



THE CONSTITUTION

OF

ISUNAMBOGU SOCIAL CLUB OF IBUZO

NIGERIA

**THE CONSTITUTION OF ISUNAMBOGU SOCIAL CLUB OF IBUZO,
NIGERIA**

ARRANGEMENTS OF SECTIONS

Chapter 1	Art. 1	Preamble	4
	Art. 2	Citation and Definition	4
	Art. 3	Declaration	4
	Art. 4	Salutationon	5
	Art. 5	Name	5
	Art. 6	Aims and Objectives	5
Chapter II	Membership		5
	Art. 7	Registration	5
	Art. 8	Suspension of Membership	6
	Art. 9	Termination of Membership	6
	Art. 10	Certificate of Membership	6
Chapter III			
	Art. 11	Rights Privileges and Benefits	7
		Marriage	7
		Births	7
		Loans	7
	Art. 12	Deaths	8
		12(1) Parents-in –Law	8
		12(2) Parents (Father & Mother)	8
		12(4) Child	9
		12(4) Member's Wife	9
		12(6) Member	9
Chapter IV			10
	Art. 13	Officers of the Club at Branch Level	10
		1. Executives Committee	10
		2. Officers of the Club	10
		3. Functions of the Officers	10
	Art. 14	Election of Officers at the Branch Level	12
	Art. 15	Voting	13
	Art. 16	Bye Elections	13

Chapter V	Meetings	13
	Art. 17 General Meetings	13
	Art. 18 Emergency Meetings	13
	Art. 19 Executive Committee Meetings	14
	Art. 20 Committee Meetings	14
	Art. 21 Quorum	14
	Art. 22 Decision	14
	Art. 23 Lateness to Meeting & other Functions	14
	Art. 24 Absenteeism	14
Chapter VI	Reports, Accounts & Audit	15
	Art. 25 Reports	15
	Art. 26 Appointment of Auditors	15
	Art. 27 Bank Accounts	15
	Art. 28 Other Financial Matters	15
Chapter VII	Headquarters, Branches & Inauguration	16
	Art. 29 Headquarters	16
	Art. 30 Branches	16
Chapters VIII	National Officers and Functions	16
	Art. 31 National Executive Committee	16
	Art. 32 National Auditors	19
	Art. 33 National Account	19
	Art. 34 Funding of the National Account	20
	Art. 35 Expenditure from the National Account	20
Chapter IX	National Gathering	20
	Art. 36 Annual Delegates Conference	21
	Art. 37 Biennial Convention	21
Chapter X	General	21
	Art. 38 Trustees	21
	Art. 39 The Club's Year	21
	Art. 40 Court Cases	21
	Art. 41 Removal from Office	22
	Art. 42 Vote of No Confidence	22
	Art. 43 In-discipline and Misconduct at Meetings	22
	Art. 44 Patron/Matron	23
	Art. 45 Committee: Their Constitutions & Functions	23
	Art. 46 Reciprocal Relationships	24
	Art. 47 Bye-Law	24
	Art. 48 Dissolution of the Club	24
	Art. 49 Adoption of these Rules/regulations	24
	Art. 50 Supremacy of this Constitution	24

**ISUNAMBOGU SOCIAL CLUB OF IBUSA
FOUNDED 1978**

CONSTITUTION

CHAPTER I

PREAMBLE

Art. 1 An Assembly of Ibusa Sons and Daughters who are dedicated to the cause of unity, social, economic and general development of Ibusa, do hereby declare and give to themselves, as members of Isunambogu Social Club of Ibusa, this CONSTITUTION which shall henceforth regulate the activities and proceedings of the Club.

Art. 2 CITATION AND DEFINITION

This CONSTITUTION shall be cited as "THE CONSTITUTION OF THE ISUNAMBOGU SOCIAL CLUB OF IBUSA" and shall hereinafter be referred to as "THE CONSTITUTION". In this Constitution*

- i. "Financial Member" means a member who has paid his/her dues to the Club up-to-date.
- ii. 'Son and Daughter of Ibusa' shall mean anyone whose paternal parent is of Ibusa origin, born in or outside Ibusa.
- iii. "Dues" means Membership Registration fee, compulsory monthly contributions, financial levies and fines.
- iv. "OGBE" means Quarters as designated in Ibusa town.
- v. "ICDU" means Ibusa Community Development Union.
- vi. "FEDERATION" means within the territorial boundary of Nigeria.
- vii. "Distant Member" means a member outside any State in which ISUNAMBOGU SOCIAL CLUB exists.
- viii. "ASSOCIATE MEMBER"¹ wife of member with Rights, Privileges as provided in this Constitution.
- ix. The Club means the entire membership of branches world-wide.

Art. 3 DECLARATION

For the avoidance of doubt, it is hereby declared that there has been in existence an Organisation known as ISUNAMBOGU SOCIAL CLUB OF IBUSA since 1978 (here-in-after referred to as "THE CLUB") and this CONSTITUTION shall henceforth regulate the activities and proceedings of the CLUB.

Art. 4 SALUTATION

The mode of Salutation amongst members shall be "UGOCHUKWUTUBEONYE". The reply shall be "IBEAMANAPUAYA" short form (acronym) shall be "UGO" and "IBE" shall be the reply.

Art.5

The body is to be known and called the "ISUNAMBOGU SOCIAL CLUB OF IBUSA", (WORLD-WIDE) NIGERIA. The acronym shall be "ISCI".

Art. 6 AIMS AND OBJECTIVES

- i. To foster unity and understanding amongst members, through coordination and interaction.
- ii. To bring ideas for the purposes of unity and development.
- iii. To establish a platform for the promotion of the welfare, culture and social development of members.
- iv. To encourage the spirit of oneness amongst members and foster the good image of the Club.
- v. To assist in all possible ways and encourage the progress, welfare and development of IBUSA.
- vi. Affiliate with other Social Clubs for progressive development.

CHAPTER II

MEMBERSHIP

Art. 7 Registration

- i. Membership of the Club is open to gainfully employed Sons/Daughters of Ibusa, subject to the conditions in 1 - 11 hereunder.
- ii. The applicant must show evidence of belonging to his/her Ogbe Union and ICDU.
- iii. Membership shall be strictly by application.
- iv. Application(s) for membership shall be screened by the Admissions Committee and make necessary recommendations to the Club.
- v. Admission approval shall rest on the Club at a general meeting.
- vi. The duration for consideration of an application shall not exceed two months for the admission Committee, and additional one month for NEC's ratification.
- vii. Until an admission is ratified by NEC, such admission at Branch level shall remain provisional.
- viii. A non-refundable Registration fee of N2,000.00 shall be paid on admission to the Club. This is exclusive of all the development levies to be paid by the member. In addition, the new member shall present to the Club:
 - (a) One bottle of genuine hot drink and kolanuts

- (b) One carton of beer
- (c) One carton of stout and
- (d) One crate of soft drink

Failure to meet these conditions within two consecutive meetings after the receipt of letter of admission and acceptance means forfeiture of acceptance as a member.

- ix. ASSOCIATE MEMBERSHIP
WIVES OF MEMBERS ARE ASSOCIATE MEMBERS OF THE CLUB.
- x AGE: No applicant who is above the age of 40 shall be admitted into the Club.

Art.8 SUSPENSION OF MEMBERSHIP

A member shall be suspended if:

- i. He/she is no longer able to pay his/her monthly dues and levies.
- ii. He/she is heavily indebted to the Club, but not for an amount less than N1,000.00 provided that such debt is not owed for more than four consecutive months.
- iii. He/she informs the Club in writing of the suspension of his/her membership.
- iv. His/her public image and conduct at meetings of the Club is such that continuously brings disrepute to the Club.

Without prejudice to (i), (ii) and (iv), a member whose membership was suspended on grounds of financial incapacity or misconduct could apply for reinstatement on liquidation of all outstanding debts, and upon showing evidence of improved conduct at meetings of the Club and or his public image.

Art.9 TERMINATION OF MEMBERSHW

Membership of the Club ceases if a:

- i. Member terminates his/her membership in writing
- ii. Member is convicted for a criminal offence by a Court of Law
- iii. Member is dismissed by the Club and;
- iii. Member dies.

Art. 10 CERTIFICATE OF MEMBERSHIP

ANY PERSON WHO HAS BEEN CONSIDERED AND ADMITTED INTO THE CLUB SHALL BE ENTITLED TO A CERTIFICATE OF MEMBERSHIP WHICH SHALL BE PRESENTED AT THE CLUB'S END OF YEAR PARTY.

CHAPTER III

Art. 11: RIGHTS, PRIVILEGES AND BENEFITS

1. A member shall have the Right to participate in all the activities of the Club.
2. A member shall have the Right to vote and be voted for in any post in the club.
3. Any member who so wishes shall invite the Club to any ceremony that he/she may be performing.
4. Receptions, send-offs and similar social gathering shall be held to honour financial members or any personality other than a member of the Club; and for which the Club deems it necessary to organise a reception in the interest of the Club and Ibusa generally.

5. MARRIAGE

1. In the event of any male member getting married either by way of customary marriage and Christian wedding, if invited, members shall be present. In addition, a cash or kind donation not exceeding N1,000.00 shall be presented by the Club.
 - ii. In the case of a female member, she shall cease to be a member of the Club. She shall enjoy the following terminal benefits provided she is financially up-to-date:
 - (a) Active membership of ONE year or less before marriage shall attract a cash benefit of N1000.00;
 - (b) Active membership of TWO years or less before marriage shall attract a cash benefit of N2,000.00;
 - (c) Active membership of THREE years and above before marriage shall attract a cash benefit of N5,000.00.
 - iii. All members of the Club world-wide shall pay a levy of N100.00 each to meet the Club's obligation. The Club shall however, honour any invitation from her after she has ceased to be a member, but the Club shall not be financially committed.

6. BIRTHS

The Club, if invited to the naming ceremony of a member's child, shall make a cash donation of N2,000.00 to the family. This shall however be a branch affair.

7. LOAN

All members are entitled to financial assistance in the form of loan, which shall be determined by the circumstances of each case and subject to the availability of funds. Approval of such loan and determination of method of repayment shall be by the Club executive. The borrower shall provide a guarantor who must be a member of the Club; and who shall take responsibility for the refund of the loan should the borrower default.

Art. 12 DEATHS

In the event of the death of Father, Mother, Father-in-law, Mother-in-law, the affected branch shall represent the Club in full. Other Branches not affected shall send a representation of TEN delegates. The National Executive shall be present at all such activities. Branches that fail to send the approved delegation shall pay a fine of N500.00 per absentee delegate(s).

1. PARENTS-IN-LAW

- (I) This shall be a branch affair.**
- (ii) A general levy of N400.00 shall be paid by all members worldwide.**
- (iii) NEC shall remit to the affected branch the sum of N20,000.00 from the levies collected to enable it organise a befitting Outing Ceremony.**
- (iv) The Club shall make a cash gift of N5,000.00 to the bereaved member.**
- (v) The Club shall arrange a traditional dance group for the wake keeping and Burial Ceremonies. It shall also provide Drinks for the members.**
- (vi) Other Branches shall send a ten-member delegation compulsorily.**

2. PARENTS (FATHER AND MOTHER)

- (i) This shall be a National affair and all members world - wide shall be in attendance.**
- (ii) Failure to attend**
 - (a) Wake keeping shall attract a fine of N500.00**
 - (b) Afternoon session shall attract a fine of N500.00.**
- (jii) Each member of the Club shall pay a levy of N500.00. The Club shall present a cash gift of N10,000.00 to the bereaved member. It shall provide a traditional Dance Group for the Wake-keeping and Burial ceremonies. It shall also provide drinks for members at the occasions.**
- (iv) Duration of the wake keeping shall be from 9:00pm - 5:00am, and the afternoon session shall commence at 2.30pm and end at 6.30pm**

3. PURSUANT TO ARTICLE XV (1 & 2) OF THIS CONSTITUTION FOR PARENTS-IN-LAW AND PARENTS:

The Club:

- i. Shall present 10 cartons of beer to the bereaved member or cash equivalent.
- ii. The bereaved member(s) shall provide adequate food for the Club on the occasions.

4. DEATH OF A MEMBER'S CHILD

- i. Death of a member's child shall be a Branch responsibility;
- ii. The Branch shall present a minimum cash **donation of N2,000.00 to the** bereaved family;
- iii. The Branch shall pay a condolence visit to the affected family.

5. DEATH OF A MEMBER'S MEMBER'S WIFE

- i. DEATH of a member's wife shall be a National Affair;
- ii. All members must attend the wake-keeping and burial ceremony;
- iii. Only ONE WIFE is recognized.
- iv. Each member world - wide shall pay a levy of N700.00 or its equivalent in foreign currency;
- v. A Dance Group for the Wake-keeping and the burial ceremony;
- vi. A cash gift of N20,000.00 shall be presented to the bereaved member.
- vii. The Club shall make the following provisions:
 - (a) Canopies and chairs for its stand;
 - (b) Food and drinks for the wake-keeping and the burial ceremonies;
 - (c) A Dance Group for the Wake-keeping and the Burial ceremonies.

6. MEMBER: In the event of the death of a member:

- i. The Branch shall keep vigil with the deceased family until the day the corpse is conveyed to Ibusa; in the town of domicile of deceased;
- ii. The Branch shall provide a Dance Group on the day of Wake-keeping to augment the activity of ICDU. (It is assumed that every member of the Club shall be an ICDU member).
- iii. The Branch shall be responsible for the entertainment of the Dance Group.
- iv. The Branch shall at the joint forum of ICDU and the Branch present TWO cartons of beer, a crate of soft drinks and a bottle of hot drinks to the ICDU on the day of joint wake-keeping.
- v. All members of the Club shall be at the mortuary from where the body is conveyed to Ibusa in a convoy.

A National Responsibility starts as soon as the body reaches Ibusa:
All members shall converge at Ibusa on the wake - keeping from 8.00 p.m. till dawn.
- (ii) The Club shall provide canopies, chairs, Dance Group and food for members at the wake - keeping and the social outing.
- (iii) All members shall wear a black outfit at the wake - keeping.

- (iv) There shall be a solemn ritual by all members at the lying-in-state of the deceased member to be conducted by the National President or his nominee comprising of:
Club's Grace Prayers, Christian and traditional songs
- (v) At the interment of the deceased member, the President General, on behalf of the Club shall lay a wreath and read a grave - side oration.
- (vi) All members shall pay a levy of N1,000.00 each world-wide.
- (vii) The Club shall make a cash donation of N50,000.00 to the next-of-kin (preferably to the wife) but where, otherwise indicated the Club shall comply with deceased member's appointee.

In pursuant to Art. 15(5and6)hereof:

- (a) Any member who fails to attend the burial ceremonies of a member's wife/member; shall pay a fine of N2,000.00;
- (b) The first Son/Daughter presented to the Club shall be initiated into the club as a nominal member pending maturity of the child.

CHAPTER IV

Art. 13 OFFICERS OF THE CLUB AT BRANCH LEVEL

- 1 The Executive Committee: The Executive Committee of the Club shall consist of all elected Officers of the Branch and 3 ex-officio members.
- 2 The Club shall have the following Officers:

i. President	ii. Vice-President
iii. Secretary	iv. Assistant Secretary
v. Treasurer	vi. Financial Secretary
vii. Assistant Financial Secretary	viii. Social Secretary
ix. Publicity Secretary	x. Welfare Officer
xi. Chief Provost	
- (a) The President, Secretary, Assistant Secretary, Treasurer, Financial Secretary, Social Secretary, Publicity Secretary, Welfare Officer and the Chief Provost shall be elected in accordance with the provisions of Art. 14 of this Constitution.
- (b) The Vice-President, and the Assistant Financial Secretary shall be appointed by the President and the Financial Secretary respectively.

3 FUNCTIONS OF THE OFFICERS

- A. FUNCTIONS OF THE PRESIDENT: The President shall:
 - i. Preside over all general and executive committee meetings of the Club;
 - ii. Uphold the Constitution and give directive to all Officers and to all Officers and to all Standing Committees.

- iii. Exercise his discretion to bring to a stop debates on controversial issues which tend to create unpleasantness or waste of time.
- iv. Have a casting vote at both general and executive committee meetings.
- v. Call to order any member who speaks irrelevantly on any issue
- vi. Delegate powers and also exercise presidential pardon as he deems necessary;
- vii. Countersign cheques together with the Treasurer or the Secretary for the withdrawal of money from the Club's Treasury or Bank Accounts.
- viii. In the event of an emergency, he/she can take major decisions in consultation with at least THREE members of the Executive Committee.
- ix. Convene Emergency and Executive Committee meetings.
- x. Sign payment vouchers prepared by the Financial Secretary.

B FUNCTIONS OF THE VICE-PRESIDENT

The Vice-President shall act in the absence of the President and he/she shall be accorded the privileges and prerogatives of the President here-to-fore specified in Art. 13 (3)(a) (i-x).

C FUNCTIONS OF THE SECRETARY: The Secretary shall:

- i. Carry out all the secretarial and administrative duties of the Club, including covering meetings of the Executive Committee.
- ii. Maintain reimbursable Imprest Account amount to be approved by NEC.
- iii. Sign cheques together with the President for the withdrawal of money from the Bank.
- iv. Be the custodian of the Club's vital documents and all other assets.

D FUNCTIONS OF THE ASSISTANT SECRETARY

The Assistant Secretary shall act for the Secretary in his absence and shall carry out any other duties that may be assigned to him by the Secretary from time to time.

E FUNCTIONS OF THE TREASURER: The Treasurer shall:

- 1. Keep all Moneys of the Club and deposit same with the Club's Bankers within THREE days of receipt of such money from the Financial Secretary.
- ii. Keep properly documented account of all the moneys collected and spent.
- iii. With the President or the Secretary sign all cheques for withdrawal of money from the Club's Treasury or Bank.

F FUNCTIONS OF THE FINANCIAL SECRETARY: The Financial Secretary shall:

- i. Collect and hand-over to the Treasurer within 48 hours of collection at meetings and other Club gatherings, all moneys due to the Club.
- ii. Prepare all payment vouchers to be countersigned by the President and the Treasurer.
- iii. Keep detailed documented records in respect of all moneys collected and

- given to the Treasurer and members financial position with the Club.
- iv. Prepare a statement of accounts of the Club's finances at least once a year and whenever requested to do so.

G FUNCTIONS OF THE ASSISTANT FINANCIAL SECRETARY: The Asst. Financial Secretary shall act for the Financial Secretary in his absence and shall carry out any other duties that may be assigned to him from time to time by the Financial Secretary.

H FUNCTIONS OF THE SOCIAL SECRETARY

The Social Secretary shall take responsibility for the organization of all Club's social activities.

I FUNCTIONS OF THE PUBLICITY SECRETARY

The Publicity Secretary shall carry out the publicity of all Club's activities.

J FUNCTIONS OF THE CHIEF PROVOST

- i. Arrange and make adequate sitting arrangements each time the Club is to meet.
- ii. Maintain peace and order at meetings.
- iii. Keep records of attendance at meetings and collect penalty dues.

K FUNCTIONS OF THE WELFARE OFFICER:

- i. Co-ordinate the activities of the Welfare Committee
- ii. Carry out any other duties, for example, circulation of mails, dissemination of information, etc. which may be assigned to him from time to time.

Art. 14 ELECTION OF OFFICERS AT BRANCH LEVEL AND TENURE OFFICE

The Officers listed under Art. 13 shall hold office for TWO years in the first instance and could be re-elected for a 2nd term and no more. No officer shall be elected into same office until the expiration of three terms after his last service.

The election shall be carried out as follows:

- i. The election shall be conducted at the meeting to be held at the beginning of the Club's year.
 - (a) The Executive Committee shall be dissolved by the adoption of a motion moved by a member and seconded by two other members to that effect.
 - (b) Before the dissolution of the Executive Committee, as in (i) above, the President shall appoint a Returning Officer who will conduct the elections for a new Executive Committee in line with the provisions of this Constitution.
- ii. The election shall be by secret ballot.
- iii. Maximum of THREE nominations only shall be made for each office.

- iv. Candidate for election into an office shall be financially up-to-date.
- v. A member shall be deemed to be regular in attendance for the purposes of this election if he/she has not absented from the Club's monthly general meetings more than THREE TIMES (without permission) within the relevant year.
- vi. A member shall also be deemed to be financially up-to-date for the purposes of Art .14 if he/she, is not owing the Club more than N3000.00 at the time of election.
- vii. The nomination of any member for election into any of the offices must be seconded by at least ONE other member, otherwise, the nomination shall be null and void and the candidate shall not be voted for.
- viii. The winner of the election for each office shall be decided by a simple majority of the votes cast. Where TWO of the contesting candidates obtain equal number of votes, a run-off election shall be conducted to determine the winner.
- ix. No member shall be elected into office without spending at least TWELVE calendar months.

Art. 15 VOTING:

Voting at all meetings of the Club shall be by secret ballot. However, Open Ballot may be used for elections where specifically requested and agreed by the House.

Art. 16 BYE-ELECTIONS:

Should any office become vacant during the year, there shall be a BYE-ELECTION for the office, except in the case of the President, Secretary and Financial Secretary where the Vice-President, Assistant Secretary and Assistant Financial Secretary shall automatically fill these posts respectively for the rest of the term. In this case, the new President and Financial Secretary shall choose a Vice/Assistant, whereas a BYE-ELECTION shall be held to elect a new Assistant Secretary. The last President automatically becomes the first ex-officio member of the Executive Committee while the House shall appoint two others.

CHAPTER V

MEETINGS

Art. 17 General Meeting

There shall be a General Meeting of the Club starting at 12 noon on the last Saturday/Sunday of every month. Members of a Branch shall host these monthly meetings on rotational basis.

Art. 18 Emergency Meetings

There shall be Emergency Meeting at any time and place as directed by the President for the purpose of dealing with urgent matters.

Art. 19 Executive Committee Meetings

There shall an Executive Committee meeting to be attended by the Executive Officers of the Club at least once in a quarter in the residence of the President or Vice President as the case may be. The President or the Vice President as the appropriate shall direct such meeting designed to set up strategies for the execution of the club's policies.

Art.20 Committee Meefings

There shall be committee meetings at any time and any date as may be directed by the various committee chairmen in other to carry out and assigned them.

Art.21 Quorum

The number of members to form a quorum for a meeting shall be as follows:

- I. Annual Convention 12 members
- II. Monthly General Meetings 8 members
- III. Emergency Meetings 6 members
- IV. Executive Committee Meetings 5 members

In the absence of the president and the VicePresident, after a quorum has been formed for a meeting, any member of the EXCO present shall preside over the meeting.

Art.22 Decisions

Decision at all meetings shall be by simple majority signified by a vote or by unanimous opimon.

Art.23 Lateness to Meetings and Other Functions

- I. There shall be a THIRTY MINUTES GRACE for lateness at every monthly general meeting, thereafter any attracts a fine ofN10.00.
- II. Lateness of one-and-a-half hours after the commencement of a monthly General Meetings shall be regarded as absence from such meeting and all relevant sections on absence from meetings shall apply.

Art.24 Absenteeism

- I. **Any member who cannot attend a monthly meeting General meeting should inform the club and a fine of N100.00 plus his/her monthly dues. Failure to comply to comply shall attract a fine of N150.00.**
- II. Any member apologising on behalf of a member for absence shall pay the monthly dues for that member, otherwise the apology shall be of no effect.
- III. Any member who fails to attend THREE CONSECUTIVE MONTHLY GENERAL MEETINGS of the club, without any justifiable reason shall be warned in writing. On the FOURTH CONSECUTIVE ABSENCE from meeting without justifiable excuse, his or her membership of the Club, shall be determined by the House.

- IV. Any member who fails WITHOUT NOTIFICATION to attend any other function, apart from END-OF-YEAR PARTY organised by the Club, shall be liable to a fine of N300.00 and for functions outside the state, the fine for absence shall be N1000.00.
- V. Distant members shall attend the Club's meetings at least once a year. Failure shall attract a fine of N2,000.00.

CHAPTER VI

REPORTS, ACCOUNTS AND AUDIT

Art.25 REPORTS

- I. All the principal officers of the club namely, the President, Secretary, Treasurer, Financial Secretary, the Chief Provost and Welfare officer, shall each present a Report to the meeting at the end of their tenure. In addition they shall hand-over the Club's properties in their possession to the officers succeeding them at the next meeting following the election of new officers.
- II. Failure to submit an acceptable Report as the and when due shall attract a fine of N200.00 and every subsequent failure (not more than TWO TIMES) shall attract a fine of N100.00. After the second subsequent failure, the matter shall be referred to the Disciplinary Committee.

Art.26 APPOINTMENT OF AUDITORS

The Club shall appoint an Audit Committee to examine her Accounts and report to her any time as may be deemed necessary and in any case not less than once a year at the fif st meeting following an election. The Audit Committee must submit it's report to the house not later than THREE MEETINGS after their appointment.

Art.27 BANK ACCOUNTS

The Headquarters and all Branches of the Club shall maintain Bank Accounts into which all monies received shall be paid. Signatories to the accounts shall be as provided by the constitution.

Art.28 OTHER FINANCIAL MATTERS

- I. Any member who fails to honour his/her financial obligations within THREE MONTHS shall forfeit benefits of membership and within FOUR MONTHS shall forfeit RIGHT of membership.
- II. Any member who (through no fault/cause of his/her) loses his/her job shall be exempted from all dues for the period of his or her unemployment. The house shall determine by simple majority, the appropriate cases for this exemption.
- III. Any member who is indebted to the club and resigns or is removed shall have his/her indebtedness settled by his/her referees.

- IV. The monthly dues shall be N100.00 per member subject to review as the economic situation demands.
- V. Every new member shall pay a Development Levy of N1000.00 and such money shall be remitted to the National Consolidated Fund.

**CHAPTER VII
HEADQUARTER, BRANCHES & INAUGURATION**

Art.29 HEADQUARTERS

IBUSA shall be the HEADQUARTERS OF THE Club WORLDWIDE.

Art.30 BRANCHES

- I. The Club shall have only one branch in any State of the Federation.
- II Members of any proposed branch shall not be less than 10 members to start a branch and to qualify for inauguration;
- III. The Constitution to all branches;
- IV. A branch shall have the powers of admission of new members subject to ratification by NEC and the exercise of the flinctions enumerated in the constitution after it has been inaugurated by NEC.
- V. A General Meeting of Delegated members from all branches shall be held ONCE A YEAR at a venue to be decided by the NATIONAL EXECUTIVE COMMITTEE.
- VI. Branches shall remit the REGISTRATION fees of members to the National Account as hereunder specified:
 - (a) First ten members to be sent to the National Account
 - (b) 50% of subsequent Registration fees to be sent to the National Accounts.
- VII. Branches can make BYE-LAWS/REGULATIONS/RULES that do not conflict with the provisions of any section of this CONSTITUTION.

**CHAPTER VIII
NATIONAL OFFICERS AND THEIR FUNCTIONS**

Art.31 National Executive Committee

There shall be a National Executive Committee whose members shall be elected during the National Convention. The National Executive Committee shall compromise of the following elected officer who shall compromise of the following elected officers who shall hold office for TWO years and may be eligible for re-election but not more than ONCE.

1. The President General:

There shall be a President General of the Club who shall be elected to office by simple majority vote at the Biennial Convention of the Club. The President General shall be elected from a college of Past Branch Presidents, or, from

members with 5 years continuous active membership of this Club.

Functions of the President-General:

- I. Preside over all meetings/~ctions involving all branches of the Club;
- II. He shall be a signatory to the National Account;
- III. He shall have the power to inaugurate new branches.

Powers of the President-General

The power of the President-General shall include:

- I. Exercising his discretion to bring to a stop debates on controversial issues which tend to create unpleasantness or waste time;
- II. Delegate powers as he deems fit;
- III. He shall have a casting vote;

- IV. In the event of emergency, he can take decisions in consultation with at least 2 other members of the National Executive Committee.

2. The Vice President - General

There shall be a Vice-President-General who shall be elected at the Biennial Convention of the club. The President-General and the Vice-President-General must not come from the same branch.

3. The Secretary-General

There shall be a National Secretary-General who shall be elected to the office by simple majority vote at the Biennial Convention of the Club. The Secretary-General shall be elected from the same branch with the National President:

- I. He shall prepare the Agenda and take the minutes at the proceedings at all national meetings;
- II. He shall be a signatory to the National Account;
- III. A comprehensive membership register showing full relevant details of all members shall be kept by him;
- IV. He shall perform any other relevant duties that may be assigned to him by the National President;
- V. He shall compile and distribute periodically to members all Bye-Laws of the Club, if any;
- VI. He shall present an account of his stewardship at the Biennial Convention.

4. Assistant Secretary General

The Assistant Secretary General shall be elected at the Biennial Convention.

Functions:

- I. He shall assist the Secretary General in running of the National Secretariat;
- II. He shall deputise for the Secretary-General in the latter's absence
- III. He shall discharge any other duties that may be assigned to him by the Secretary-General.

5. Financial Secretary:

There shall be a National Financial Secretary who shall be elected into office by simple majority vote at the Biennial Convention:

- I. Re shall collect monthly Financial Reports from Branch Financial Secretaries and prepare a consolidated Financial Report to be circulated to all Branches monthly;
- II. Re shall prepare and present an Annual Statement of the Club's National Account;
- III. Re shall advise the Club quarterly of any outstanding debts owed by Branches;
- IV. Re shall present a comprehensive Financial Report at the Biennial Convention

6. National Assistant Financial Secretary

The National Assistant Financial Secretary shall be elected at the National Convention, with the consensus of the majority of the members present at the Convention.

Functions:

- I. He shall assist the National Financial Secretary and act in his absence;
- II. He shall perform all such other duties as may be assigned to him by the National Financial Secretary.

7. National Treasurer

There shall be a National Treasurer who shall be elected into office by a simple majority at the Biennial Convention.

Functions:

- I. He shall ensure that all remittances are paid into the Club's National Account intact within seventy-two hours and shall make all disbursements by cheque only;
- II. He shall be responsible for maintaining proper records of accounts for all national monitoring transactions;
- III. All disbursement for the National Account must be authenticate by payments vouchers duly signed by the National President;
- IV. He shall be a signatory to the national account;
- v. He shall present a comprehensive Financial Statement of the Biennial Convention;

8. National Publicity Secretary

He shall be elected into office by a simple majority vote at the Biennial Convention.

Functions:

- I. He shall be responsible for the publicity of all the Club's activities and projection of the Club's image;
- II. He shall be the Chairman of the Publicity Committee;
- III. He shall also act as the Club's Liaison Officer with other Clubs or similar organisations;

IV. He shall present a Report of the Club's activities at the Biennial Convention.

9. National Social Secretary

He shall be elected into office by a simple majority vote at the Biennial Convention.

Functions:

- I. He shall be responsible for the planning, organisation and execution of the Club's social functions;
- II. He shall present a Report of the Club's social activities at the Biennial Convention.

10. National Chief Provost

The National Chief Provost shall be elected to office by a simple majority vote at the Biennial Convention.

Functions:

- I. He shall be responsible for the maintenance of peace and order at National meetings, functions and shall report any offender to the general house;
- II. He shall keep records of attendance at National meetings, functions and collect fines.

Art. 32 National Auditors

- I. The Club at the Biennial Convention appoint National Auditors who shall have access to all records of the Club for the purpose of auditing the Club's account;
- II. They shall submit a written Report at the end of their work to the National Executive Committee who shall circulate same to all branches. The report shall be considered at the Annual Delegates Conference.

Art. 33 National Account

There shall be a current and savings account for the club to be maintained at IBUSA. For the avoidance of doubt the signatories to the National Account shall be:

- a) The President-General
- b) The General-Secretary
- c) The National Treasurer

The signatories of the President-General and either of the other TWO signatories shall validate any cheque (s), documents and all other transactions relating to the National Account.

Art 34 Funding of National Account

The national accounts shall be funded from the following sources:

- I. 50% of Registration fees of new members
- II. 100% of Registration fees of members of a branch yet to be inaugurated by Headquarters
- III. All levies relating to deaths and marriages paid by members as stipulated in this constitution.
- IV. Donations and other proceeds from all national fund-raising activities.
- V. N20.00 monthly dues per member to be paid into the National Account by all branches.
- VI. Any other monies realised at National functions/meetings
- VII 20% of profit realised from any branch fund-raising activities

Art 35 Expenditure from the National Account:

The following expenditure shall be incurred and paid from the National Account:

- I. Project development
- II. Cost of National fund-raising activities, Biennial Convention and Annual Delegates Conference
- III. Monetary benefits to members in respect of Deaths and Marriages as stipulated in this constitution.
- IV. Cost of organising wake-keeping and burial ceremonies, (excluding transportation cost) as stipulated in this constitution
- V. Any other expenditure as the National Executive Committee may consider relevant to be paid from the account.

CHAPTER IX NATIONAL GATHERING

Art .36 Annual Delegates Conference

- I. There shall be an Annual Delegates Conference, which shall be held once a year at a place and date to be determined by the National Executive Committee.
- II. The Conference, shall be attended by Delegates from Branches and all members of the National Executive. Each Branch shall be represented by not more than THREE Delegates who shall not be members of the National Executive Committee.
- III. The Agenda of the Conference which shall be drawn up by the Secretary General, shall include issues referred to the National Secretariat by Branches, among others.

Art. 37 Biennial Convention:

- I. There shall be a Biennial Convention of the Club, which shall be attended by all members of the Club.
- II. The convention shall be held ONCE IN TWO YEARS IN IBUSA during the Easter holiday period.

**CHAPTER X
GENERAL**

Art.38 TRUSTEES

- I. A Patron or Matron and two other members of the Club so appointed, shall be the Trustees of the Club and shall be called the Board of Trustees
- II. The Secretary-General of the Club shall serve as Secretary of the Board of Trustees
- III. Each member of the Board of Trustees shall hold office for FIVE years only
- IV. A trustee shall cease to hold office if they:
 - a. resigns
 - b. ceases to be a member of the Club
 - c. becomes insolvent
 - d. is convicted of a criminal offence involving dishonesty by a court of competent jurisdiction
 - e. died
 - f. is removed from office by a majority vote of members of the Club at a general meeting
 - i. Where a vacancy exists in the Board for any of the reasons in (iv) (a-f) hereof, the National Executive Committee of the Club nominate a replacement in the same capacity to fill the vacancy, subject to the ratification of the general house
 - ii. The trustee shall have a common seal of the Club which shall be kept in the custody of the Club's Secretary who shall produce it when required for use.

Art. 39 The Club's Year:

The club's year shall be from 1st January to 31st December of each year.

Art. 40 Court Cases:

- I. With exception to criminal offences, any misunderstanding arising between TWO members or more, shall in the first instance be resolved by the club. Anyone who knowing fully well that club can resolve such

matter, but decided to go to court shall face the Disciplinary Committee. Any member who refuses to abide by the decision of the Club shall automatically cease to be a member of the club.

II. Disciplinary Committee

The President-General (The President at Branch level) shall appoint a Disciplinary Committee whose duty shall be to examine matters of indiscipline among members and make recommendations to the house on disciplinary matters.

Art. 41 Removal from Office

- I. An Officer, who becomes ineffective in the discharge of his functions or for reason (s) of misconduct, abuse of office, or other charges considered serious by the House shall be asked to resign from office. If such resignation is not received within one month, a vote of no confidence shall be passed on him by TWO - THIRD MAJORITY of members present at the meetings.
- II. On such post becoming vacant due to (I) hereof, the club shall appoint an officer to take the post temporarily for not more than THREE MONTHS pending formal election to fill the post.

Art 42 Vote of No Confidence:

The following conditions shall apply before a vote of no confidence may be executed:

- I. Such officer, including the President, who continually err in his duties. To err in this context means to persistently fail to discharge his functions in a way satisfactory to a majority of members.
- II. In case of the President particularly, failing to take urgent decisions to arrest a dangerous situation, which may bring the name of the club to disrepute.
- III. Using abusive language on member (s) where calm, patience, and endurance are expected of such an office holder.
- IV. Any financial member initiates a motion calling for a Vote of No Confidence on such an office
- V. The motion shall be supported by another financial member
- VI. There shall be a Vote of No Confidence passed on the erring officer, if the motion musters a TWO - THIRD majority of members present at the general meeting of the club.
- VII. A Bye-election shall be conducted immediately to fill the place of the officer removed

Art. 43 In-discipline/Misconduct at Meeting

Any open quarrel between TWO members during meeting shall be referred to the Disciplinary Committee of the club.

Art. 44 Patron/Matron

There shall be Patrons, Matrons and advisers whose duties shall include providing guidance and advice on matters affecting the club. They shall have the freedom to attend general meetings without formal invitation. They shall however have no voting right.

Benefits to Patrons/Matrons and Advisers:

Benefits to Patrons, Matrons and Advisers shall be determined by the club.

Art. 45 Committees: Their Construction and functions:

There shall be Committees to carry out the functions of the club. The committees among others shall include:

1. The Executive:
The management of the club shall be vested on the executive committee, which shall comprise of all the elected officers of the club and THREE ex-officio members.
2. Finance/General Purpose
Functions
 - I. Annual Budgeting
 - II. Banking
 - III. General Implementation of approved projects
 - IV. Donation while reciprocating invitations
 - V. Any other duties that may be assigned to the Executive
3. Membership/Admissions Functions
 - I. Determining stability of applicant (s) for admission into the club.
 - II. General liaison with other branches or membership matter
 - III. Liaison with Disciplinary Committee on erring members
 - IV. Any other duties that may be assigned to the executive
4. Publicity
Functions
 - I. Publicising the activities of the club
 - II. Image making of the club
5. Social
Functions
 - I. Representation of the club at functions
 - II. Organisation of all social/cultural activities
 - III. Other duties that may be assigned to the executive
6. Disciplinary:
Functions
 - I. Looking into cases of in-discipline of members
 - II. Recommending disciplinary actions as appropriate
 - III. Liase with membership committee to settle cases among members
 - IV. Other duties that may be assigned by the executive
7. Welfare
Functions

- I. It shall be the primary flinction of the welfare committee to visit members in times of need and report back to the house.
- II. Any other duties that may be assigned by the executive

Art. 46 Reciprocal Relationship:

The club shall maintain reciprocal relations with other recognised clubs subjects to the approval of the general house.

Art. 47 Bye-Laws

The Executive Committee with the approval of the House shall have authority to make or amend Bye-Laws for the day to day management of the club and such Bye-Laws shall be extracted from the minutes of meetings, compiled and distributed periodically to members.

Art. 48 Dissolution of the Club:

The club shall stand dissolved on the following grounds:

- I. By order of the Federal Government or any other competent body
- II. By a resolution at a Biennial Convention to dissolve the club if such Resolution is passed by TWO THIRD majority of the fmanical members or by proxy
- III. Any assets of the club shall be transferred to the IBUSA COMMUNITY.

Art. 49 Adoption of these rules and regulations:

These rules and regulations governmg the club can only be amended at biennial convention as it affects. A notice in writing of any proposed amendments to the rules and regulations shall be given to the secretary General, who in turn shall forward the proposal to other branches and articulate all comments and contribution before the Biennial convention. The Branch comments should be forwarded to Secretary General afier the Third Reading of the proposed amendments in the Branch meetings. The amendments shall be adopted by a two-third majority of members present at the Biennial Convention.

Art. 50 SUPREMACY OF THE CONSTITUTION:

BE IT KNOWN THAT RULES, REGULATIONS, BYE - LAWS MADE BY A BRANCH WHICH IS INCONSISTENT WITH ANY PROVISION(S) OF THIS CONSTITUTION SHALL TO THAT EXTENT BE NULL AND VOID AND OF NO EFFECT WHATSOEVER.

DATED THIS 4th DAY OF APRIL 1999.