

CONSTITUTION OF EGBA UNITY OF CHICAGO ILLINOIS, USA

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PREAMBLE

We, the descendants of Egba/Egbado (Yewa) living in the City of Chicago and its surrounding suburbs/vicinity in the United States of America desiring to promote the interest and welfare of

one another, protect our heritage, live together as one, promote cultural, educational, health, social and economic progress for Egba/Egbado (Yewa) indigenes living in the City of Chicago and its surrounding suburbs/vicinity as well as for those living in geographical locations within Egba/Egbado (Yewa) boundaries in NIGERIA; do hereby agree and resolve to form a not-for-profit organization with a deep sense of unity, justice and honesty to be known as **EGBA UNITY OF CHICAGO**

We do ordain and establish this CONSTITUTION for the Egba Unity of Chicago as the basic document that encompasses our vision, and guide our conducts.

ARTICLE I – NAME OF THE ORGANIZATION

Section 1: The organization shall be called **EGBA UNITY OF CHICAGO** a.k.a

EUC

Section 2: OLUMO ROCK shall represent the logo of the organization

Section 3: The following shall be the official mailing addresses of the organization –

3126 Heather Hill Ct

Flossmoor, Illinois 60422 USA

And

P.O. Box 490727

Chicago, IL 60649-0727

ARTICLE II – SUPREMACY OF THE CONSTITUTION

The constitution of EUC shall be the supreme law of the organization. EUC shall conform to the existing county and state laws that establish and guide its operations, and the constitution of USA.

ARTICLE III – AFFILIATIONS

Section 1: The EUC relationship with external organization be it domestic or foreign shall be determined by the legal structure, objectives, interest and purpose of such external body. Any relationship contrary or adverse to EUC objectives and interest shall be terminated.

Section 2: The President shall appoint a committee to advise the whole house on any proposed alliance or affiliation with external organization be it domestic or foreign. The legal implications, financial obligations, benefits and liabilities of the proposed relationship shall be thoroughly examined by the committee.

Section 3: No organization be it domestic or foreign shall, without the consent of EUC bind the President, Officers or/and any members of EUC on any matter, contract or financial commitment.

ARTICLE IV – OBJECTIVES

1. To promote unity among members with origins from all geographical locations within Egba/Egbado (Yewa) boundaries.
2. To protect the honor, integrity as well as social, cultural and traditional values of Egba/Egbado (Yewa) territories
3. To cherish the individual freedom and territorial integrity of Egba/Egbado (Yewa) boundaries through networking with other Egba/Egbado (Yewa) organizations or associations throughout the United States of America and in Nigeria
4. To contribute socially, economically, culturally and assist with improvement in health, education and welfare of Egba/Egbado (Yewa) indigenes in USA and Nigeria
5. To actively organize revenue generating events that will assist in fostering the development of Egba/Egbado (Yewa) indigenes.

ARTICLE V – MEMBERSHIP

Section 1: General Membership

Membership in Egba Unity of Chicago shall be opened to all peace loving descendants of Egba/Egbado (Yewa) nation. Individuals who descend from Egba/Egbado (Yewa) through parentage shall be considered for general membership. Upon receipt of completed application form with application fee, the membership committee will screen the candidate and make recommendations as appropriate. The applicant must be willing to attend monthly meetings, pay monthly dues and levies, be morally supportive of the objectives set forth in the organization constitution.

Section 2: Associate Membership

- a. Membership by marital association is open to the spouses of General Members.
- b. They are welcome to attend general meetings with their spouses who are members, actively participate in discussions and activities of the organization locally, nationally and globally.
- c. Associate members presence at general meeting shall not be used to determine quorum
- d. Associate members are non-voting members
- e. Associate members are non-dues paying members but can donate money, time and expertise to the course of EUC activities
- f. Associate members are not designated official representatives to any events involving EUC but may accompany their spouses who are members to such events on self sponsorship.

Section 3: Honorary Membership

These are distinguished indigenes of Egba/Egbado (Yewa) residing in USA, Canada or Nigeria. They must be nominated, and voted for by 2/3rd majority of members to occupy **advisory** positions of Patron, Matron etc. Such person may be current or past general member of EUC, current or past member of any other Egba/Egbado (Yewa) chapters in USA or Canada with good moral and

financial records, or may not have been associated with any organizations but undoubtedly a descendant of Egba/Egbado (Yewa) through parentage.

ARTICLE VI – MEMBERSHIP RIGHTS AND OBLIGATIONS

1. Every member shall abide by all the provisions of this constitution
2. Every member shall comply with the rules, regulations, directives and decisions of the organization.
3. Every member shall have the right to express his or her opinions at every meeting
4. Every member shall have the right to actively participate in all activities conducted by the organization.
5. Members shall not engage in activities and/or behavior that may be adverse, undermine and/or detrimental to the organization. Such activities and/or behavior shall constitute basis for suspension, impeachment or termination.
6. Every member in **good standing** shall have the right to vote and be voted for. Good Standing is defined as full attendance in at least 75% of monthly general meetings in the last 12 months or 100% if less than a year since becoming a member, and up-to-date payment of monthly dues.
7. The organization shall exercise the right to disengage membership status of any member who absents him/herself for 3 or more consecutive general meetings without reasonable cause or/and owing 3 or more monthly dues.

ARTICLE VII – MEMBERSHIP DUES AND FINES

Every member shall pay monthly dues as stipulated by the organization.

The organization shall exercise the power to impose fines on members (through the office of Provost) for any violation of the democratic process and guidelines of the organization, including but not limited to speaking out of turn at meetings, disrespect for other members, inappropriate gestures, abusive language, name calling, side talks, tardiness, disruption of proceeding by inappropriate use of hand held electronic devices (cellphones, pagers, ipods etc), walking out of meeting, drinking or eating while meeting is in session without due permission from the presiding officer.

ARTICLE VIII – EXECUTIVE COUNCIL

The following offices shall constitute the Executive Council of EUC:

President

Vice-President

General Secretary

Assistant General Secretary

Treasurer

Financial Secretary

Social Secretary

Provost

Trustee/Board of Trustees

Except for the offices of Provost/Trustee/Board of Trustees

- Any elected member to any of the offices shall serve a two (2) year term.
- No member holding any office shall serve in same office for more than two (2) consecutive terms
- Any officer can contest for re-election to same office or seek election to another office at the expiration of his/her first term

Section 1: OFFICIAL REPRESENTATION

The President, Vice-President or General Secretary in that order of authority shall be the leader of delegation and spokesperson for the organization at official events. In the absence of the aforementioned officers, another officer shall be designated by the President or in his or her absence, the Vice President to assume that role.

Any commitments at such outside engagements or events shall not be binding on EUC unless prior approval was given or until approval is given by 2/3rd of members present at a general meeting.

Section 2: FUNCTIONS AND RESPONSIBILITIES OF EXECUTIVE OFFICERS

President:

1. Shall be the Chief Executive Officer of the organization
2. Shall preside over all executive, general and special meetings
3. Shall be the mouth-piece of the organization and leader of delegation to any outside engagements
4. Shall be dedicated and responsible for promoting the goals, objectives and the interest of the organization
5. Shall cast the deciding vote on any issue or matter being voted on at any meetings in the event of a tie
6. Shall present the annual 'state of the organization' report at the November general meeting

7. Shall be one of the two primary signatories to the organization bank accounts
8. Shall be ex-officio member of all committees
9. Shall along with the General Secretary and Treasurer authorize and sign documents related to their respective offices on behalf of the organization

Vice-President

1. Shall assist the President in performance of his/her leadership role
2. Shall perform all functions of the President in his/her absence
3. Shall perform any other functions assigned by the President or by the general membership

General Secretary

1. Shall keep records of the agenda, minutes as well as all proceedings of the

General, executive and emergency meetings.

2. Shall be responsible for all correspondences, including but not limited to

Notification for all meetings

3. Shall be the custodian of all documents, seals, books and valuables
4. Shall operate and maintain the post office box of the organization
5. Shall ensure the dissemination of information of organization activities in timely manner via mail, phone, email and website
6. Shall update organization website and ensure its smooth running
7. Shall maintain current directory of all active members
8. Shall sign all official documents related to the office of the general secretary
9. Shall be an alternate signatory to the bank accounts
10. Shall keep copies of all financial documents and reports including but not limited to the annual tax returns, auditor's report and special events reports.
11. Shall in the absence of the President and Vice-President perform their functions

Assistant General Secretary

1. Shall assist the general secretary in the discharge of his/her constitutional duties and responsibilities
2. Shall perform the general secretary's functions in his/her absence

3. Shall perform any other functions assigned by the general secretary, the executive council and/or the general membership

Financial Secretary

1. Shall collect and report all funds collected at every meeting
2. Shall provide receipts for all money collected
3. Shall hand over all money collected to the Treasurer immediately after every meeting
4. Shall ensure money received after the meeting is delivered to the Treasurer within three (3) business days
5. Shall keep full and accurate records of accounts
6. Shall prepare monthly members financial status report and notify financially delinquent members at every meeting
7. Shall keep records of monthly bank accounts statements; and provide accounts balances information to members at every meeting
8. Shall provide financial analysis of returns from fund raising and special events

Treasurer

1. Shall coordinate and manage financial affairs of the organization including preparing and presenting annual budgets
2. Shall work closely with the Financial Secretary to prepare documents necessary for annual IRS tax return filing, and renewal of not-for-profit status when due
3. Shall receive all funds from the Financial Secretary and deposit them into the organization bank account within three (3) business days. No other officers or members shall be designated or given the responsibility of depositing organization's money into bank accounts beside the Treasurer
4. Shall keep all records of money received, and money deposited in the bank.
5. Shall be one of the two primary signatories to the organization bank accounts

Social Secretary

1. Shall organize and coordinate all social activities of the organization or involving EUC such as but not limited to End of Year /Fund Raising Party, Picnics, Independence Celebration, hosting of Egba Conferences/Conventions
2. Shall be the Chair of Social Committee
3. Shall work closely with the President and General Secretary to disseminate information and provide publicity for all organization social events

Provost

- a. Shall ensure that orderliness, decorum, discipline, peace and tranquility are maintained at meetings relying solely on relevant constitutional provisions in the discharge of his/her functions
- b. Shall confer with the presiding officer and recommend fines for behavior/conduct that is disrespectful to members or violate orderliness at meetings.
- c. Shall be the Chairman of disciplinary committee except where conflict of interest exists
- d. Shall initiate efforts to solve problems among members and work closely with the Trustees to provide fair hearing and mediation in case of disputes and misunderstanding.

Board of Trustees (BOT)

1. Shall consist of three (3) members – one permanent member and two (2) immediate past Presidents. Unless by resignation or as a consequence of disciplinary measure, the permanent member remains in office perpetually once elected.
2. Shall provide guidance, directions and redirections to the organization in consonance with the objectives of the organization
3. Shall act in mediation and advocacy roles for the organization
4. Shall ensure the financial integrity and sound asset base requirement of the organization.
5. In a situation where there is no immediate past president to constitute the 3-member board, the executive council shall appoint a member who is morally upright, in good standing (as defined in Article VI '6') and in addition has been in EUC for at least 5 years to serve on the BOT. The appointment is temporary and must be ratified by simple majority at a general meeting.

Section 3: ELECTION OF OFFICERS

1. Elections shall take place in the month of November every 2 years
2. Electoral Committee shall be set up by the incumbent President and inaugurated at least 2 months before the elections
3. The 3-member electoral committee shall be chaired by the permanent member of BOT. Electoral committee members are not eligible to contest for any elective office.
4. Elections shall be by secret ballots and follow due democratic process
5. All members in good standing (as defined in Article VI '6') shall be eligible to vote and be voted for
6. In addition to the good standing clause, members seeking to become President, Vice-President, General Secretary, Financial Secretary and Treasurer must have been members of EUC for least 2 years.

7. The legal adviser or a BOT member (other than the permanent member of BOT) shall perform oath of office and swearing of the new executive council same day following the elections.
8. The handing over process shall take place immediately after the elections
9. Bank accounts signatories change process must be completed within 2 weeks after elections.

Section 4: VACANT OFFICES

For any reason, should vacant office exists during the tenure of the executive council; the executive council will appoint member in good standing (see Article VI '6') to occupy the position and complete the term of that office. The appointment must be ratified by simple majority of members present at a general meeting.

The offices of the President and the General Secretary shall not be deemed vacant at any time since the Vice-President and Assistant General Secretary will occupy those respective offices as provided for by this constitution in case the President and the General Secretary can no longer perform their constitutional roles.

ARTICLE IX – GIFTS FOR MEMBERS (General Membership)

The organization shall make monetary donation to members specifically for death of biological parents (biological father and mother) and Birth of a Child.

- Death of biological parent – \$500.00 per calendar year
- Birth of a child – \$100.00

Qualifying Criteria

In order to enjoy this financial benefit, members must have at least spent 2 years in the organization and in good standing (see Article VI '6'). Members who are not up to date with their financial obligation to the organization will be given up to 3 months to bring their dues payment up to date before the disbursement of the monetary donation. Failure to meet this 3-month deadline will automatically forfeit the eligibility.

ARTICLE X – FINANCIAL/ACCOUNTING DISCIPLINE

At no time shall EUC be obligated financially or otherwise pledge, encumber or allocate more than 50% of its net value and/or assets to any course.

Receipts must be presented for all purchases, and receipts must be issued for all payments.

The organization fiscal year shall be the calendar year – January 1st to December 31st each year

Section 1: Sources of Funds

1. Membership dues, fines, levies and membership application fees
2. Legitimate Fundraising Activities

3. Grants and Donations from government and government recognized agencies, registered companies and other not-for-profit organizations
4. The organization shall not source funds or accept donations from political parties, political pressure groups or political lobbyists
5. The organization shall not provide financial support or lend its resources to political candidates, political campaigns or political lobbyists

Section 2: **Signatories**

1. The President and the Treasurer shall be the primary signatories to organization's accounts. The General Secretary shall be the alternate signatory. Their full names and signatures shall be provided and be on file with the banking institution.
2. Two signatories are required to sign checks for payment or withdrawal up to \$5,000.00. Beyond this amount all 3 signatories must sign the check.

Section 3: **Bank Accounts**

The organization shall open and operate at least two (2) bank accounts with a nationally known Bank insured by FDIC with convenient locations throughout Chicagoland

1. Checking Account – for the day-to-day operation of the organization. Account balance in excess of \$5,000.00 shall be transferred to the Savings Account.
2. Savings Account – for special projects
3. Any new interest yielding accounts (such as money market) may be opened and any existing accounts may be closed, but the decision requires 2/3rd approval of members present at a general meeting.

Section 4: **Emergency Spending / Imprest Account**

1. The President may authorize up to \$500.00 in expenditure in emergency situation. The emergency nature and the purpose of expenditure must be discussed with and consented to by the executive council before disbursement of the fund.
2. The General Secretary shall keep an imprest of \$250.00 at all times.

ARTICLE XI – AUDITING

Internal Auditing – Three (3) member internal audit committee shall be appointed at a general meeting to audit organization's accounts and financial records twice a year. Their reports shall be submitted to the general meeting in May and December. The internal auditors must be good standing members (defined in Article VI '6'), and must not be members of the current executive council.

External Auditing – An independent auditor shall be retained by the organization to audit the accounts and prepare tax returns annually. Inspection of financial records and audit reports shall

be made available to all members as well as government agencies upon request within a reasonable timeline.

ARTICLE XII – MEETINGS

General Meeting – Shall be held monthly – first Saturday of each month. Quorum shall be a simple majority of or at least 10 general members based on numbers of members.

Executive Meeting – Shall be held monthly. Quorum shall be a simple majority of executive members

Emergency General Meeting – Shall be called at any time to discuss crucial issues of urgent nature requiring general house knowledge and decision making. The quorum shall be same as the General Meeting.

ARTICLE XIII – CONSTITUTIONAL REVIEW/AMENDMENTS

The following processes shall be followed in order to review or amend the constitution:

1. A motion to amend the constitution must be moved, seconded and passed on the floor of the house by 2/3rd of the members present at the general meeting
2. The articles, sections and subsections to be amended must be identified, and the proposed amendment presented in writing.
3. The merits and demerits of the proposed amendment may be discussed and debated at the general meeting within a limited time permitted
4. A 5-member constitution review committee must be inaugurated to commence deliberations on the proposed constitutional review/amendments
5. The committee shall present the final draft of report to the general house within the specified timeline.

ARTICLE XIV – DISCIPLINE OF MEMBERS

Members shall be accorded the right to fair hearing in all matters related to discipline.

Any member found guilty of any offense including but not limited to the following shall be subjected to disciplinary actions.

1. A breach of any provision of the constitution, anti-organization activities, immoral behavior or conduct unbecoming in a manner likely to embarrass the organization or bring the organization into contempt, ridicule, hatred or disrepute in whatever manner.
2. Flouting the rules or decisions of the organization, engaging in dishonest practices, defrauding the organization, continuous unexcused absences from meetings, carrying out anti-organization propaganda, or any other activities which would tend to disrupt the peaceful, lawful and efficient running of the organization or which are inconsistent with the achievement of the objectives of the organization

3. Disobedience or negligence in carrying out lawful directives of the organization

Punishment

Punishment may be imposed by the organization as disciplinary measure against erring members. The gravity and seriousness of the offence will determine the type of punishment. Punishment may include but not limited to:

1. Expulsion from the organization
2. Suspension of membership for a specified period of time
3. Suspension or removal from office
4. Barring from holding elective office
5. Fines

The President shall set up a committee to investigate the issue(s) and recommend appropriate disciplinary measures. Unless conflict of interest exists, the Provost shall be the Chairman of this committee as provided for by Article VIII, Section 2 of this constitution.

Right To Appeal

Any member aggrieved by the decision of the organization shall have the right to appeal and the right to apply for reconsideration of the punishment imposed within 30 days of the decision.

Pending the outcome and determination of an appeal in respect of expulsion and suspension, the member shall be placed under suspension.

AMMENDED ARTICLES/SECTIONS

OLD NEW

Preamble Re-worded and re-paragraphed

Article I, Section 3 Reflects new mailing and secretariat

Article I, Sections 4, 5 and 6 Re-worded and moved to a new Article III, sections 1, 2 and 3 respectively

Article I, Section 7 Re-worded and becomes Article II

Article II (untitled), Sections 1, 2, 3, 4 and 5 Becomes Article IV titled 'Objectives'

Article II, Section 6 Moved to Article X, paragraph 1

Article II, Section 7 Refined, reworded and becomes Article XIII

Article III (untitled), Section 1 Membership redefined and categorized into three under Article V

Article III, Sections 2 and 3 Moved to Article VI

Article III, Section 4 Spiced with details and specifics under a new Article VII

Article IV (untitled) Becomes Article X

Article IV, Section 5 Becomes Article XI (External Auditing)

Article V Becomes Article VIII. Publicity Secretary renamed Social Sec.

Article V, Section 2 – expunged

Article VI Becomes Article VIII, Section 3

Article VII – expunged

Article VIII (General Rules) – by-laws No by-laws in the new document. However the spirit of the old article VIII is incorporated in new Articles V (section 1), VI and XIV

NEW IMPORTS

Article V (sections 2 and 3) – Associate and Honorary Membership

Article VI (6) – ‘Good Standing’ defined

Article VIII (section 1) – Official Representation

Article VIII (section 2) – The office of Provost becomes perpetual once elected

Article IX – Gifts for members (General Membership) and the Qualifying criteria

Article X (section 3c) – Stipulates guidelines to follow for new bank account, and closing existing account

Article XI (paragraph 1) – Internal Auditing

Article XII – Meetings

Article XIV – Right to Appeal

Reviewers:

Mr. Adenekan M. Adelabi

Mr. Kamoru Adaranijo

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