



# THE CONSTITUTION AND BYLAWS

OF

# EKO CLUB OF NEW JERSEY, INC

## **THE PREAMBLE**

We, members of Eko Club of New Jersey, Inc., conscious of the need and necessity of unifying all Lagos State indigenes in the Diaspora under one banner and resolutely committed to carry out the principal activities of the club which consist furtherance of developmental programs through education and charitable activities.

To demonstrate and celebrate the essence of our unity, we hereby resolved to stand together in the spirit of brotherhood and sisterhood in order to advance our socio-economic interests, education, welfare, and health within our host communities, and in our dear state of Lagos. We shall strive to make this organization a beacon of hope and possibilities; will strengthen bonds of friendships, fellowship, and shall promote a sense of community among all members, guided at all times by fairness, equity, and excellence. In this spirit, we hereby enact the following constitution to guide the affairs of Eko Club of New Jersey, Inc.

## Article I

### NAME OF THE ORGANIZATION

#### Section 1

##### 1.1 Name

- a. The legal name of this Organization shall be called and known as EKO CLUB OF NEW JERSEY, INC.
- b. The organization shall be known and addressed as EKO CLUB OF NEW JERSEY, INC. OR ECNJ.
- c. The greetings and response at all meetings shall be 'BLESSINGS'.
- d. Members shall be referred to as "HONORABLE" at all Eko Club gatherings, meetings, and in all correspondence.
- e. The Logo shall be represented by Eyo Masquerade, Fisherman, and Palm Trees.



## 1.2 Purpose

- a. It shall be exclusively organized for charitable, education, social welfare, and health purposes, including for such purposes, the making of distributions to organizations that qualify as exempt organization under section 501(C)(3) of the internal revenue code, or the corresponding section of any future federal tax code.
- b. Upon the dissolution of this organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501(C)(3) of the internal revenue code, or shall be distributed to the federal government, or to the state or local government, for public purpose.
- c. No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distribution in furtherance of section 501(C)(3) purposes. No substantial part of the activity of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office.
- d. Notwithstanding any other provision of these articles, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501(C)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code or (b) by an organization, contributions to which are deductible under section 170(C)(2) of the Internal revenue Code, or the corresponding section of any future federal tax code.

## **Article II**

### **Organization Charter & Subject to All Laws**

#### **Section 2**

##### **2.1 Charter**

- a. The Organization shall be EKO CLUB OF NEW JERSEY, INC. organized under the laws of the United States of America in accordance with the federal and statute, 501(C)(3), non-profit, and registered charity organization in the state of New Jersey.

##### **2.2 Laws**

- a. This document shall be known as the Constitution of the Organization and shall serve as the authority that govern the members of this Organization.
- b. This chapter answers and is distinguished as EKO CLUB OF NEW JERSEY, INC OR ECNJ.

## **Article III**

### **Offices of the Organization**

#### **Section 3 Registered Office**

The organization shall have and continuously maintained a registered office in the state of New Jersey, USA.

## **Article IV**

### **Purpose**

#### **Section 4**

##### **4.1 The Organization**

- a. Shall promote good membership relations and services through programs and projects that foster cohesiveness and solidarity among our members, local community, and Lagos State.
- b. Shall promote cultural awareness, educational, social welfare, and health development of Lagos State.
- c. Shall engage in humanitarian project and services in the community and Lagos State to benefit the less privileged.
- d. Shall promote the Constitution of EKO CLUB OF NEW JERSEY, INC OR ECNJ
- e. Shall promote strong professional and cordial network among members.
- f. Shall act collectively with other entities in times of emergency and need that affect all Lagosian
- g. Shall express love, brotherhood, sisterhood, and collective economic survival of all members through initiation of members themselves.
- h. Shall make useful information available to members.

## **Article V**

### **Official Language of the Organization**

#### **Section 5**

##### **5.1 Language**

- a. shall be English and or Yoruba.
- b. Shall be the discretion of member on the floor and that right of discretion shall not be denied as it relates to the organization's internal deliberations.

## **Article VI**

### **Non-Profit Status**

#### **Section 6**

##### **6.1 Organization Status**

- a. The organization shall be non-profit.
- b. Shall be governed by its Constitution, the laws of the United States of America and the State of New Jersey.
- c. All activities of this Organization will be charitable, involving education, health, and social welfare affecting and influencing the quality of life.
- d. Shall be involved in activity that is consistent with those activities permitted to be carried on by an organization exempt from Federal Income Tax under Section 501(C)(3) of the Internal Revenue Code (as it may be amended) or by an Organization that may receive contributions that are deductible to their donors under Section 170 (c) (2) of the Internal Revenue Code (as it may be amended).

## **Article VII**

### **Membership Eligibility**

#### **Section 7**

##### **7.1 Membership**

Membership of the organization shall be opened to indigenes of Lagos State origin. A Lagos State indigene is defined as a person or persons whose parents or one parent hailed from any of the Five IBILE of Lagos State: Lagos Island, Badagry, Epe, Ikorodu, & Ikeja.

##### **7.2 Eligibility**

Regular Member: Membership shall be open to all men and women that meet the above requirements in addition to the under listed conditions:

- a. Must be 21 years of age.
- b. Must be a person of integrity with a verifiable profession, trade, or sources of legitimate income.
- c. Must share the values espoused in our Constitution.
- d. Must be ready to assist the organization in any way in the realization of its goals and objectives.
- e. Must be law abiding, of good moral character.
- f. Must have ability to pay monthly or annual dues and levies as needed.

##### **7.3 Application Process**

- a. All prospective members shall complete the EKO CLUB OF NEW JERSEY, INC's application forms.
- b. All prospective members shall attend two meetings as an observer.
- c. All applications must be submitted with a non-refundable fee of One hundred dollars (\$100).



- d. Prospective members must adhere to the provision of Article 7.3(c) before he or she could be presented to members for membership approval.

#### **7.4 Membership Registration**

- a. All applications shall be submitted to membership Committee for evaluation and review.
- b. Membership Committee shall make recommendation to the executive within 60 days of submittal of the application.
- c. The Executive Council shall present its recommendation to the ECNJ general house for ratification at the subsequent monthly meeting.

#### **7.5 Active Membership**

- a. Abide by the Constitution and Bylaws of the Organization.
- b. Make payment of monthly dues by last day of the month. Monthly dues that are unpaid by this date shall be considered delinquent and subject to the consequences as stated in **ARTICLE VIII**.
- c. Shall fulfil other financial obligations and duties assigned by EKO CLUB OF NEW JERSEY, INC. in a timely manner.
- d. Ensure adequate representation at EKO CLUB OF NEW JERSEY, INC. activities and provide moral physical, and financial support to said activities.
- e. Attend meetings of the organization regularly and give moral and physical supports to the smooth running of the organization.
- f. Fulfils duties assigned by the organization in a timely manner.

#### **7.6 Withdrawal of Membership**

- a. Any member may choose to withdraw its membership in ECNJ at any period.
- b. Any member who chooses to withdraw shall forfeit its right and privileges to all assets, and financials of ECNJ.

- c. Any members who seek reinstatement shall complete new application with application fee and pay all outstanding financial obligations since its withdrawal.
- d. Membership can be suspended by vote of  $\frac{3}{4}$  of members.

### **7.7 Changes in Membership Information**

- a. Each member shall inform EKO CLUB OF NEW JERSEY, INC. secretariat of any changes, change of address and phone numbers.
- b. Any changes shall be communicated to the membership through the general secretary who shall disseminate it to the general membership at the next meeting.

### **7.8 Transfer of Membership to ECNJ**

- a. Person transferring from another EKO CLUB CHAPTER shall receive full membership after duly executed application and recommendation in writing from the current President of the transferring chapter and is in good financial standing with good morals.
- b. Any member suspended by his/her chapter shall not be admitted by EKO CLUB OF NEW JERSEY, INC.

### **7.9 Transfer of Membership from ECNJ**

Any member transferring to another chapter shall be given a written recommendation from the president upon completion of his/her financial obligation to ECNJ and in good moral conduct.

### **7.10 Calendar Year**

The organization shall run a calendar year from January to December.

### **7.11 Honorary Membership**

Person nominated by the Executive through a committee subject to approval by a simple majority of the House. Honorary member is a non-voting member and may attend ECNJ meeting at the discretion and invitation of the President or Presiding officer but shall not be entitled to any benefit accorded to a regular and active member.

### **7.12 Ratification of Honorary Membership**

The person so chosen, in consonance with the provision of Article 7.11 shall be confirmed by the voice vote of the general membership and shall enjoy all social privileges of membership.

### **7.13 Members Censorship**

All members shall be subjected to the association censorship when in contravention of laid down rules or indulge in behavior that is considered inimical to the progress and continuity of the organization. Such behaviors shall include but not limited to the following:

- a. Corruption including embezzlement and misappropriation of association's funds.
- b. Dishonesty.
- c. In-Civil Conducts.
- d. Illegal Conducts.
- e. Defamation of the association's member character.

## **Article VIII**

### **Membership Rights and Penalty**

#### **Section 8**

##### **8.1 Membership Rights**

- a. To receive EKO CLUB OF NEW JERSEY, INC publications.
- b. To participate in all EKO CLUB OF NEW JERSEY, INC. benefits and privileges.
- c. To monitor programs provided by EKO CLUB OF NEW JERSEY, INC.
- d. To compete for ECNJ monthly meeting.
- e. To nominate candidates for committee assignments.

##### **8.2 Membership Penalty**

- a. Failure to meet financial obligations including the monthly dues after three months of notices shall result in suspension of continued membership.

##### **8.3 Rustication or Dismissal of a Member**

- a. Members or a member who consecutively misses three meetings without adequately informing the organization, or without prior permission, shall be reprimanded and fined \$10.00 for each month missed.
- b. Members or a member that misses six consecutive meetings without prior authorization or notification of the organization will be requested to show cause or causes for his or her continuous absence. Responses that are considered not cogent enough will subject the member or members to automatic dismissal from the organization. The secretary general shall inform the affected member or members of the decision of the organization.

#### **8.4 Members in Default**

A member in default of his or her monthly due shall be advised of the delinquency. A member is considered delinquent after three months of non-payments. Failure to cure the debt is 30 days after notification of such delinquent without any known extraneous circumstances shall result in 5 percent interest for the delinquent's months or amounts owed.

#### **8.5 Penalty**

All monies owed the organization must or shall be satisfied as at the last day of the calendar year. Failure by any member to satisfy this requirement shall result in suspension. A suspended member as a result of financial delinquency, shall be readmitted upon satisfactory payments of past due money owed to the organization.

### **Article IX**

#### **Members Code of Conduct**

#### **Section 9**

##### **9.1 Members**

- a. Shall subscribe to uphold the organization's Constitution and bylaws.
- b. Shall not engage in conduct involving dishonesty, fraud, deceit, misrepresentation, or illegal conduct involving moral turpitude.
- c. Shall exercise due care in all of his/her communications and dealing with other members through any form of media.
- d. Shall separate the organization's business from personal business while acting as an agent for ECNJ.

- e. Shall not use his/her official position to obtain a special privilege for himself/herself or for someone else under any circumstance where such action is in conflict with ECNJ interest. When there is doubt as what constitutes as a conflict then it shall be referred to the disciplinary committee for investigation and clarification.

## **9.2 Vote of no Confidence:**

A duly certified member or members shall have the cause of returning a vote of no confidence on the executive board, board of directors or on individual officer of the organization based on conducts that clearly violate the provisions of the by -laws, such as dereliction of duties, insubordination, financial misappropriations or embezzlement, moral turpitude, and outright incompetence.

### **9.2 a Process to Return Vote of no Confidence:**

- a) A member or members that are desirous of moving a vote of no confidence on an association official or any organ of the organization shall submit a grievance in writing directly to the secretary general who shall present it at the next meeting.
- b) The secretary shall share the contents of the grievance letter with the affected party for response a week prior to that meeting.
- c) The secretary general shall circulate the grievance and response to all members at the meeting.
- d) The secretary general shall formally present both sides to the general assembly for discussions. A final vote will be cast to sustain or defeat the request for vote of no confidence.
- e) A vote of no confidence shall prevail with simple majority votes of members after proper quorum must have been formed.
- f) This process shall apply to individual or organs of the organization such as the executive council, the board of directors and all standing committees.

### **9:3 Duration of the Ban**

A member who is removed from office as result of vote of no confidence stands barred for two years from contesting any elective office within the organization.

## **ARTICLE X**

### **Meetings**

#### **Section 10**

##### **10:1 Date and Time of Meeting:**

- a. There shall be general meeting of all members every second Saturday of the month. The venue shall be fixed or determined by the executive council in consultation with the members. Members shall meet through conference call or any other form agreed upon for the monthly meeting.
- b. **Quorum:** All meetings of the organization shall commence with fifty percent of members present. A quorum shall be required for a resolution to be valid. A quorum is deemed to have been formed when fifty percent of eligible members are present. Once a quorum is attained, it cannot be lost at that particular meeting by members leaving early. This quorum requirement shall apply to all emergency meetings.
- c. The executive council shall meet monthly before the general meeting to discuss all pertinent issues relevant to the organization's programs; or to set agenda for the forthcoming general membership meeting. The president in consultation with other members of the council shall determine the time, venue, and date.
- d. The board of directors shall meet quarterly or as dictated by the needs of the organization. Its chairman, in consultation with other board of directors' members shall determine the date, time and the venue.

## **10.2 Meeting Room Conduct:**

In order to maintain orderliness, time schedule, and respect for each other at the meeting, the following Rules will be enforced at every meeting:

- a. The President or Presiding officer shall start the meeting as soon as a quorum is formed.
- b. At the commencement of the meeting all pagers and telephones must be turned off or placed in a silent mode. Failure to comply will result in a warning or fines not to exceed \$10.00 for each offense.
- c. All speakers must discuss only subject at hand.
- d. All members are expected to be punctual at the meeting. Members arriving late shall be fined Five Dollars (\$5.00) and he/she shall not be recognized by the presiding officer or whip until the fine is paid in full.
- e. All members fined during the course of a meeting must pay all fines in full before he is recognized to speak by the presiding officer or whip nor permitted to participate in the meeting [i.e., discussion, debate or ask question etc.].
- f. Any member who has not paid fines 90 days from the date it was imposed-charged shall not be recognized to speak by the presiding officer or whip nor permitted to participate in the meeting [i.e., discussion, debate or ask question etc.] until that fine is paid in full. Such member will be suspended for two meetings and must pay double of the fine.
- g. First (1) violation will be a verbal warning; second violation will be a fine not to exceed \$10.00. Thereafter, all violations will result in a higher fine or suspension from the Club depending on the severity of the violation.
- h. Any member who disrupts an ECNJ meeting or function shall be fined \$50.00 and suspended for the next meeting. The suspended officer shall not participate in any ECNJ function or in his/her official capacity during suspension period.



### **10.3 Notice of General Meeting:**

There shall be at least a seven-day notice through circular, or an e-mail or Text - voice message from the Secretary General regarding the general meeting. Failure to receive the notice of the general meeting is not an excuse for absence, except for emergency meeting. All members are presumed to be notified of our General meeting pursuant to our By-law.

### **10.4 Proxies:**

Members who want to express a particular view, but unable to attend a meeting may express such view in writing, mail, e-mail, or text message to the Secretary General not less than seven (7) days prior to the meeting.

### **10.5 Agenda:**

The President shall set the Agenda for the General meeting.

- a. The Agenda shall be presented and discussed at the Executive Council Meeting for approval by the Executive members, prior to the date of the general meeting.
- b. The Secretary General shall make all revisions or additions to the Agenda, and Secretary General shall sign the final Agenda, copied, and made available to the general membership. The President and Secretary General shall sign the final minute and archived it as part of the Organization record.

### **10.6 Standard order to the Meeting:**

- a. The President, presiding officer or the Chief Whip shall have the responsibility to recognize speaker from the floor during the meetings.
- b. The Chief Whip may time individual speakers.

### **10.7 Call to Order:**

- a. The Chief Whip shall call the meeting to order in a loud voice at the request of the President or presiding officer.
- b. Secretary General shall keep the official record of the meeting.

### **10.8 Opening Prayer**

The President may designate a member from the floor to perform the opening prayer.

### **10.9 Reading of the Minutes:**

- a. The Secretary General or Assistant Secretary shall read the minutes of the previous meeting. If the Secretary General and Assistant Secretary are absent, The President or Presiding officer shall appoint a member to read & record the minutes for that meeting.
- b. The Minutes shall be typed, and copies shall be made available to all members. The General Secretary shall keep a signed copy of the minutes and all club documents for record purposes.

### **10.10 Financial Report:**

The Treasurer and Financial Secretary shall give a comprehensive financial report at each General Meetings.

### **10.11 Collection of Dues:**

- a. Financial Secretary shall call names of members for payment of monthly dues.
- b. Delinquent dues shall be announced and reflected in the minutes. Financial Secretary shall report all "three (3) months delinquencies" to the President for review.
- c. The President shall direct the Financial Secretary to write a "Warning Letter" to the delinquent members.

### **10.12 Committee Report:**

- a. All committee Chairperson shall give a report of its meetings.

- b. All reports shall be in writing.
- c. All report shall be given without interruption from the members, questions may be asked, and the report discussed after the report presentation.

**10.13 Any Other Business (AOB):**

- a. All other business, not included in the agenda, may be brought for discussion subject to the two and half-hour (21/2) meeting rule. All unfinished AOB may be submitted to the Secretary General.

**10.14 President Closing Remark**

brief statement from the President, followed by a closing prayer.

**10.15 Executive Council Meeting**

The President shall hold an Executive Council meeting at least one week in advance of the general meeting to discuss the agenda for the general meeting.

**10.16 Emergency Meetings**

The President shall have the power to call emergency meetings whenever necessary from time to time at will and without written notice, contacting the members through an electronic media communication. The secretary shall disseminates the information to all members and clearly highlight the reasons for its convening.

**10.17 Monthly Dues**

- a. The monthly membership fee shall be Twenty-Five (\$25.00) dollars per person, and due at each monthly general meeting. Subject to amendment at any time by two third [2/3] majority vote of the house.
- b. Members have the option to pay a onetime yearly due and get a discount of one month payment. The onetime payment shall be due on or before the last day of January.

## ARTICLE XI

### Officers of the Organization

#### Section 11

##### 11.1 The Executive Council

The executive council is the strategic cum administrative arm of the organization. It shall implement the organizations and have the responsibility to proactively initiate programs in consonance with the organizations founding preamble. It shall conduct the monthly meeting and take feedback or suggestions from the general membership during its constitutionally mandated functions or duties.

##### 11.2 Election and Term of Office

- a. Officers shall be elected for a term of two (2) years.
- b. Election of officers shall be in the month of November of the election year.
- c. New officers shall assume office at the December meeting of the election year.
- d. A member who holds an office for two [2] Terms shall no longer contest or be elected to the same office, until one year have elapsed. He/she shall however be eligible to run for another office.

##### 11.3 Composition of the Executive Council/Dissolution

The executive council shall consist of elected officials. These officers are:

- a) The President
- b) The Vice President
- c) The Chief Whip
- d) Secretary General
- E) Assistant Secretary General

- f) Treasurer
- g) Financial Secretary
- h) Public relations Officer
- i) Social Secretary
- J) Legal advisor
- k) Auditor General

### **The Functions of the Executive Council**

#### **11.3 a The President**

The President as the head of the organization's administration shall be an Indigene of Lagos State by birth through both parents or one. He/she shall:

1. Serve as the chief executive officer, responsible for the overall guidance of the organization.
2. Serve one term of two non-renewable years.
3. Have the power to create special committees.
4. Shall have the power to authorize the disbursement of funds not exceeding \$500.00 in the event of any emergency. He shall use his discretionary power vested by this document in such situation.
5. Shall summon monthly general meeting through the secretary general.
6. Shall implement organization programs and create evaluation parameters.
7. Periodically provide information to the board of directors to demonstrate the state of the organization.
8. Shall have the use of discretion.
9. Shall co-sign check and sign off on all organization's financial documents.
10. Shall give the state of the organization report every year.
11. Shall perform duties not specifically stated herein under the functions but consistent with the organization's purposes and principles.

12. Prepares an annual budget for the organization and ensures financial reports and adequate financial controls are implemented.
13. The president shall not be eligible for election into this position until after two years.
14. Shall serve on the board of directors as ex-officio member.

### **11.3 b The Vice President:**

The Vice- President shall be an Indigene of Lagos State by birth through both parents or one. Shall be the president in –waiting and assist the president in the daily administration of the organization. He or she shall understudy the current president in the effort to continue the organization function without a break. He shall serve one term of two years that is non-renewed. He shall perform the following functions:

- 1) The vice president shall have the powers and authority as conferred by the by-law on the president.
- 2) He shall assume the president position in his/her absence.
- 3) He shall complete the term of the president in case of resignation, removal from office or death.
- 4) Shall perform duties assigned to him by the president.
- 5) Shall perform all other duties incidental to his/her position or office.
- 6) Shall have oversight responsibility on the committees and report periodically to the executive council.

### **11.3 c The Chief Whip:**

1. The chief whip shall enforce all organizations laws, procedure, and process at all meetings.
2. The whip shall call meeting to order and ensure orderliness prevail at all times.
3. The whip shall have authority to impose fines and other disciplinary measure on members who violates the organizations standing rules.

4. The whip shall maintain register of fines and reconciles his record with the financial secretary periodically.
5. The whip shall impose fines as stipulated by the by-law.
6. Shall serve on the disciplinary committee.

### **11.3 d Secretary General:**

The secretary as the head of the organization secretariat shall:

1. Convene the monthly membership meeting in consultation with the president and the general membership.
2. Be responsible for recording and reading of minutes of all meetings.
3. Maintain all relevant documentation of the organization and liaise with governmental agencies on behalf of the organization.
4. Shall maintain communication with all members.
5. Maintain attendance record in conjunction with the whip.
6. Maintain all relevant books, records, and files of the organization in conformity with standardized norms and consult on this matter with the board of directors.
7. Provide support for all committees and present committees report to the general assembly.
8. Maintain secretariat equipment and appropriate stationeries for the organization.
9. Shall perform other duties as directed by the president, the executive council, and the board of directors.
10. The secretary shall in conjunction with the president vets all communications to be disseminated for public consumption by the public relations officer.
11. The secretary shall coordinate all internal activities of the organization.

### **11.3 e Assistant Secretary General”**

- 1) The assistant secretary general shall perform same functions as the secretary general.
- 1) He/she shall complete the term of the secretary general in case of resignation, removal from office or death.
- 2) He/she shall perform all other duties as assigned by the secretary general or the executive council.
- 3) He/she shall perform all other duties incidental to his or her position.

### **11.3 f Treasurer:**

- 1) The treasurer shall have the responsibility of safe-keeping the organization’s funds.
- 1) Shall deposit all funds to the organization’s bank account within 72 hours of collection.
- 2) Shall maintain accurate records of all receipts and disbursements.
- 3) Shall be one of the signatories to the bank account.
- 4) Shall keep all copies of bank monthly statements while the original is furnished to the financial secretary, the secretariat, and the board of directors.
- 5) Shall assist the audit committee in exercising their oversight functions.
- 6) Perform other duties incidental to the office of the treasurer and other duties assigned by the president, the executive council, or the board of directors.
- 7) Shall give monthly report of the financial position of the organization to the executive council and on the request of the board of directors.
- 8) Shall assist the financial secretary and the auditor to prepare annual audit report.



### **11.3 g The Financial Secretary:**

The financial Secretary is the chief financial officer of the organization. He is responsible for implementation of accounting system and its control. He shall constantly seek ways to position the organization to take advantage of evolving accounting systems and constantly advise on ways to effectively manage the organization resources. To this end, he shall perform the following functions in addition to the above stated functions.

1. Shall keep books of accounts, which shall show all original financial transactions, documentation, and summary of all assets and liabilities of the organization.
2. Prepare the annual organization budget in conjunction with the executive council and the inputs from the board of directors.
3. Shall track revenues and expenditures of the organization for reporting purposes to the internal revenue service and other government and private organizations.
4. Shall receive all funds meant for the organization, record it in the books of account and forward it to the Treasurer within 24 hours of collection.
5. Shall give report of the financial position at all monthly meeting and provide it to the board of directors at its request.
6. Shall in conjunction with the Treasurer assist the auditor general in preparing the annual audit report.

### **11:3 h Social Secretary:**

The social secretary is the chief entertainment and event planner for the organization. He or she shall ensure that the social and welfare programs are planned and coordinated with applicable organization's functionaries. The social secretary shall perform the following functions.

1. Shall in conjunction with other organs of the organization initiate and coordinate all approved social and welfare activities.
2. Shall liaise with the executive council in the planning and implementations of annual conventions, periodic seminars, and symposiums.
3. Shall initiate welfare programs and ensure that approved programs are with other organizations.
4. Shall serve on the ad-hoc committee for welfare programs and other projects.

### **11.3 i Welfare/Public Relations Officer (PRO)**

As the organization's image-maker, the public relation officer is the ambassador extraordinaire of the organization. In his or her position, he or she espouses the positions of the organization eloquently to the understanding of all concerns. Apart from above stated function, he or she shall be responsible for the following functions.

1. The Public relations officer shall disseminate all information for public consumption by adhering to communication procedure of the organization.
2. Shall coordinate the organization social and community outreach programs and other events mandated by the executive council or the board of directors.
3. Shall prepare the organization's yearly calendar of events in conjunction with the executive council, the committee heads, and the board of directors.
4. Shall liaise with other organizations.
5. Shall project the image of the organization within the community and beyond.

### **11.3 j Auditor General.**

The Auditor shall conduct periodic audit of the organization.

## **ARTICLE 12:**

### **Board of Directors**

#### **Section 12**

The Board of Director shall consist of 2 - 7 members to be nominated and vetted initially by the executive council. The Board of Director's appointment shall be ratified by the general membership.

The Board of Directors once constituted shall have all the powers ascribed to it by the constitution.

The Board of Directors members shall serve for one term of two years and could be re-nominated for another two-year term. A member shall not serve for more than two consecutive terms. Its principal officers shall comprise of the:

- a) The Chairman
- b) Secretary

#### **12:1 Officers of the Board of Directors:**

The Board of Directors shall have principal officers that would direct its affairs. It shall also have powers to set up internal ad-hoc committees for various tasks germane to the efficient functioning of its assigned functions and for total realization of entire organizational effectiveness. The following shall be its principal officers.

#### **12:2(a) The Chairman**

- a) The Board of Director shall have a chairman who shall be elected by the Board of Directors' members.
- b) The Chairman will preside over all meetings and ensure that the board functions smoothly and efficiently.

- c) Shall receive all reports from executive and all standing committees that are meant for its perusal, recommendation, and necessary actions.
- d) Provides resource development by establishing fund raising and participating in fund- raising efforts, determines feasibility of fund-raising goals.
- e) Exercises fiduciary role to ensure that the organization is properly managed.
- f) Shall exercise restraint powers over all organization programs.
- g) Shall exercise oversight powers or authority on all committees in concert with the board of directors' members.

### **12:2(b) The Secretary**

- a) The secretary to the board of directors shall take minutes of all meetings.
- b) Assist the body in strategic functions and facilitate efficient filling of vital documentations with governmental agencies.
- c) Shall liaise with the executive council and other secretaries of the standing committees to ensure dissemination of vital information.
- d) Shall perform any other functions incidental to this office or assigned by the board.

### **12.2 (c) Exempt Activities:**

- a. Members of the board of directors would have to resigns his or her position on the board if interested in the elected position. He or she may not hold dual positions at any time.
- b. A board of directors' member wishing to contest for any executive council position must resign his or her board position forty-five days prior to the elections.
- c. Must refrain from using his or her position to further his or her political ambition within the organization.
- d. The board of directors shall maintain different and distinctive calendar from the executive council because of organization cohesiveness and maintenance of organizational integrity and perpetuity.

### **12:3 Committees:**

The executive council shall have the authority to appoint committee members. The committees shall appoint its chairpersons. The committee shall be assigned with specific functions as prescribed by the organization constitution.

### **12.4 Committee Meetings:**

The Committees shall hold its meetings as needed or as directed by the chairperson based on the assignments at hand. The committees are required to brief or submit reports of its deliberations to the executive council through the secretary general a week before the general meeting.

### **12.5 Committees Reporting Responsibility:**

- a. Committees shall have direct reporting responsibility to the general assembly through the executive council with exception of Finance committee, which shall have dual reporting responsibilities to the Board of Directors, and the executive council.
- b. All committees' reports shall be disseminated to the executive council in a type written format and must be submitted a week before the next meeting.
- c. The committee's chairpersons shall make formal presentation of its findings or reports at the general meeting.

### **12.6 Committee Composition:**

The executive council shall have the authority to appoint committee members as prescribed by the constitution. A committee member shall be removed based on the recommendation from the committee chairperson to the general membership for consideration. A member shall stand removed from the committee by the

majority vote of the general membership. A committee shall consist of odd number of members.

- a. Committees are required to meet periodically as prescribed by the constitution to strategize on how to implement the organization's programs. Committee shall present monthly report of its activities at the monthly general meeting.
- b. A committee that fails to meet shall be deemed not in compliance of its reporting responsibilities if it fails to present a report for three consecutive months. The executive council shall have the authority to dissolve and reconstitute a non- active committee.

### **12.7 Quorum for the Committee:**

A committee meeting shall commence when appropriate quorum has been formed. A quorum shall consist of half of the members on the committee.

### **12.8 Ad-Hoc Committees:**

The executive council shall form ad hoc committees for special or temporary purpose to serve the need of the organization. A chairperson nominated by the executive council and approved by the board of directors shall head the Committee. Individual committee shall come up with the procedure for performing committee assigned functions. The committees shall:

- a. Put proper policies and procedures in place that will govern the conduct of committee deliberations while in session.
- b. The committee shall have power to deliberate over vital issues of importance that addresses the core business of the organization.
- c. In the process of conducting its core organization business, the committees shall have the power to seek information from all organs of the organization and beyond the confine of the organization.

- d. The committees shall have powers to initiate a strategic alliance with organizations that will enhance our corporate competitive advantages and shall present its recommendation accordingly for further action/s
- e. All committees' resolutions must be forwarded to the executive council for further discussion and ratification.
- f. The committees shall perform all other functions incidental to their functions.

## **12.9 Committees and Their Functions**

### **12.9 (1) Finance Committee:**

The Finance committee shall have the following as its core functions:

- a. Shall prepare a yearly financial budget for the Executive's approval.
- b. Shall develop the allocations and disbursements of funds strategies.
- c. Shall ensures preparation of financial reports for board review and provide explanations for any budgetary deviations or Variance with appropriate recommendations.
- d. Shall Provide ongoing review of budgetary appropriation of special projects.
- e. Shall conduct on annual basis, the review of the sources of organization's funding.
- f. Shall facilitate and arrange for an annual audit of the financial operations of the organization and make available the audit reports to the board of governors.
- g. Shall Conduct an investment research and financial analysis and recommend appropriate investment strategies and intimate the board on a regular basis the conditions of such investments.
- h. The financial secretary shall serve as a member on this committee.
- i. The committee shall have dual reporting responsibilities to the executive council and the board of directors and Shall prepare annual account.

### **12.9 (2) Membership Committee:**

The Membership Committee shall be responsible for the following as its core functions:

- a. Analyzes current board and identifies areas of strength and weakness, with special emphasis on skills and personal talents needed to complement board of directors' efficiency and diversity.
- b. Shall conduct suitability screening of new members resume and make determination of their qualifications as per provisions of the organization constitution.
- c. Coordinate recruitment of new members, board of directors' members via management of nomination process, interviewing prospective board of directors' members, general membership and make recommendation(s) to the executive council.
- d. Shall be responsible for developing and implementing board of directors and general members' orientation program.
- e. Shall in conjunction with other committees develop and implement strategies for volunteers and non-board member recruitments.
- f. Shall develop and evaluate the nominating process for the board of directors, new members' orientation program, committee, and board of directors' development needs.
- g. Shall review and evaluate board of directors' effectiveness and make recommendation accordingly.

### **12.9(3) Education and Outreach Committee:**

- a. Shall develop education and cultural initiatives and implementation parameters.
- b. Shall conduct studies and research on educational and outreach topics of importance to the organization.
- c. Shall form strategic alliances with outside organizations for educational, cultural, and community outreach purposes.
- d. Shall liaise with social committee to develop enriching education and scientific programs for our youth.
- e. Shall provide varied socio-economic information to members through workshops or seminars.

### **12.9 (4) Strategic and Planning Committee:**

This committee shall be responsible for the following:



- a. Organizing, development and implementation of planning and strategic process.
- b. Coordination of review of programs with the board of directors and the office of the organization president
- c. Coordinating the regular review and revision of strategic plan with the board, the committees, and the President
- d. Develop and implement the evaluation processes for the executive programs.
- e. Evaluate current programs and make recommendations concerning the continuance of, expansion, maintenance, or its curtailment
- f. Shall liaise with the project committee on project conceptualization and implementation of executive and other programs for strategic relevance.

#### **12.9 (5) Capital Acquisition Committee:**

It shall be the responsibilities of this committee to:

- a. Develop, execute, and oversee the capital acquisition strategy.
- b. Oversee the development of special fundraising programs for capital, planned- giving and endowment program.
- c. Organize the board of directors and the executive council for fundraising activities and recommend subcommittee formation as needed.
- d. Develop and facilitate training through the membership and development committee for the board of directors in the area of resource development, control, and evaluation.

#### **12.9 (6) Social/ Welfare Committee:**

The social committee shall coordinate the social programs of the organization in concert with relevant committees with cross functions. In addition, it shall perform other functions such as

- a. Planning and coordination of annual social calendar of approved events by the executive council and the committees.

- b. Shall assist committees with planning and logistics at the planning up to implementation of the program.
- c) Shall liaise with other organizations and seek ways for positive collaborations.
- d) Shall project the image of the organization within the community and beyond through program initiatives.

## **Article XIII**

### **Membership Welfare**

#### **Section 13**

##### **13.1 Birth/Birthday**

Members of ECNJ shall provide gift as specified below for each of the occurrences through individual donation or levy.

- a. Birth of New baby (member) \$200 shared among members shall be \$10.
- b. Birth of Grandchild of members \$200.
- c. Child graduation \$200.
- d. Birthday Members (Only) Landmark birthday \$500.

##### **13.2 Death**

- a. Member \$5,000
- b. Spouse \$1,500
- c. Parents \$500
- d. Child (members only) \$500

### **13.3 Insurance Program:**

- a. The organization shall provide a term life insurance for members. The face amount shall not be lower than \$25,000.
- b. The organization shall open a special account for welfare and other miscellaneous purposes. It shall deposit 25% of the gross amount of membership dues collected annually into this account.
- c. This account shall be managed by the board of directors, the executive council, or any designated committee for the welfare of members and families only.
- d. The executive council shall be solely responsible for the management, investment, and disbursement of the fund in this account and shall render periodic account to the organization.

### **13.4 Investment Account:**

The organization shall operate an investment account. The main reason for this account is to grow the organization funds necessary to carry out its community projects both in New Jersey, USA and Lagos State, Nigeria.

- a. The President shall undertake the process of opening an investment account after due consultations with the executive council and the board of directors.
- b. An Ad-hoc committee appointed by the president shall manage the account. The board of directors shall have oversight function over the investment account and its management committee.
- c. The president shall give quarterly report of the investment to the members.

## **Article XIV**

### **Amending the Constitution:**

#### **Section 14**

This constitution in its entirety cannot be rewritten but can only be amended. It shall be subject to amendment when proper motion as stipulated in the constitution is applied.

#### **14.1 Process of Amendments to the Constitution:**

The under listed guidelines shall be adhered to in pursuance to amending any section of this constitution.

- a) This section shall empower the president and the executive council to constitute an ad-hoc committee for the purpose of amendments of any part of this document. This committee shall bring forward any request to amend any part of this constitution annually unless there is urgent need to do so.
- b) The motion for amendment must be submitted to the secretary who shall read it at the next general meeting. The secretary will then request for the motion to be seconded. It must be seconded before it could move forward.
- c) The secretary shall forward the amendment to the constitution review committee.
- d) The constitution review committee shall request interested parties to submit memoranda for and against the amendment.
- e) The motion for the amendment shall be recommended for the consideration of the general membership if it receives 2/3 votes of the constitution review committee members.
- f) In the event the motion is unable to receive 2/3 votes of Constitution review committee members, it shall advise its originator or originators of its decision to quash further deliberations on the motion for amendment.
- g) The constitution review committee shall communicate its decision to quash further deliberation to the executive council through its secretary.
- h) The secretary shall present the committee's decision to the executive council for considerations. The executive council decision shall be final.

- i) In the event where the Constitution review committee accented to the request to amend any part of the constitution, it shall forward its approval to the executive council with clear wordings of the amendment for advice and consent.
- j) The secretary shall inform members of the amendment/s and must endeavor to cite the affected section.

The general Secretary will then schedule the motion to amend the constitution on the agenda of the next meeting.

- a) Membership shall vote on the motion to amend the constitution and 2/3 votes of members are required to approve the amendment after proper quorum is formed.
- b) The vote outcome shall prevail at all times.

#### **14.2 Adoption of the Constitution:**

The above is the governance covenant, which we have adopted as the guidelines to be followed in the daily governance of our organization. The undersigned, having attested to the accuracy and the veracity of the statements contained therein; as the true covenants; jointly ratified and adopted, hereby proclaimed this document as the bylaws or constitution of the EKO CLUB OF NEW JERSEY, INC

Attested to below by the duly elected officers of the organization today, 13<sup>th</sup> Day  
Of March, 2021 in the City of Newark, State of New Jersey.

President

Vice-President

Secretary General

The Chief whip

The Treasurer/Financial Secretary

Welfare & Public Relations Officer