

EKO CLUB DETROIT, MICHIGAN

BY-LAWS

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CERTIFICATION

We hereby certify that the general membership has gone through the necessary steps, and that the guidelines herein printed represents the opinions of the organization, as required in the adoption process.

We therefore herein place our signature in the presence of the General

House this20thday

Of ... June2015.

Sincerely,

.....

President

Hon. Deola Odunuga-Alofoje

General Secretary

PREAMBLE

We, the members of EKO CLUB DETROIT, conscious of the need and the necessity of unifying all Lagos indigenes under one banner of the democratic value of our society, and of effective participation and galvanization of collective efforts in the service of our people and of all mankind, do hereby make our commitment and thus adopt these By-Laws as the legal instrument for the day-to-day running of the organization. This document shall be known as the By-Laws of the Organization and shall serve as the authority that governs the members of the Organization.

ARTICLE I

NAME AND STATUS OF THE ORGANIZATION

- 1.1 Name of the organization shall be “EKO CLUB DETROIT, ” Duly registered under laws of the State of Michigan, hereinafter referred to as the “Organization”.**
- 1.2 The Organization shall be non-profit and shall be governed by its By-Laws, the laws of the United States of America and the State of Michigan.**
- 1.3 The Organization shall engage in charitable, educational and cultural activities, affecting and influencing the quality of life of Lagos Indigenes, our local and surrounding communities. These activities shall be consistent with the permissible under 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 II

PURPOSE

- 2.1 To galvanize the efforts of all Lagos Indigenes residing in Michigan, the contiguous counties, surrounding communities and cities towards improving the overall wellbeing of all Lagos Indigenes home and abroad including the needy in the society.**
- 2.2 To promote the economic, social and political development of Lagos State.**
- 2.3 To assist members to achieve their collective and individual goals with a keen focus on welfare of members.**
- 2.4 To make useful information available to members.**
- 2.5 To express love brotherhood, sisterhood and collective economic survival of all members.**
- 2.6 To foster cultural, social and family well-being of members.**
- 2.7 To care for the elderly, the abused, the challenged and less privileged individuals in our community and Lagos State as a whole.**
- 2.8 To promote the rich culture and tradition of Lagos State in America and to continue fostering love and friendship with the Nigerian Community in Michigan and its environs.**
- 2.9 To act collectively in times of emergency and need that affects our members, our community, Lagos State and our country, Nigeria.**
- 2.10 To assist and provide moral and financial support to members in times of need, sickness, death and social activities.**

ARTICLE III

OFFICE OF THE ORGANIZATION

- 3.1 Principal Office: The principal office/Secretariat of the Organization shall be P.O. Box 3102, Farmington Hills, MI 48333 and the mailing address shall be the address of the incumbent General Secretary or the President of the Organization as agreed upon by the general house.**

ARTICLE IV

MEMBERS

- 4.1 Classes: The Organization shall have four (3) classes of memberships as follows:**
- a. Regular Member – membership shall be open to all Lagos Indigenes, i.e.:**
 - i. Individuals with both or either parent(s) from Lagos State**
 - ii. Individuals born in Lagos**
 - iii. Individuals who have strong family ties in Lagos State and lived in Lagos for at least ten (10) years.**
 - IV Spouse of a regular member.**
 - v. Pay dues and fulfill financial obligation to the Organization.**
 - vi. Attend meetings of the Organization regularly and give moral and physical support for the smooth running of the Organization.**
 - vii. Abide by the rules and regulations of the Organization.**
- b. Transfer Member**
- i. Members transferring from another Eko Club Chapter shall receive automatic membership after duly executed application and recommendation in writing from the current President of the transferring chapter, verification and approval by Eko Club Detroit, Michigan Membership/Disciplinary and Screening Committee (MDSC) and a $\frac{2}{3}$ vote of the members of the new chapter present at the time of discussion.**
 - ii. Years of membership will date back to membership from the transferring Chapter. Interview will be waived but the**

MDSC will verify that the transferring member is in good financial standing and of good character from the transferring Chapter before approval is given. After approval, a Transfer member becomes a Regular member of ECD.

- c. Honorary Membership - persons nominated by the Executive through a committee subject to approval by a simple majority of the House.**
 - i. Honorary members are non-voting members and may attend ECD meetings.**
 - ii. They shall not be entitled to any benefit accorded to regular and active members.**

4.2 Admission of New Members:

All prospective members shall complete the organization's application form for the record and attend at least one meeting as a pre-approval by the MDSC. A prospective member must be interviewed and approved by the membership committee. Upon the successful application of a prospective member, the new member is required to:

- i. Pay a one-time membership levy of one hundred dollars (\$100.00) and the monthly membership fee of twenty dollars (\$20.00) per month.**

4.3 Disqualified or rejected Applicants for Membership:

Except for applicant under Article IV section 4.1(b), all applicants for membership are subject to screening by the MDSC. MDSC shall notify the Executive Council of its decision, in writing within thirty (30) days. The recommendation of MDSC is subject to the final ratification and approval of the House.

4.4 Induction of New Members:

All new members will be officially inducted at the Annual end of the Year Party, however, after an application is approved by the MDSC, the applicant is considered to be a member eligible for all rights and privileges that may apply for regular members after ninety (90) days of probationary period, subject to Article IV section 4.3 and in accordance with Article IV.

4.5 Effective date of Membership:

Admission of new members becomes effective upon the ratification of the membership by the general house in accordance with Article IV section 4.1

4.6 Membership size:

The membership of the organization shall not be restricted in size. A maximum of 10 members shall be admitted on a yearly basis subject to the provisional approval of the MDSC and final approval by the House. This clause shall become effective from September 2015 (ECD's 1st anniversary).

4.7 Only regular members in good financial standing are entitled to benefit contained in Article 13.

4.9 Change of Status:

- a. It is the responsibility of every member to officially inform the Organization in writing of any change in status, i.e. marriage, address, phone numbers, email etc.**
- b. Change of status should be submitted to the Organization by use of proper form (Update Form) provided by the General Secretary.**

ARTICLE V

MEETINGS

5.1 Date and Time of Meeting:

- a. The date, time and place for the general meeting shall be designated by the President and announced by the General Secretary. ECD meeting shall be on the 3rd Saturday of every month at 6p.m. or as agreed by the general house after deliberations.**
- b. The President shall designate the date, time and place of the meeting. The General meeting shall start no later than fifteen (15) minutes after a quorum is formed and end within 2 hours thereafter, unless motioned, seconded and carried by two-third (2/3) majority vote of the quorum.**

5.2 Quorum:

- a. Five (5) active members present shall form a quorum. Once a quorum is attained, it can never be lost at that particular meeting, by some members leaving early. This quorum requirement shall apply to emergency meetings also.**
- b. Five (5) Executive Members (EXCO) present shall form a quorum for an executive meeting. Once a quorum is attained, it can never be lost at that particular executive meeting by some EXCO members leaving early.**

5.3 Official Language of the Organization:

- a. The official and working language of the Organization shall be English and Yoruba.**

- b. The choice of use of either English or Yoruba shall be at the discretion of the member on the floor and the right of discretion shall not be denied.**

5.4 Meeting Room Conduct:

In order to maintain orderliness, time schedule, and respect for others 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 tele/cell phones must be turned off or placed in silent mode except for the phone used for members calling-in for the meeting. Failure to comply will result in a warning or fines not to exceed \$5.00 for each offense.**
- c. Only non-alcoholic drinks will be allowed during meetings.**
- d. Murmuring, sidebar, interruption and disruption of a speaker on the floor will not be permitted. All speakers will address the presiding officer as “Hon. President” and not address a member directly; the only exception is the President or the Presiding Officer.**
- e. All members must be recognized by the Chief Whip or Presiding Officer before speaking or taking the floor.**
- f. Any member having the floor shall not be interrupted or disrespected by other members. You can only ask a question when you have the floor or the speaker on the floor yield to you.**
- g. All issues to be discussed and debated must be brought to the floor by the Presiding Officer. All motions to be voted on must be seconded before it is open to debate.**

- h. Members must abstain from all personal references and confrontations in a debate. Address and direct all issues to “Hon. President”.**
- i. Member shall avoid disturbance and disruption in any way when a speaker is on the floor during the meeting.**
- j. All speakers must discuss only the subject at hand.**
- k. All members are expected to be punctual at the meeting. Members arriving late shall be fined five dollars (\$5.00) and shall not be recognized by the Presiding Officer or the Whip until the fine is paid in full.**
- l. All members residing in Detroit must be physically present at meetings except in the case of an emergency, conveyed to the President or Chief Whip before commencement of the meeting. All other excuses must be no later than 48 hours before the time of the meeting including but not limited to absences relating to work.**
- m. All members fined during the course of a meeting must pay all fines in full before being recognized to speak by the Presiding Officer or Whip. Such members will not be permitted to participate in the meeting until all fines are paid (i.e. discussion, vote, debate or ask questions etc.)**
- n. Any member who has not paid a levy for ninety (90) days from the date it was imposed/charged will be at risk of suspension by the general consensus of the membership.**
- o. LEVY: any money agreed upon to be paid for any reason by the house by a simple majority vote. That levy must be paid within ninety (90) days from the time it was voted on.**

5.5 PENALTY FOR VIOLATION:

- a. First (1st) violation will be a verbal warning; second (2nd) violation will be a fine of ten (\$10) dollars or more, not to exceed one hundred (\$100.00) dollars. Thereafter, all violations will result in a higher fine or suspension from the Club depending on the severity of the violation.**
- b. Any member who disrupts and/or disrespects ECD meeting or function shall be fined \$50.00 and suspended for one meeting. The suspended officer or member shall not participate in any ECD meeting or function or in an official capacity during suspension period.**
- c. Where a majority of ECD membership are at a function, a member must give due respect to the organization by stopping first at the ECD table as a form of recognizing the membership before going about other businesses or socializing with others at the function.**
- d. When at every function, ECD membership will make every effort to sit together except where it is not possible to do so due to lack of space. Any member that violate this clause shall be subject to a \$10 fine and a written rejoinder by the Secretary General that the next general meeting. Failure to pay such fines shall be subject to suspension until such fines are paid.**

5.6 LATENESS FOR MEETING:

- a. Any member who arrives after the roll call is late and subject to \$5.00 fine.**
- b. Any member who is late to a meeting shall not be recognized to speak nor permitted to participate in any**

discussion, debate, and vote or ask questions until after such fines are paid in full.

5.7 NOTICES OF GENERAL MEETINGS:

- a. The President shall have the power to summon and preside over General meetings; set the date, time and venue of such meetings to be announced to all members by the General Secretary.**
- b. There shall be at least a five-day notice through circular, email or text/voice message from the General Secretary regarding the general meeting. Failure to receive the notice of the General meeting is not an excuse for absence, except for Emergency meetings. All members are presumed to be notified of our General meeting pursuant to our By-Laws.**

5.8 AGENDA:

- a. The President shall set the Agenda for the General meeting.**
- b. 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.**
- c. The General Secretary shall make all revisions or additions to the Agenda, and the General Secretary shall sign the final Agenda, copied and made available to the general membership.**
- d. The President and the General Secretary shall sign the final minute and archive it as part of the Organization's record.**

5.9 STANDARD ORDER OF THE MEETING:

- i. The President, presiding officer of the Chief Whip shall have the responsibility to recognize speakers from the floor during the meetings.**

ii. The Chief Whip may time individual speakers.

iii. 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.

iv. Opening Prayer:

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

v. Reading of the Minutes of the Last Meeting:

a. The Secretary General or Assistant Secretary General shall read the minutes of previous meeting.

b. If the Secretary General and the Assistant Secretary are absent, The President or the Presiding Officer shall appoint a member to read and record the minutes of that meeting.

c. 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.

vi. Financial Report:

The Treasurer and the Financial Secretary shall give a comprehensive financial report in writing to all members at each general meeting.

vii. Collection of Dues:

a. Financial Secretary shall call names of members for payment of the 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.**
- viii. Committee Report:**
 - a. All committee Chairpersons shall give a report of their meetings.**
 - b. All reports shall be in writing where necessary.**
 - c. All reports shall be given without interruption from the members, questions may be asked and the report discussed upon, after the report presentation.**
 - d. All members representing the organization at ECI Committee level are representing under the mandate of ECD and shall conduct self with all due respect and best interest of ECD, upholding such mandate by conveying the wish and consensus of ECD general membership at such committees.**
 - e. Committee report must be conveyed to the President upon completion of such meeting and reported to the general membership at the next general meeting. Failure to do so shall constitute insubordination and such member may be at risk of being replaced by another at such committees upon discussion and agreement by the general membership.**
- ix. Any Other Business:**

All other businesses not included in the agenda, may be brought for discussion subject to the two and the half-hour (2 1/2) meeting rule. All unfinished AOB may be submitted to the Secretary General.

x. President's Closing Remark:

There shall be a brief statement from the President, to be followed by the closing prayer.

5.10 EXECUTIVE COUNCIL MEETING:

- a. The President shall call and hold an Executive Council meeting at least one week in advance of the general meeting to discuss the general meeting agenda.**
- b. The President has the power to determine the date, time, mode and venue of such meetings.**
- c. Members have obligation of sending to the President or ECDM Secretariat by email or text, items they would like to include in the Agenda at least 1 day before the Executive meeting to all for compilation.**

5.11 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.

5.12 MONTHLY DUES:

The monthly membership fee shall be twenty (\$20.00) 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.*

5.13 YEARLY DUES PAYMENT:

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 the last day of February.

5.14 NEW MEMBERS ONE-TIME MEMBERSHIP FEE:

All new members shall pay a one-time membership fee of \$100 after approval of membership and are also subject to Article 5.12. The one-time membership fee must be paid within three (3) months of becoming a member and can either be paid once of in three (3) installments as agreed upon during membership screening.

ARTICLE VI

BOARD OF DIRECTORS

6.1 AFFAIRS OF ORGANIZATION

The affairs and the general objectives of the organization shall be outlined by the Board of directors.

6.2 MEMBERS, QUALIFICATIONS, AND TENURE

- a. The number of the Board of Directors shall be five (5) consisting of the incumbent President, two (2) male and two (2) female members of the organization.**
- b. Each member of the Board of Directors shall serve for two years with the opportunity to seek re-election.**
- c. Term Limitation: A Director is eligible for two (2) consecutive terms and must step down for one term to be eligible for another two (2) consecutive terms.**

6.3 NOMINATION OF DIRECTORS:

In December prior to the election year, new Board members are nominated as follows: one (1) shall be appointed by the President, one (1) by the Executives and two (2) by the general membership.

6.1 Election of Board of Directors

In July of the Election year, the membership shall vote on the Board of Directors, and the two directors with the most votes shall join the incoming president of the club and the two appointed directors, to constitute the board of directors. The Board's term begins in July of the Election year.

6.2 Officers of the Board

Members of the Board shall meet as soon as practicable to elect the officer that shall consist of at least the Chairman and Secretary.

6.3 Functions of the Board of Directors

The Board shall:

Sets the policies of the organization.

- b. Exercises fiduciary role to ensure that the organization is properly managed.**
- c. Maintains the corporate status, ensures that proper paperwork is submitted to governmental agencies**
- d. Approves mission statements and program direction for the organization.**

Reviews Program plan and progress.

Conducts or reviews evaluation plan.

- e. Introduces the Executive Council Officers.**
- f. Evaluates the performances of the Executive Council**
- g. Provides resource development by establishing fund raising and participating in fund- raising efforts, determines feasibility of fund-raising goals.**

- h. Serves as custodians of the By-laws of the Organization.**
- i. Holds periodic meetings to formulate policies and to ensure that the objectives and policies of the Organization are facilitated.**
- j. Recommends, evaluates and administers the progress of the Organization.**
- k. All decisions and recommendations of the Board of Directors are subject to the approval of the Executive Council.**

6.4 Qualification

Board members must have been a member of the club for at least one year before appointment or election and must be in good financial standing.

ARTICLE VII
EXECUTIVE OFFICERS

7.1 Offices:

The Executive Office shall consist of the following:

- 1. President**
- 2. Secretary General**
- 3. Assistant Secretary General**
- 4. Treasurer/Assistant**
- 5. Financial Secretary. Assistant**
- 6. Public Relations Officer (PRO)**
- 7. Social Secretary/Assistant**
- 8. Chief Liaison Officer**
- 9. Whip**

7.2 Election and Term of Office

Officers shall be elected for a term of two (2) years.

- 1. New officers shall assume office at the October meeting of the election year.**

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.

7.3 Functions the President shall:

- 1. Serves as the Chief Executive Officer, responsible for the overall guidance of the Organization.**
- 2. Have the power to appoint an active member to act temporarily for a vacant office for a period not exceeding thirty-one (31) days, or until the next general meeting, whichever occurs first, at which time an election for the vacant office will be held.**
- 3. Have the power to summon, cancel or adjourn all general and emergency meetings in consultation with at least two-third (2/3) of the executive members.**
- 4. Have the power to create special committees.**
- 4b Have the power to appoint members to various committees both at chapter and ECI level, where no other member has shown interest to be on such committee.**
- 5. Sign or be the co-signer for all financial, legal or any other official transaction of the Organization, except where other members or Executive members in specific offices have been so designated and charged with such responsibility.**
- 6. Have the power to authorize the disbursement of funds not exceeding Two Hundred Dollars [\$200.00] in the event of any emergency.**
- 7. Perform duties not specifically stated herein under functions but in consistence with the Organizations purpose and principles.**
- 8. Report on the state of affairs of the Organization on a semi-annual basis or by the request of two-third majority vote of the general membership.**

9. Provide information to the Board of Directors in timely manner to demonstrate that the Organization is well managed.

10. Compile information with assistant from the Advisory/Board for annual filing requirements.

11. The President shall use discretion in declaring an emergency.

12. Oversee preparation of periodic financial reports and implements proper financial controls.

13. Implement policy.

14. Be accountable to the Organization.

15. Vote to break ties in situation where voting on issues results in a tie, except for ties in an election process.

d. Limitations:

1. Presidential powers are limited to the following:

a. The President has no veto power over the decision of the 2/3 House majority.

2. The CHIEF WHIP shall:

a. Serves as moderator and maintains order at all meetings.

b. Calls the meetings to order in a loud voice at the request of the President or Presiding officer.

c. Be empowered to impose fines not to exceed ten dollars [\$10.00] per conduct considered disruptive to the meeting.

d. Control and modify behavior which may impede deliberations.

e. Give members a warning before a fine is imposed.

f. Give the record of fines to the financial Secretary for collection.

g. Keep records of all fines collected and demand a receipt from the Financial Secretary.

h. Greet and Admit all guest at the door.

4. The SECRETARY GENERAL shall:

a. Be the head of the Organization's Secretariat.

b. Announce the venue, date and time of all functions.

c. Be responsible for recording and reading the minutes at all the meetings.

d. Be responsible for maintaining accurate records of all pertinent documents.

e. Deliver a copy of the Constitution and By-Laws to all registered members and shall secure acknowledgement of receipt in writing.

f. Be charged with the responsibility of communicating with inactive members.

g. Take immediate steps, not to exceed thirty-one (31) days or by the next general meeting, whichever occurs first, to apprise inactive members of decisions taken to remedy their inactivity.

h. Inform the members of the appraisal and response, or any further action taken and provide copy of records to the Executive Council.

I. Maintain attendance records and up-to-date file records of all members of the organizations.

j. Maintain custody of corporate books, records, and files.

k. Keep custody of all secretariat equipment and stationeries of the Organization.

l. Make available to the members, circulars/notices for meetings, and the agenda after approval by the President.

m. Send reports to governmental agencies that required such report by law.

n. Perform such duties as directed by the President or the Executive Council.

6. The Treasurer shall:

a. Serve as the Chief Custodian of the Organization's treasury.

b. Not delegate treasurer's duties to the Financial Secretary.

c. Deposit in the Organization's bank account, all funds of the Organization within 72 businesses hours of receipt.

d. Keep copies of all bank transaction receipts while providing the Financial Secretary with the original of such receipts.

e. Cooperate with auditing Committee whenever the examination of the Organization's account is needed, including obtaining an independent agent to review the books if necessary.

f. Receive all monies of the Organization and disburse thereof.

g. Exercise the powers and perform such other duties usually incidental to the office of Treasurer and shall exercise such other powers and perform such other duties as may be assigned by the President

h. Be in charge of the Organization's funds

7. The FINANCIAL SECRETARY shall:

a. Keep books of accounts, which shall show all original financial transactions documentation, summarizing and reporting of all assets and liabilities of the Organization

- b. Work with the President in preparing a yearly budget for the Organization. The budget serves as a financial blueprint for the Organization, and should be based on program plans and goals.**
- c. Carefully track revenues to demonstrate to the Internal Revenue Service that the Organization has met its requirement of receiving public support**
- d. Collect all fees, levies and donations and hand it over to the Treasurer and obtain receipt thereof, hand-over shall be completed within seventy-two hours (72 hr. - 3 days) of collection**
- e. Co-operate with Auditing Committee whenever the examination of the Organization's account is needed**
- f. Receive all appropriations and contributions made to the Organization and transmit to the Treasurer for deposit by the Treasurer**
- g. Issue receipts on the Organization's stationery.**
- h. Submit all banking records such as bankbooks, statements, credit/debit, memos, etc., to the auditors, Chairman of the Board of Directors and/or designated Board Member as requested within three (3) days - 72 hours**
- i. Give report of all financial transactions at monthly general meeting and the report are to be reflected in the Minutes**

8. Social Secretary/

10. AUDITOR

The ECD will find a representative to perform financial as well as procedural audits once a year.

11. Public Relations Officer (PRO)

a. Performs function delegated by the President

b. Liaison from time to time with the Cultural and Educational Committee

c. Project the Good image of the Club both inside and outside the Club

d. Makes Contact with the News Media on behalf of the Club

E. Chief Fund Raiser

f. Solicit membership for the organization

g. Be in charge of all social activities Organization shall undertake

b. Work in conjunction with the educational and cultural committee when the event involves educational and cultural activities

c. Provide a comprehensive report of the Organization's activities

d. Be the Organization's chief Spokes Person

PRO shall:

a. Provide a projected yearly calendar of events for the Organization within 30 days of taking office which shall include

January Electoral Committee

February Sweetheart Ball

March

April New Executive Officers Swearing in Ceremony & Inauguration

May Mothers Appreciation Night

June	Fathers Appreciation Night
	Annual Community Recognition Award (Humanitarian Award Brunch)
July	Children/Youth Outstanding Achievement for Good Grades awards (based upon submitting report cards)
	Annual Picnic
August	Relief Drive and Fundraiser with Guest Speakers (For community Development or Contribution to Nigerian cause)
September	Children back to School (daytime party)
October	Nigerian Independence Dance
November	Thanksgiving Dinner with Members and family at Eko Club-To Give thanks
December	End of Year Party and Convention and Induction of New Members

ARTICLE VIII

REMOVAL OF OFFICERS

8.1 IMPEACHMENT by a Vote of Non-Confident of an Executive Council

Member & Board of Director:

1. An Executive Council officer or a Board member shall be impeached for the following allegations: vote of non-confident shall be passed on an executive member and/or Board member in the general meeting on the grounds of:

a. Ineffectiveness, fraud, corruption, conviction of a felony and embezzlement

b. Violation of the Code of Conduct as defined in Article XII.

c. Acts not conducive to the interest of the organization or acts considered by the Nigerian Government and/or the United States Government to be illegal.

2. A Member in good financial standing shall file in writing a request for impeachment with the President, Secretary or Chairman of the disciplinary Committee and present it at the general meeting; the written request must state the following:

A member shall have a motion of non-confident on the executive member/board of director at the general meeting.

A: The members making the request full name

B. The accused officer full name

C. The Allegations - offense etc.

8.2 Vote of Non-Confident Hearing

1. The hearing of non-confident shall be conducted by the Disciplinary/Screening Committee, which shall make recommendation for disciplinary actions within thirty (30) days subject to the approval of the two-third majority of the house.

2. Any member that made a frivolous vote of non-confident on an Executive Member or Member of the Board of Director shall be subjected to disciplinary action by the disciplinary/Screening Committee

3. Vote of non-confident process shall be conducted by a private ballot vote.

4. After the recommendation of the Disciplinary Committee of a vote of non-confident, the affected member may voluntarily relinquish office before a vote by the general members. Such affected member shall not need to comply with Article VIII

8.3 Duration of Vote of Non-Confident

1. Executive or Board member who receives a vote of non-confident from office, shall also be banned from running for or holding any office for a period of two (2) years from the date of the vote of non-confident.

2. Except for affected member under 8.2(4), after such period has passed, the member

Shall be reevaluated by Executive and be declared eligible to run for office with 2/3d majority of the members.

MISCONDUCT:

Any Executive Council Officer or Board Member found guilty of any misconduct committed during the course of a meeting or at any ECH function will be fined

\$100.00 and/or shall lose his executive position depending on the severity of the violation

ARTICLE IX

Vacancy and Resignation

9.1 Resignation

- a. Any officer may resign his/her post by giving notice of intent to resign in writing, and the effective resignation date must be at least one month except in case emergency. The notice should be given to the Secretary General who shall immediately inform the President.**
- b. Notice of resignation of a President shall be submitted in writing to the Chairman Board of Directors at least one month in advance.**
- c. Member's intent to resign shall be announced at the next general meeting following the notice of resignation.**

9.2 Vacancy

Any vacancy created by resignation, removal or death of any officer of the organization shall be filled during a meeting following such resignation.

ARTICLE X

COMMITTEES

10.1 Appointment of Committees:

The President and/or Executive council shall appoint committees in accordance with article 10 section.2.

10.2 Committee Formation:

- A. The President shall form ad-hoc committees based upon the needs of the Organization and consistent with these By-Laws.**
- B. Each Committee shall have a minimum of three (3) and Maximum of five (5) members**
- C. The President shall appoint no more than two (2) Committees Members and House shall elect three 3 member of a Standing Committee.**

10.3 Officers of the Committee:

Each Committee shall select their own officers which shall consist but not limited to the following:

- 1. Chair Person**
- 2. Secretary**

10.4 Committee Meetings:

Each Committee's chairperson may hold a meeting not less than one week before the general meeting and give report of such meeting at each Executive meeting and general

meeting, unless determined otherwise by the Executive Council.

10.5 Minutes and Reports of Committees:

- 1. Minutes of Committee meetings should be presented in writing to the Secretary General at every general meeting**
- 2. Committee reports and minutes shall be type written by the Committee Secretary.**
- 3. Committee Chairman shall give report at the general meeting or by any member delegated by the Chair.**
- 4. No Committee Report shall be considered a Violation: Committee Chairperson who does not submit a (written) report prior to his/her presentation shall be constituted as violation of the bylaws and shall be recorded as a "no report".**
- 5. Non-active Committee:**

The Committee that does not give a written report for three (3) consecutive meetings shall be considered a non-active Committee. The Executive Council shall dissolve the committee and reconstitute a new one

- 7. Members of a Committee may request replacement of any member that is tardy to another Committee; request shall be submitted to the Executive Council.**

10.6 Quorum for Committees:

A two-third (2/3) majority of all Committee members present shall constitute a quorum.

10.7 Subcommittees:

Subcommittees may be formed for the expedition of certain duties as performed by each Committee provided that the main committee remains accountable for its activity.

10.8 Ad Hoc Committees:

The Executive Council shall form an Ad Hoc Committee for a special or temporary purpose to serve the need of the Organization.

ARTICLE XI

ELECTIONS

11.1 Executive Election

Elections of the Executive Council shall be held every other year in March. Electoral process shall start two months (January) prior to elections. Elected officers shall assume office in April.

11.2 Election of Board of Directors

The election of the Board of Directors shall be held in January of the year of the election.

11.3 Voting Rights and Privileges:

All registered members

All registered members *in good standing* are accorded due rights and privileges of the Organization.

These rights and privileges include:

- a. The right to vote and be voted for.**
- b. The right to hold office.**

11.4 Candidate Qualifications

a. Candidate wishing to contest elections or declare intent for office shall declare his/her candidacy in writing at least two (2) months prior to general elections.

b. Candidate must have maintained at least six months membership in good standing with the organization to be eligible to run for office, except for the provision in 11.5

11.5. Special Qualification for President and Vice president:

- a. To be the President, a member must have been in active participation in the Club activities and good financial standing.**
- b. Member must have been a member for at least two (2) years.**

11.6 Member on Probation Who Wishes to Vote and Run for Office:

- i. Registered member on probation shall not be eligible to vote and be voted for.**

11.7 Members with Unsettled Financial Obligation

- a. Any member who has not settled her financial obligation with the organization shall not be eligible to vote neither shall she qualifies for candidacy to an Executive position until all debts are paid in Full or resolved.**
- b. All matters pertaining to delinquency in payment of Organization dues or levies must be announced at the general meeting of the Organization by the Financial Secretary.**

11.8 Electoral Commission

The Board of Directors shall appoint Electoral Commission.

- a. The Electoral Commission shall be appointed at least two (2) months prior to General elections (in January of the election year,) by the newly elected Board of Directors and the sitting President.**
- b. After the Electoral Commissioners have been appointed, the Committee shall not be influenced nor prejudiced by the Board of Directors.**

For a good cause, such appointment may be withdrawn by the Board of Directors if sanctioned by 2/3 House majority.

i. The Electoral Commission operates as an Ad Hoc Committee functioning independently of any governing body.

ii. The Electoral Commission shall be sworn to an oath of secrecy by the Board of Directors and abide by such oath until after the elections and the new Executive Council are in office.

iii. The Electoral Commission shall not consist of any of the following:

1. Candidate running for office

2. Candidate declaring intent for an office

3. Member of the Board of Directors

4. Member who has been sanctioned under Article XII, Code of Conduct. IV.

The Electoral Commission shall consist of more than two (2) members and less than five (5). The Committee must have a Chairman and a Secretary.

11.9 Electoral Process

Electoral Commission shall organize the electoral process and work in accordance with the By-Laws independent of the Board of Directors or Executive Council's opinion. The Electoral process shall include:

a. Making & enforcing the election rules for the candidates and general membership.

b. Monitoring candidate statements/presentation

c. Establishing the election process-procedures for the candidates and general membership.

d. Conducting the election process-procedures for the candidates and general membership.

Declaration:

The Chairman of Election commission shall declare and certify all winners of the elections.

The Chairman Board of directors shall swear in the President and the Executive Council Members.

11.10 Electoral Debates

- 1. The Electoral debates shall be conducted by the Electoral Commission and in the presence of the general membership.**
- 2. The Electoral debates shall be conducted a day before the general election.**
- 3. Members may provide manifesto towards the general election.**

11.11 Nomination of Executives

- 1. An active member shall nominate a candidate and another member shall second such a nomination.**
- 2. There shall be different nomination and different balloting for each office.**
- 3. In all cases, the majority carries the vote.**
- 4. A candidate shall be declared elected by acclamation where another candidate does not oppose his/her nomination.**
- 5. Any nominee shall have the right to decline a nomination at the appropriate time or a time specified by the Electoral Commission.**
- 6. Where there is a tie of vote, the Electoral Commission will conduct a runoff election.**

Second tie will be broken by a coin flip to determine the winner.

11.12 Nomination of Directors

Any Board member who intends to run for executive office shall resign the current position as Board member.

11.13 DELEGATION

- a. Delegation to the biennial ECI convention will be by nomination.**
- b. Only members in good financial standing shall be eligible for nomination.**
- c. Only active members with good attendance history shall be eligible for nomination.**
- d. The President shall have the power to appoint 1(one) member who meets above criteria as a delegate,**
- e. The Executive Council shall have the power to nominate and appoint one qualified delegate.**
- f. The general membership shall nominate and appoint one qualified delegate.**
- g. The President shall reserve the discretion to announce the nominated and appointed delegates until such time that is deemed safe to avoid corruption of the delegates by members within and outside of ECD.**
- h. The delegates shall act strictly under the mandate of the general consensus of the ECD membership.**
- i. The act otherwise of the house mandate shall be deemed to be detrimental to ECD and such member shall face automatic dismissal from the organization.**

ARTICLE XII

CODE OF CONDUCT AND DISCIPLINARY ACTIONS

12.1 The disciplinary committee shall develop the rules related to conduct, remedial actions and fines for the Organization. Any such rules shall be incorporated into the By-law of the Organization. Under Article 12, The Disciplinary Committee shall determine when violation of rules has occurred and then make recommendation on course of actions and fines to the House

12.2 All complaint and appeals shall be reviewed by the Disciplinary Committee.

12.3 All complaints and appeals shall be in writing to the Disciplinary Committee except when a matter is referred by an officer of the club.

12.4 Statute of limitation: all complaint must be submitted to the Secretary or President or authorize Member no later than 60 day after the incident.

12.5 All appeals to the Disciplinary Committee decisions must be submitted to the Board no later than 60 day after the decision of the Disciplinary Committee.

12.6 Remedial actions, fines, suspension and /or termination shall be levied and instituted against members who violate the code of conduct as defined herein under each clause by two-third (2/3) majority vote of the General House member.

A. Fighting

1. Shall constitute a violent physical contact with intent to cause member or Non-member bodily injury or harm during any meeting or function of the Organization.

Such action shall be punishable by a three month's suspension for the first offense, and expulsion for the second offense. The Disciplinary Committee shall review each incident and make recommendation to the House. If the member is found guilty by Disciplinary Committee, the Disciplinary Committee recommend to the executive council and approved by the house to issue a letter of reprimand and a copy of the letter of reprimand shall be kept in the member's organization file for record.

B. Obscene Language.

1. Any member who uses obscene language or disrupt a meeting or function of any Eko club shall be asked to leave the meeting or function immediately. Failure to leave immediately shall be punishable by a fine not to exceed a \$50. 00. And shall also be punished by a two (2) months suspension. Upon suspension, Member shall be readmitted only after all fines and dues have been paid in full and a public apology is made at the general meeting to the whole membership.

2. Any member who insults another member or non-member at any EKO Club meeting or function shall be punished by a fine of \$20.00 for the first offense. Second offense shall be another fine of \$10.00 and one month suspension. Upon suspension, Member shall be readmitted only after all fines, levies and dues have been paid in full and a public apology is made at the General meeting to the whole House.

C. Insubordination

1. Disobedience to constituted authority or refusal to obey order and mandate constitutes insubordination.

2. This action is subject to a fine of \$20.00. Second and subsequent offense shall be fined \$50.00 and one month suspension as a last resort. The Disciplinary Committee shall recommend issue a letter of reprimand and recommended actions to the member. Such reprimand shall be kept in the member's organization file for record.

D. Integrity

Members shall not knowingly perform an act that may diminish the integrity of the organization, including and not limited to verbal and written communication, misrepresentation and public appearance, the first offense shall be punishable by a fine of \$20.00., second offense shall be punishable by a fine of \$50.00 and two (2) months suspension and the 3rd offense shall be punishable by an immediate expulsion from the club.

E. Failure to Pay Dues

Any member's failure to pay dues for six (6) consecutive months shall lead to automatic suspension.

F. Failure to Attend Meeting

Any member, who fails to attend three (3) consecutive monthly general meetings of the Organization without prior permission shall be suspended for thirty (30) days with a probation period of three (3) months. Failure to attend general meetings for six (6) consecutive months shall be subject to automatic dismissal irrespective of payment of dues.

G. Court Action/Criminal Conduct

1. A legal action shall be instituted against any member (including Board members) who embezzles or misappropriate the organization's funds...

2. Member shall conduct him/herself in such manner not to be found guilty of a crime or create any commotion which may create a criminal record after registration with the Organization.

H. Suspension

- 1. Suspended members shall not in the course of the duration of their suspension be allowed to participate in meetings and functions of the Organization.**
- 2. Suspended Member shall lose all benefits and privileges, including financial, social and moral support from the Organization.**
- 3. All Suspended Member shall be issued a notice of suspension, and if found guilty by the Disciplinary Committees of violating any of ECD Women's Forum By-Laws, the Disciplinary Committees shall issue also a letter of reprimand to the offending member. A copy of the letter of reprimand & notice of suspension shall be kept in the member's organization file for record.**
- 4. Such suspended member shall return after the period of suspension has been fully served and:**
 - a. All Financial obligations [inclusive of fines, levies and dues] are paid in full covering the period before and during the suspension: Payment in full must be made prior to reinstatement of the suspended member.**
 - b. Suspended member shall make a public apology at the general meeting to the whole House.**

I. Expulsion/Revocation

Member who has been suspended two (2) times shall be expelled as a member on the third suspension.

J. MISCONDUCT: Decision on mode and form of punishment for any act of misconduct where a quorum is established shall be taken by the President or the Presiding officer at such meeting or gathering.

12.7 Dismissal of Member

Any member, elected or appointed is subject to a vote of censure by members of the organization

- 1. Such vote of censorship can only be granted for the following reason and proof of the same made known to members.**
 - a. Corruption**
 - b. Embezzlement or theft**
 - c. Ineffectiveness**
 - d. Participation in any action considered by the Nigerian government, State of Michigan and or the United States to be illegal.**
 - e. Any act deemed disloyal and detrimental to the integrity and goodwill of ECD**

ARTICLE XIII

Benefits Disbursements/Bereavements

13.1 Disbursements:

1. A member shall be registered for a minimum of two (3) months and in good standing with the organization before the member is entitled to any benefits or disbursements.

2. All eligible members shall be treated equally in the issuance of benefits and any disbursements.

3. New members may share the same rights and privileges as regular membership in receiving benefits and disbursements after 3 months of membership.

4. Members' family member shall not be entitled to any benefits of any kind, if family member is not listed on the initial membership application, or in the change of status form.

1. Upon the death of an immediate family member therein referred to as biological children, foster children (by record), parents, foster parent, children under members care and spouse), benefits will be issued to EKO Club Detroit Women Forum member as follows:

UPON DEATH OF:

a. Family Member Abroad (Outside the USA) \$250 to the Member

b. Family Member Abroad (Inside the USA) \$250 to the Member

c. EKO Club Detroit, Michigan's' Member

EKO Club Detroit will take full responsibility for organizing the funeral services; Private voluntary donations and contribution are encouraged. A bank trust fund *may* be set up to receive family's donation.

Each member shall be levied one hundred and fifty dollars (\$150.00) towards the bereavement

d. The one hundred and fifty dollars (\$150.00) levied must be paid within 90 days of the bereavement announcement.

SICK MEMBER

a. Sick Member or Member's Family (hospitalized or bed stricken for six weeks or more)

Receives a fruit basket, Two Hundred Dollars (\$200) and a card on behalf of the Organization.

13.3 Weddings, Christening/Child-Naming, and Graduation (University)

All gifts or donation in respect to the above shall not exceed Two Hundred U.S. Dollars (\$200.00).

Private voluntary contributions or donations may be encouraged.

Birthday Party for members attaining

Milestone (40, 50, 60) receives two hundred fifty dollar (\$250)

13.4 Disbursements

- 1. All benefits shall be disbursed to the member within 1 month from the time the secretary or president is officially notified.**
- 2. All monies owed to ECD inclusive of fines and dues must be deducted from bereavement money and the balance given to the member.**

13.5 Eligibility:

Only regular members in good financial standing are entitled to benefits contained in Article 13.

ARTICLE XIV

Documentation and Transition of Documents

14-1 All documents relating to the Organization shall be in the custody of the Secretary General.

2. All documents handled by any officer shall be carefully documented and when officers vacate office for any reason, such documentation belongs to the Organization and shall be handed over to the next administration's President.

3. The previous officers shall be held accountable for a smooth transition of documents.

4. Transition of offices, documents and all important matters pertaining to the organization's administration and operations shall take place before the next general meeting following elections.

ARTICLE XV

Operation Period

15-1 The Organization shall function on a fiscal year, from September to August.

ARTICLE XVI

Amendment to By-Laws

16.1 Regular Amendment

The secretary shall receive proposal for amendment to the By-Laws at least 90 days before the vote on the amendment.

16.2 Approval of Amendment

Amendment complying with 16.1 shall be approved by 2/3 majority votes of the members.

16.3 Certification and Amendment of By-Laws

- a. These By-Laws shall only be amended, but not abolished.**
- b. THESE BYLAWS SHALL BE CERTIFIED BY THE PRESIDING PRESIDENT AND THE SECRETARY GENERAL AND SHALL NOT BE VALID WITHOUT SUCH SIGNATURES FOR CERTIFICATION. IF AMENDING IT SHALL INCLUDED THE NAMES OF THE AMENDER.**

ARTICLE XXVII

MISCELLANEOUS

17.1 Subject to All Laws

The provisions of these By-Laws shall be subject to all valid and applicable laws, including, without limitation, the Michigan Non-Profit Corporation Act as now or hereafter amended, and in the event that any of the provisions of these By-Laws are found to be inconsistent with or contrary to any such valid laws, the latter shall be deemed to control and these By-Laws shall be deemed modified accordingly, and as so modified to continue in full force and effect.

17.2 Propaganda & Political Involvement

a. The Organization or any member on behalf of this Organization shall not expressively engage in propaganda or attempting to influence legislation in the United States of America, Nigeria or abroad.

b. The Organization or any member on behalf of this Organization shall not participate in or otherwise intervene in (including publish or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office, unless otherwise decided by the Executive Council.

c. No member shall engage in any activities for the purpose of representing this organization publicly or privately without consent of the President.

17.3 All members of this Organization shall understand that the Organization is held harmless from any and all actions done in its name without written or expressed authorization of the Organization.

17.4 Relationship to Other Organizations

This Organization shall cooperate with other Nigerian Organizations in the United States and other friendly countries, to promote the general well-being of Nigerians and peace on earth.

17.5 Calculation of Votes and Quorum

When the number of votes required for an action results in a fraction, the required number of members is rounded to the next whole number. For example, a requirement of 26 a vote of 2/3 of a ten-member meeting with result in 6 2/3. In the example, for the action to pass, seven members must vote for the action.

17.5 Upon Dissolution, all assets of the club will be donated to a charity of repute or a laudable project of the Eko Club International.

17.6 This by-Law was adopted and approved by unanimous votes of the general membership of EKO Club Detroit, Michigan. An Affiliate of ECI Inc. and signed by President Hon. Deola Odunuga-Alofoje and the Secretary General on behalf of the Organization, on as the official document governing the EKO Club Detroit, Michigan.