IGBO and people from other nationalities through the promotion of cultural exchange programme.

2.2.7: Joining other Igbo organisations in the promotion of the cause of Igbo people.

## **ARTICLE 3: MEMBERSHIP**

### **SECTION 3.1: ELIGIBILITY FOR MEMBERSHIP:**

Membership of this Igbo Community shall be open to:

3.1.1: All people of Igbo origin who live within Dundee and environs with proven integrity and character. Anyone below the age of 16 years would require parental consent to become a registered member of the Community.

3.1.2: All people that are related to a bona-fide member of the Association by birth, marriage or partnership.

3.1.3: Membership is granted upon payment of the approved registration fees of £10 (ten pounds) for full membership or £5 (five pounds) for full-time students, subject to changes.

3.1.4: Failure to attend three consecutive meetings and/or pay the contributions without valid reasons shall result in a lapse of membership.

3.1.5: Anyone wishing to reinstate a lapsed membership shall re-apply through the executive committee.

3.1.6: A database shall be kept of all active members.

3.1.7: Membership is on individual basis, hence membership dues paid by any one member are not transferable to another person.

3.1.8: Any person under the age of 16 is not eligible to register and vote but any under 16 person whoever registers and keeps up-to-date with his/her annual dues shall have all the rights and privileges pertaining to the organisation.

3.1.9: There shall be no limit to the number of members.

### **SECTION 3.2: CLASSES OF MEMBERSHIP**

To meet the peculiarities of Nzuko Ndi-Igbo Dundee, the following categories of membership shall be recommended:

**3.2.1: Full Membership:** Membership is open to all Igbo indigenes by virtue of birth, marriage and/or adoption and who is sixteen (16) years of age or over and shall become effective upon admission to the organisation by the members and payment of the prescribed registration fee.

**3.2.2: Students:** Anyone in full-time studies shall be deemed to be a student and shall be required to register with half of the approved registration fee. Such students are still required to pay their stipulated annual fee.

**3.2.3: Religious:** Any member who is a full-time religious professional such as Reverend Sisters, Reverend Brothers, Pastors, Priests, etc. shall be classified as religious members and are exempted from paying registration fee, annual dues, as well as levies unless the person so desires.

**3.2.4: Honorary:** Honorary members shall include any of the following:

3.2.4.1: Relatives and friends of full members, public figures and anyone who strongly identifies with the goals and aspirations of the Association may at the recommendation of the executive council, be conferred with honorary membership;

3.2.4.2: A non-Igbo person(s) or entity that makes substantial donations or contributions, such as funds, charitable goods and property to the goodwill of the association.

3.2.4.3: Honorary members can participate in meetings but shall have no voting privileges and are not bound by any of the rules and regulations.

### **SECTION 3.3: RESIGNATION/RENUNCIATION OF MEMBERSHIP**

3.3.1: A member either with full membership status or holding other classes of membership has the right to renounce his or her membership at any time

3.3.2: Such person must do so in writing and the renunciation letter must be read at a general meeting.

3.3.3: In fulfilment of the provisions of this constitution, the chairman shall try to persuade the member wishing to renounce his/her membership to withdraw the renunciation letter by appointing two members to counsel the person.

3.3.4: The renunciation of the member takes effect 30 days after it has been accepted and signed by the chairman and shall be recorded in the minutes of the meeting.

3.3.5: There is no remuneration or compensation for such person and he/she shall no longer be entitled to the benefits of membership to the Association's funds.

3.3.6: The chairman or any executive member of the association has the right to resign from his/her position at any time.

3.3.7: Such person aspiring to resign shall do so by writing to the general assembly through the general secretary of the association

3.3.8: The association shall evaluate the case and will give the resignee one month to reconsider his/her application. After one calendar month from the date the letter was received, such a resignation shall be effective if not withdrawn.

## **ARTICLE 4: RIGHTS**

### **4.1: RIGHTS OF THE MEMBERS**

4.1.1: Admission into Nzuko Ndi-Igbo is a matter within the complete and exclusive purview of the Association.

4.1.2: Nzuko Ndi-Igbo, Dundee, has the right to select its members as persons of questionable character may not be eligible for admission.

4.1.3: Membership of the Association is not a constitutional right, but simply a privilege.

4.1.4: It is a privilege which may be accorded, withheld or withdrawn. It is not a right that can be gained independently and then enforced.

4.1.5: Hence, a court of law cannot compel the admission of an individual into the organisation.

4.1.6: If application a membership is refused, the person is entirely without legal remedy no matter how arbitrary or unjust the exclusion. However, the person can apply for re-consideration.

4.1.7: Igbo association possesses the inherent power to prescribe qualifications regulating its membership.

4.1.8: The Association has the right to make its own rules regarding admission and exclusion of members and these rules can become articles of agreement to which all who become members are party to.

4.1.9: Further, the Association may impose new or revised terms and conditions upon the membership as it may choose and members must comply with those terms and conditions.

### **4.2: OTHER RIGHTS:**

4.2.1: All registered members of our organisation have free access to all the minutes of the meeting of the association.

4.2.2: Notice of a meeting should be given to members before the meeting and that notice shall include the time, place, and object of the meeting.



4.2.3: Notice for General Meeting of the Association, except Emergency Meeting, shall be sent to the members at least two weeks before the meeting. A reminder is recommended and should be sent not later than twenty four (24) hours before the commencement of the meeting.

4.2.4: Notice and invitation to all meetings shall be by written media such as text messages, electronic mails, fax, letter writing, etc.

4.2.5: Generally, membership of the Association shall be voluntary. Any individual is free to join or resign from the Association provided all other relevant provisions of this Constitution have been met.

4.2.6: Membership of the Association can be terminated by resignation or withdrawal by the member involved following the prescribed procedures.

4.2.7: Any individual's resignation from the Association shall be subject to payment of any outstanding financial obligations due to the Association. Failure to do that, the resignation of such a member shall not be accepted pending the Executive Council deliberation on the matter.

4.2.8: Such resignation or withdrawal of membership shall be in writing and should be addressed to the General Secretary of the Association.

4.2.9: The Bylaws and Constitution of the Association constitute a contract between the association and its members.

### **SECTION 4.3: RIGHT OF THE ASSOCIATION OVER ITS MEMBERS**

4.3.1: A member cannot by his/her own failure of an obligation terminate the responsibility which he/she had assumed, though the organisation might do so.

4.3.2: One who has been excluded from membership of our organisation may not recover damages for the exclusion, either from the organisation itself or from its members as individuals.

4.3.3: In any case involving the expulsion of a member from the Association, the only function the courts may perform is to determine whether the Association has acted within its powers in good faith, in accordance with its laws, and the law of the land.

4.3.4: The right of expulsion from the Association may be based upon two grounds:

4.3.4.1: a violation of any of the established rules of the Association as have been subscribed or assented to by the members which provide expulsion for such violation; and

4.3.4.2: a conduct that clearly violates the fundamental objectives of the Association and if allowed to persist would thwart those objectives or bring the association into disrepute.

4.3.5: The decisions of the disciplinary tribunals of the Association with respect to its internal affairs will, in the absence of mistakes, fraud, biasness, collusion or arbitrariness, be accepted.

## **ARTICLE 5: BENEFITS TO THE MEMBERS**

### **AMENDED 2022**

#### **SECTION 5.1: GUIDING PRINCIPLE:**

5.1.1: Only financial members shall be entitled to the full benefits of the association.

5.1.2: A Financial member shall be any registered person(s) with full membership, Student membership or Religious membership and who has paid up all prescribed dues and fees and who is not indebted to the Association in any way.

5.1.3: All members of the association shall contribute a levy should there be an event such as death of a member, family member, wedding, christening, or the like. **( NO LONGER APPLIES TO MEMBERS AS AGREED AT THE GENERAL MEETING 2019)**

#### **SECTION 5.2: SPECIFIC BENEFITS:**

Some of the benefits to which the financial members of the association shall be entitled to include but not limited to the following:

##### **5.2.1: Sickness:**

5.2.1.1: If for some reason(s) a financial member falls sick and is hospitalised or at home, it is the duty of the Association to delegate some members to visit such a person from time to time depending on the duration of the illness.

5.2.1.2: Provisions and card will be presented to such a member the total value of which should not exceed fifty pounds (£50). **(NO LONGER APPLIES AS AGREED AT GENERAL MEETING 2019), HOWEVER INDIVIDUAL MEMBERS MAY OFFER GIFTS AS THEY WISH.**

5.2.1.3: If on a serious concern a member needs financial help the Executive Council will meet to deliberate this.

## **5.2.2: Deaths:**

5.2.2.1: The Association encourages members to visit hospitalised members and in the case of death, to make arrangements to keep company with the bereaved family.

5.2.2.2: If a member's relative dies in the United Kingdom or at home (Nigeria), when notified, members shall be expected to pay the traditional Igbo visit 'Mgbaru.'

Additional benefits associated with deaths are as follows:

5.2.2.3: Death of a Member, member's spouse, member's child or member's parents. The Association shall call an emergency meeting to discuss how best to support the family. **(PREVIOUSLY AGREED AT GENERAL MEETING IN 2019).**

**5.2.2.4: Others:** Members are encouraged to explore various options of protection from unexpected financial burdens caused by death. These options may include taking out life insurance policies, funeral plans, etc. The Association does not recommend any particular insurance company or funeral director to its members

## **CHILD CHRISTENING:**

5.2.3.1: The Executive Council shall meet to discuss such invitation and shall give to the family any sum of money that we are able to raise for that purpose. This money will normally be generated through freewill donations from the members and any other persons that wished to donate something. **(NO LONGER APPLIES AS AGREED AT GENERAL MEETING 2019), HOWEVER INDIVIDUAL MEMBERS MAY OFFER GIFTS AS THEY WISH.**

## **5.2.4: MEMBER'S WEDDING:**

**5.2.4.1:** When invited to a member's wedding; the Executive Council shall meet to discuss the invitation and shall call for donations from the members. Any sum of money that we are able to raise for that purpose shall be given to the couple. ). **(NO LONGER APPLIES AS AGREED AT GENERAL MEETING 2019)**

**MEMBERS ARE ENCOURAGED TO ATTEND AND MAY OFFER PERSONAL GIFTS TO THE CELEBRANTS AS THEY SO WISH.**

## **SECTION: 5.2.5: OTHERS:**

5.2.5.1: The Association shall attend as many reasonable occasions as invited.

5.2.5.2: The response to any events or gatherings to which the Association is invited and how it will be represented shall be decided by the elected Executives Council.

5.2.5.3: The events to which the Association will be invited by any of its members shall be in writing addressed to the General Secretary, accompanied with a bottle of wine or alcoholic spirit. Attendance by at least one active member of the Association shall be encouraged to demonstrate solidarity.

5.2.5.4: The events to which the Association will be invited by external organisations shall be in writing addressed to the General Secretary. Attendance by at least one active member of the Association shall be encouraged to demonstrate solidarity

## **SECTION 5.2.6: RECOGNITION OF HARD-WORK:**

5.2.6.1: A letter of congratulation in case of births/graduations or any achievements shall be sent to any member and such information shall be published on the association's website with the individual's consent.

5.2.6.1: Any member (s) who distinguishes himself/herself through hard work in any works of life towards the uplifting of the Association's objectives and ideals will be rewarded through the consultation of the Executive council ( for example by awarding of certificate of recognition).

## **ARTICLE 6: MEETINGS**

### **SECTION 6.1: General Meeting:**

**6.1.1: Venue:** Venue of the meeting(s) will be communicated to all members. In due course the Association shall secure a permanent venue for its meetings and functions.

**6.1.2: Date:** General meetings will be held on the last **Sunday** of every other month; February, April, June, August, October and December. **(AMENDMENT 2022)**

**6.1.3: Time and Duration:** Meetings shall commence at 16:00 and end at 18:00. There may be an extension of the duration depending on the nature of pending issues.

**6.1.4: Quorum:** A quorum of six (6) members is required for meeting to commence. At least two (2) of the six members must be members of the Executive Council. If a

quorum has not been formed by 16:30 hours, members present are free to disperse. Any absent member(s) who did not submit a valid reason for their absence prior to the meeting will be fined two pounds (£2.00).

**6.1.5: Voting:** All Full members in good standing shall be qualified and eligible to vote on every subject matter. Each eligible voter is entitled to one (1) vote and vote must be cast in person. The affirmative vote of the majority of the voters on a subject matter shall be the act of all the members unless the vote of a greater number is required by law with respect to the subject matter.

## **SECTION 6.2: Executive Meeting:**

6.2.1: The Executive Council is the governing body of the association

6.2.2: The Executive Council has the power to hold meetings to transact the business of the Association

6.2.3: Meetings will be held at the discretion of the Chairman or via phone/video conference.

6.2.4: The Chairman will normally be expected to set time and place as he/she deems necessary without bias or improper motives.

6.2.5: Quorum necessary for the transaction of business at the executive council meeting may be fixed by the council.

## **SECTION 6.3: Discipline during meetings:**

6.3.1: **Absenteeism:** Unexcused absence from any general meeting attracts a fine of two pounds (£2.00). This situation applies to the Executive Council meetings unless a member is excused by the Chairman. Any member who arrives at a meeting one hour or more after the start of such meeting, without valid reason is deemed as absent.

6.3.2: **Persistent absenteeism:** Any member who is absent from general meetings for three or more consecutive times, without reason acceptable to most members present at the time the issue is being deliberated upon, shall have his/her membership suspended. The Chairman shall subsequently appoint one or more active member to investigate the reasons for the absenteeism, and where appropriate counsel the member. The decision on either lifting of the suspension or termination of membership shall be taken through a democratic process at a general meeting.

6.3.3: **Lateness.** Any member who arrives thirty (30) minutes or more after the meeting has been declared open officially by the Chairman without genuine reason is deemed late. Any late comer should notify the meeting at the earliest possible time. Lateness to any scheduled meeting will attract a fine of one pound (£1.00). This situation also applies to the Executive Council meetings.

**6.3.4: Leaving before the end of meetings:** A member who needs to leave (and not return) to a meeting before it is officially closed is expected to quietly request permission from the provost directly. Leaving without permission will attract a fine of one pound (£1.00) on each occasion.

**6.3.5: Disruption during meetings:** The Provost shall maintain order during meetings. He/she is expected to fine one pound (£1.00) after having issued two warnings for disruption of the meeting. At the discretion of the president, the same rule may be enforced at any or all executive meetings as he finds necessary

## **ARTICLE 7: THE ORGANISATION**

### **SECTION 7.1: OFFICERS**

Nzuko Ndi-Igbo, Dundee shall be governed by the following selected and elected officers:

#### **SECTION 7.1.1: Non-elected or selected officers.**

7.1.1.1: Patron\*

7.1.1.2; Matron\*

7.1.2: The Executive Council may recommend one or more distinguished persons to the general assembly at the general meeting for designation as Patrons or Matrons.

7.1.3: To qualify as a patron, the individual(s) must have demonstrated a strong identity with causes of the Association by their enthusiastic support, financial generosity, useful counsel and leadership.

7.1.4: At no time shall the total number of active patrons and matrons be more than three (3).

7.1.5: The matrons/patrons shall act as the ombudsman for the Association.

7.1.6: They shall assist the Association in terms of crisis such as political, financial, moral, etc

7.1.7: Shall assist in suggesting possible or seek for possible collaboration with other organization.

7.1.8: Shall act as advisers in organising and coordinating projects.

7.1.9: Shall assist in liaising with the appropriate agencies for project funding when necessary

7.1.10: The tenure of office of matron/patrons shall be four (4) years and maybe renewable. They shall be issued with an appreciation certificate at the end of their tenure.

7.1.11: There shall be no restriction to the number of years a given patron/matron shall serve provided he/she is still deemed useful to the Association.

7.1.12: In the event of a member being elevated to the position of a patron/matron, the new status should overshadow his/her status as a member.

## **SECTION 7.2: Elected Officers**

7.2.1: Chairman\*

7.2.2: Vice Chairman

7.2.3: Secretary General\*

7.2.4; Vice Secretary General

7.2.5: Director of Socials\*

7.2.6: Provost

7.2.7: Treasurer\*

7.2.8: Financial secretary\*

## **SECTION 7.3: SPECIAL PROVISION:**

7.3.1: The posts of Vice Chairman, Vice Secretary General and Provost will be filled only when necessary and as the Association grows in numerical strength.

7.3.2: The posts of Patron and Matron shall be filled by selection of nominated candidate

7.3.3: At any given time, the Association shall have a maximum of two patrons and/or matrons.

7.3.4: The asterisked posts above, viz: Chairman, Secretary General, Director of Social, Treasurer and Financial Secretary shall be filled only by election following the procedure and provisions thereof of other sections of this Constitution.

7.3.5: For the purpose of this Constitution, the elected officers of the Association shall be known, called and addressed as the Executive Council.

(7) The Patron and the Matron are free to attend any Executive Council meeting, General Meeting and any other events organised by the Association; however, they are not part of the Executive Council.

## **SECTION 7.4: DUTIES OF THE EXECUTIVE COUNCIL**

The Executive Council headed by the Chairman shall be elected every two years at the general meeting of the month of February. (AMENDMENT 2022)

The duties of the Executive Council shall include, but not limited to the following:

7.4.1: Organise and coordinate the activities and events of the Association

7.4.2: Summon all general and executive council meetings and emergency meetings.

7.4.3: Administer the day to day duties of the association

7.4. 4: Solicit for project and recommend to the general house

7.4.5: Recommend honours and awards to member with outstanding contributions and services to Nzuko Ndi-Igbo Dundee.

7.4.6: This Council shall meet and decide over any major expenditure before its execution after getting approval from the general house.

7.4.7: The Executive Committee shall obtain first-hand information of revenue and current financial stand of the Association, and shall adhere to spending guidelines as stated in article.

7.4.8: Shall work out ways and methods of raising funds to run the Association

7.4.9: Implement decisions and other matters as recommended by the general house

7.4.10: The Chairman and/or the vice Chairman shall call a general meeting when the need arises or when **three** executive Council members demands so.

7.4.11: In a case where an executive member is proven to be non-performing, the Executive Council shall inform the general house and call for replacement of him/her with another member to the position by election.

7.4.12: Any elected officer shall immediately assume responsibility for all properties or documents relating to that office. Responsibility for custody of such properties and documents shall take effect immediately after the handover.

7.4.13: In case of resignation, abdication, impeachment or removal from office, any



Executive Council member shall hand over all documents belonging to the Association, in his/her possession to the General Secretary or to the Chairman.

#### **SECTION 7.5: DUTIES OF THE CHAIRMAN:**

7.5.1: The Chairman shall as a duty uphold the constitution, policies, rules and regulations governing the Association at all times and shall be accountable for policies not implemented or procedures not followed.

7.5.2: All the affairs of the Association shall be headed by the Chairman or whosoever he/she delegates it to.

7.5.3: The Chairman shall possess the quality of astute leadership and should be accorded every respect as our leader.

7.5.4: He/ She shall take control and co-ordinate other members of the Executive council as well as the general house.

7.5.5: The Chairman shall be focused, organised, be able to run the affairs of the Association without fear or favour.

7.5.6: He/ She shall summon all general meetings, executive meetings and emergency meetings and administer the day-to-day affairs of the Association.

7.5.7: He/ She shall solicit for projects and recommends them to the general assembly.

7.5.8: He/ She shall implement decisions and other matters as recommended by the general house.

7.5.9: He/ She chairs the Executive council meetings and general meetings.

7.5.10: He/ She shall represent the Association in any public activities and other events.

7.5.11: He/ She shall tackle all matters concerning the Association in consultation with the other members of the Executive Council.

7.5.12: He/ She has the right to appoint/delegate any member of the association to chair any gathering of the Association.

7.5.13: The Executive Council forms a quorum when the Chairman or Vice Chairman and at least one other members of the Council are present.

7.5.14: The Chairman shall be one of the signatories to NZUKO NDI-IGBO, DUNDEE bank account.

7.5.15: He/ She shall receive and welcome visitors to NZUKO NDI-IGBO at the general meetings.

7.5.16: In the absence of the Chairman, the Vice Chairman assumes the position.

7.5.17: He/ She shall be responsible for all duties not defined under any other executive duties, the duties shall be performed by the Chairman or delegated to other members of the association as the Chairman deems fit

## **SECTION 7.6: DUTIES OF THE VICE CHAIRMAN**

7.6.1: The Vice-Chairman has the duty to stand in for the Chairman at all times

7.6.2: In absence of the Chairman, the Vice Chairman with the Secretary and other Executive Council member shall call for an Executive Council meeting or general meeting when it is deemed necessary

7.6.3: He/ She shall chair all meetings in the absence of the Chairman

7.6.4: Shall support the Director of Socials in organising socio-cultural events

7.6.5: He/ She carries out other assignments delegated to him/her by the Chairman or the Association

7.6.6: The Vice-Chairman shall as a duty uphold the constitution, policies, rules and regulations governing the Association at all times and in the absence of the Chairman, he/she shall remain accountable for policies not implemented or procedures not followed.

7.6.7: He/ She shall assist the Chairman on the day-to-day running of the Association

7.6.8: Should the office of the Chairman be vacant the Vice Chairman automatically becomes the Chairman. No election will be held as the Vice Chairman will occupy the position until the end of that tenure. The next Vice Chairman will then be elected by the general house.

## **SECTION 7.7: DUTIES OF THE SECRETARY GENERAL**

7.7.1: The Association's Secretary General shall be responsible for documenting the minutes of all executive and general meetings

7.7.2: He/She shall keep and maintain all official records concerning the Association.

7.7.3: He/ She must keep record of the current list of the members of the Association as well as their updated confidential identities.

7.7.4: He/ She shall prepare agenda for meetings and keep record of all activities in the Association

7.7.5: He/ She shall carry out other duties for official correspondence for the Association and shall be responsible for handling all the incoming and outgoing mails on behalf of the Association

7.7.6: He/ She shall write all official letters in consultation with the Chairman and dispatch same.

7.7.7: The Secretary is responsible for the daily operation of the Association and coordination of the association secretariats and activities

7.7.8: He/ She shall be conversant with the rules at all time and read or interpret such rule when the need arises.

7.7.9: He/ She shall keep updated information on any transactions of relevance to the Association

7.7.10: The Secretary shall summon meetings or gatherings of any such with directives coming from the Chairman or other authority ( Vice Chairman).

7.7.11: The Secretary and Assistant Secretary shall be committed members as they are the eye of the Association and the success of the Association largely rests on their input and participation.

7.7.12: The Association's stationeries and documents shall be under the custody of the general secretary and he/she shall have charge of the seal and the corporate books, and shall make such reports and perform such other duties as required by the Executive Council

7.7.13: The secretary shall be one of the signatory to the Association's bank account.

7.7.14: He/ She shall make comprehensive list of NZUKO NDI-IGBO, DUNDEE's properties and forward copies to the Chairman.

7.7.15: He/ She shall maintain the e-mails as well as the websites of the Association.

7.7.16: He/ She shall keep record of attendance of members to meetings.

## **SECTION 7.8: DUTIES OF THE VICE SECRETARY GENERAL**

7.8.1: In absence of the Secretary General, the Assistant Secretary General will act in all capacity as the Secretary General.

7.8.2: He/ She shall assist the Secretary at all times

7.8.3: He/ She shall attend all executive meetings

7.8.4: The Assistant Secretary should be prepared to take over the office of the Secretary should the latter resign, abdicate, be removed from office.

7.8.5: The Secretary and Assistant secretary shall be committed members as they are the eye of the Association and the success of the Association largely rests on their input and participation.

## **SECTION 7.9: DUTIES OF THE DIRECTOR OF SOCIALS:**

Whenever the Nzuko Ndi-Igbo, Dundee engages in any kind of social performance/activities, the director of socials (DOS):

7.9.1: Shall be in charge of all social activities of the Association and account for all funds associated with these responsibilities.

7.9.2: Shall establish and maintain a standing cultural group.

7.9.3: Shall head the committee for various duties assigned to them, such events like parties, refreshment during meetings, child birth of a member, marriage, wedding or any other kind of social event.

7.9.4: Shall keep good account of material or items meant for the Association.

7.9.5: Shall be responsible for arranging and organising for the big event and social activities of the Association (conferences, convention, New Yam festival, etc)

7.9.6: Shall prepare and submit financial plan for any social activities to the executive committee who in turn present it to the general assembly for approval.

7.9.7: Shall liaise with the Secretary to ensure that accurate and prompt action is taken to communicate all necessary information concerning social activities/events in time to all parties concerned.

7.9.8: Shall liaise with his/her Deputy social director and General Secretary on all social matters.

7.9.9: Shall perform other functions as delegated to him/her by the general house.

### **SECTION 7.10: DUTIES OF THE TREASURER**

7.10.1: The Treasurer shall be responsible for the keeping and banking of all the Association's money received.

7.10.2: He/ She shall be able to present to the house at any meeting the up-to-date financial statement of the Association.

7.10.3: All money transaction (received or spent) shall pass through the Treasurer to the Financial Secretary for accurate recording and vice versa.

7.10.4: No payment or transaction shall be carried out without the final permission from the Chairman.

7.10.5: He/ She shall be accountable to the general assembly and the Chairman on the financial position of the Association whenever requested to do so.

7.10.6: He/ She shall deposit all the Association money collected in a bank account of the Association as approved by the members, within 5 (five) days of such collection.

7.10.7: He/ She shall keep an impress account of not more than (£100.00) one hundred pounds for miscellaneous expenses and all transactions from such account shall be subject to the approval of the Executive Council.

7.10.8: He/ She shall sign for the Financial Secretary of all money received or spent.

7.10.9: He/ She is a signatory to the Association's account.

7:10.10. He/ She shall give updated financial report to the General Secretary for cross recording and filing.

## **SECTION 7.11: DUTIES OF THE FINANCIAL SECRETARY**

7.11.1: The financial activities of the Association shall be recorded and saved by the Financial Secretary.

7.11.2: All disbursement of funds should be approved by the Chairman, Secretary and Financial Secretary.

7.11.3: He/ She shall be able to maintain a good record book, where all financial matters are entered for reference purposes when needed and shall make copies of all transaction details available to the general secretary for record keeping.

7.11.4: He/ She shall as well keep receipts of all purchases, record all dues received, payments made as well as fines collected, or any other monies received or levied for whatever purpose(s).

7.11.5: Shall be responsible for all financial matters and inventories.

7.11.6: He/ She shall be able to present to the house at any meeting the financial statement of the Association.

7.11.7 Shall be a signatory to all financial transactions of the Association.

7.11.8: Shall record the receipts of payment of members and all other related payments

7.11.9: Shall work with the Secretary and the Treasurer to ensure that the financial update and transactions are accurately reported to the general house at each meeting

## **SECTION 7.12: DUTIES OF THE PROVOST**

7.12.1: Shall see to the general orderliness of all Association's proceeding and meeting and any other official gatherings

7.12.2: He/ She is responsible for making sure the meeting venues are properly arranged before and after meetings or gatherings.

7.12.3: He/ She is responsible for implementing time consciousness during deliberations, and checking lateness to meetings.

7.12.4: He/ She reserves the right to collect fine for late coming, noise making, and absence from meeting without proper excuse in accordance with the provisions of

this constitution and submit the report and money to the Financial Secretary to record accordingly.

7.12.5: His/ Her duty entails instilling discipline among members in any meeting or gathering.

7.12.6: Shall collect from the secretary the attendance list to gather members' attendances to all meetings and submit same back for processing.

7.12.7: Shall alert the general house of any persistent disruptive conduct/behaviour that is contrary to the set rules governing this association

### **SECTION 7.13: THE PATRON AND MATRON**

7.13.1: Shall act, as the father/mother of the Igbo Community in an advisory capacity

7.13.2: The post shall normally be reserved for any man/woman and/ or couples and agreeable to the majority of the fully registered members.

7.13.3: To select a Patron/Matron, a majority shall constitute at least 70% of financially-up-to-date members present at that meeting

7.13.4: The Patron/Matron may not necessarily be a member of Nzuko Ndi-Igbo, Dundee and may not necessarily be of Igbo ethnicity, but the person must have the interest of the Igbo people at heart.

7.13.5: During the process of selection of the patron/matron for the Association, language, race, ethnicity, religion, physical disability and skin colour must not be considered as an issue.

7.13.6: The qualities of a patron/ matron shall include the following;

7.13.6.1: They shall be at least 40 years old.

7.13.6.2: Be of good character and integrity.

7.13.6.3: They shall live in/around Dundee or be easily accessible to the association.

## **ARTICLE 8: ELECTION OF THE OFFICERS**

### **SECTION 8.1: Tenure:**

8.1.1: Election of officers shall be conducted every two years of **24** calendar months.

8.1.2: An officer may be re-elected only for one more time.

8.1.3: An officer can be elected into any position provided the person has not held that very post more than thrice (three tenures)

### **SECTION 8.2: Election Process:**

8.2.1: **Dissolution of the Executive Committee:** On the day of election, the Chairman of the Association shall officially dissolve the executive council after constituting the electoral committee.

8.2.2: **Election:** All offices are filled by election. Elections will be held during the meeting of the month of February of the election year. Results must be announced the same day

8.2.3: **Majority:** All officers, including the chairman shall be elected with the popular vote of a simple majority

8.2.4: **Candidates:** At least one candidate shall be nominated for a single post to be filled during the elections. Candidates for the various offices shall be given the opportunity to make a brief presentation to the general body

8.2.5: **Eligibility:** All candidates for executive posts shall be financially up-to-date. He or she must also be an active participant in the Association's activities.

8.2.6: **Electoral Committee:** An electoral committee of three (3) members will be nominated and approved by the general assembly during the October (**AMENDED 2022**) meeting and dissolved immediately after swearing-in of the elected officers. The committee members will be ineligible to vote and will be charged with:

8.2.6.1: Conducting and supervising the elections.

8.2.6.2: Overseeing the handover.

8.2.6.3: Swearing in the elected officers (by the chairman of the committee or any other member of the committee in case of the chairman's absence)

8.2.7: **Swearing in Ceremony:** Tenure begins after the swearing-in ceremony during the first meeting of the year following the elections and ends with the swearing-in of new officers.

8.2.8: **Leaving office before the expiration of term:** An elected officer wishing to leave office before the end of his/her term of office shall notify the chairman in writing



at least thirty (30) days before departure. Emergency situations are exceptions. A member who resigns from an office without following the guidelines stated above, and wishing to continue his/her membership with the Association, shall pay a fine of twenty pounds (£20.00)

8.2.9: **Handover:** An officer leaving a post shall meet with the new officer and complete handing over documents no later than one week before the swearing-in ceremony

8.2.10: **Swearing-in Ceremony:** Incoming officers will be sworn-in during the first meeting of the New Year normally in February by the chairman of the electoral committee.

8.2.11: **Patron/Matron:** The executive council shall nominate a patron/matron for the Association and present same to the general house for ratification. The nominated person(s) shall only be contacted after the ratification.

## **ARTICLE 9: FINANCES:**

### **SECTION 9.1: SOURCES OF FINANCE:**

The sources of income generation for running this Association shall be from the following:

9.1.1: **Membership registration:** Initial registration fee for members which shall be £10:00 (ten pounds) for full membership or £5:00 (five pounds) for student membership.

9.1.2: **Dues from members:** Annual dues for full membership shall be £30 pounds and student membership shall be £15, this can be paid in bulk or by instalments. **(AGREED AT THE GENERAL MEETING IN 2018: Amendment 2022)**

9.1.3: **Levies:** Fee paying members shall be required to pay levies which shall be imposed on them from time to time as need arises.

9.1.4: **Free-will donations:** members, non-members, organisations, philanthropists may donate to the Nzuko Ndi-Igbo, Dundee.

9.1.5: **Other sources:** Nzuko Ndi-Igbo, Dundee may generate funds from other sources such as from end of the year parties, launching, lottery funds and others. There shall be no end to our income generation provided such sources conform to the laws guiding income generation for not-for-profit organisations in Scotland, UK.

## **SECTION 9.2: RULES ON FINANCES**

**9.2.1: Dues and levies delinquency.** Delinquency in payment of association dues and fees or levies will affect the status of active membership, benefits, rights and privileges accorded by the Association to each member. For this reason, delinquency in dues and fees or levies payment may be announced at regular meetings.

**9.2.2: Accounts Name:** The accounts of the Association shall bear the name of the Association and the signature of the person or persons authorised to sign the name.

**9.2.3: Banking signatories.** Signatories to the association's bank account shall be those of the current Chairman, the Financial Secretary and the Treasurer to the association.

**9.2.4: Authority to withdraw money:** At least two out of the three officers named in article 9.2.3 can make withdrawals on behalf of the association.

**9.2.5: Bank Passbook, Cheque and ATM card:** The Association's bank passbook, cheque and ATM card shall all be kept in the custody of the Treasurer **only**. Where the bank issues more than one ATM card, only one of such cards shall be retained and the rest destroyed in the presence of the general house.

## **ARTICLE 10: EZESHIP ISSUES:**

**SECTION 10.1: Support for chieftaincy titles:** Members aspiring to Ezeship titles such as EZE, IGWE, OZO, NZE, etc. may be supported by the Association if considered relevant to achieving the objectives of the Association.

**SECTION 10.2: Loyalty to the Eze:** Where such Ezeship happens to be won by one of our members, he/she shall be given full support of the Association as may be prescribed by a higher authority.

## **ARTICLE 11: AMENDMENTS TO THE CONSTITUTION**

11.1: The Association has the right to amend or repeal its Constitution or Bylaws and the duly amended or repealed laws of the Association are binding on the members of the association.

11.2: This Constitution may be altered or amended in whole or in part by a vote of two-third (2/3) of the voting members present in person at any General meeting provided the notice of the meeting at which such action is proposed was given to each voting member in person, or by mail or through phone at least thirty (30) days prior but not more than forty-five (45) days before the meeting is held.

11.3: The Association in General Meeting is the only supreme body that can amend the provisions of this Constitution by allowing the members to deliberate and vote freely on such issues; provided that Notice of such amendment was issued in accordance with the provisions of (Article 6, sections 1 and 2) of this constitution

11.4: The decision to dissolve the Association shall be done at the Association's general meeting by a majority of three quarter (3/4) of the given votes

11.5: Dissolution of the Association shall be mentioned in the invitation for a general meeting where such dissolution is expected to be discussed.

11.6: When the Association is dissolved, its assets shall be used to promote the Association's aim in the way required by the meeting. When the Association goes into administration, the funds shall be used for the same aim

## **ARTICLE 12: INTERPRETATION OF THIS CONSTITUTION**

**SECTION: 12.1:** Where there is any ambiguity in this Constitution, the Executive Council in consultation with the constitution committee shall interpret the Constitution after careful consideration of the various submissions by interested parties.

## **MEMBERS OF THE CONSTITUTION DRAFTING COMMITTEE**

Miss Chidiebere Onah-----Chairperson

Mr Francis C. Egbosimba-----Secretary

Mr Joel Chika Ihesiulor-----Member

Mr Innocent Oriaku -----Member

## **ADOPTION OF THE CONSTITUTION**

After due and formal proceedings have been followed, this constitution was formally endorsed by all the members present at the general meeting of **30<sup>th</sup> April, 2016**

Name: **CONSTITUTION OF NZUKO NDI-IGBO, DUNDEE, UK**

Date: 20<sup>th</sup> September, 2016

Version: Version 1

In Witness thereof, the following people have set their hands, the year, and the date below:

(1) Name: Dr OGBONNIA DAMIAN OKEKE

Place & Date: CITY CHURCH, TULLIDEPH ROAD DUNDEE  
SATURDAY 30 APRIL 2016

Signature: -----

Interim Chairman of the Association

(2) Name: MS NONYE ASUZU-OCHUBA

Place and Date: CITY CHURCH, TULLIDEPH ROAD DUNDEE  
SATURDAY 30 APRIL 2016

Signature -----

Interim Secretary General of the Association

(3) Name: MS CLARA CHIDIEBERE ONAH

Place & Date: CITY CHURCH, TULLIDEPH ROAD DUNDEE  
SATURDAY 30 APRIL 201

Signature: -----

Chairperson of the Constitution Committee.

**THIS CONSTITUTION HAS BEEN AMENDED AS PER AGREED AMENDMENTS  
AT THE GENERAL MEETING HELD 31 OCTOBER 2021**