



NA OGANIRU

2024

CONSTITUTION OF IGBO COMMUNITY ASSOCIATION LIVERPOOL

CONSTITUTION OF IGBO
COMMUNITY ASSOCIATION
LIVERPOOL

IGBO Community
Association Liverpool
Founded in 1935

**We, the members of Igbo Community Association Liverpool
have consented to be guided by the following provisions
which shall be known and cited as the Constitution of the
Association.**

CONSTITUTION OF IGBO COMMUNITY
LIVERPOOL

Contents

1. The Association	6
A. Name of the association	6
B. The logo of the association shall be	6
C. The motto of the association shall be “UDO NA OGANIRU”	6
2. Aims and Objectives	6
3. Membership	7
A. Full Membership	7
B. Temporary Membership	7
C. Associate Membership	8
D. Honorary Membership	8
E. Student Membership	8
4. Rights of members	9
5. Duties of members	9
6. Finance	9
A. Banking	9
B. Funds	10
7. Structure of the Association	11
A. Organs	11
B. Governance	12
8. Duties of officers	13
A. The Patron(s) shall;	13
B. The President shall;	13
C. The Vice President shall;	14
D. The General Secretary shall;	14
E. The Assistant General Secretary shall;	14
F. The Treasurer shall;	15
G. The Financial Secretary shall;	15
H. The Social Secretary shall;	15
I. The Welfare Officer shall;	16
J. The Public Relations Officer	16
K. The Provost	17
I. The duty of the provost is to maintain order during monthly meetings and social events.	17

II.	Shall be responsible for timekeeping during meetings – maintaining time allotment during speech.....	17
III.	Shall be responsible for collecting penalties from latecomers.	17
IV.	Shall take attendance of all members at the general meetings, and provide the same to the General Secretary for inclusion in the minutes of meetings.	17
9.	Auditors	17
10.	Trustees	18
11.	Election and terms of office	18
12.	Committees.	20
A.	Executive Committee	20
B.	Project Committee	20
C.	Social Committee.....	20
D.	Welfare Committee.....	20
E.	Constitution Review Committee	20
I.	Review and amendment of the constitution.....	21
II.	The duties of the committee include those detailed under section 20(A).....	21
F.	Ad-Hoc Committees.	21
13.	Meetings	22
14.	Benefits	23
A.	Marriage.....	24
B.	Birth/Christening	24
C.	Sickness.....	24
D.	Death	25
E.	Send Forth.....	27
15.	IGBO day and other Social Events	27
16.	Property	28
17.	Standing Orders	28
A.	Discipline during the Meetings.....	28
B.	Disputes between members.....	30
18.	Meeting Procedures	31
19.	General rules on membership under the constitution	33
20.	Additions and Amendments	35
21.	Interpretation	35

CONSTITUTION OF IGBO COMMUNITY LIVERPOOL

1. The Association

A. Name of the association

This association shall be known by its name;

IGBO COMMUNITY ASSOCIATION LIVERPOOL (ICAL)

Hereinafter referred to as the community or ICAL

B. The logo of the association shall be



C. The motto of the association shall be “**UDO NA OGANIRU**”

2. Aims and Objectives

A. To guide, protect and promote the welfare of the community in accordance with the conditions laid down in this constitution.

B. To provide social and recreational facilities and mutual support that will foster and promote happy relationship among members.

C. To provide a means of communication between Igbo people in Merseyside and members of other associations, bodies, local and / or government.

D. To protect and safeguard the rights of members.

E. To encourage the promotion of Igbo culture and traditional way of life.

F. For the advancement of education and vocational training among members.

1 G. To undertake other economic and social ventures/provisions
2 for the general improvement of ICAL.

3
4 H. Exercising and promoting the culture of tolerance in the
5 community and participating in peaceful resolution of conflict
6 among members.

7
8 I. To contribute to the socialisation of our youths through sports
9 and other social activities.

10
11 J. In pursuance of the above aims and objectives, the community
12 shall be non-partisan in politics and non-sectarian in religion.

13 14 **3. Membership**

15 Membership is open to all sons and daughters of Igbo heritage over
16 18 years of age living in Merseyside.

17 There shall be the following categories of membership:

18 **A. Full Membership**

19
20 I. Members in this category are persons who have paid their
21 registration fees, levies and monthly contributions as
22 stipulated in this constitution.

23
24 II. Full members will have overall control of financial matters
25 relating to ICAL. Persons in this category are eligible to
26 become officers, members of any committee and trustees
27 provided they meet the criteria for the positions.

28 29 **B. Temporary Membership.**

30
31 I. Temporary membership shall be open to any person
32 irrespective of nationality, creed or political inclination, who in
33 the opinion of ICAL promotes the interest of the Igbo nation.

34
35 II. Persons of IGBO origin who are on a very temporary or transit
36 stay in Merseyside. The member is required to make

1 contributions during the period of their temporary or transit
2 stay.

- 3
4 III. Persons of IGBO origin who at retirement wish to join the
5 community for the first time. Registration fee for this category
6 of members will be half the fee paid by full members and the
7 member is required to make monthly contributions.

8
9 C. Associate Membership

10 This membership shall be conferred on children of financial
11 members and not older than 18 years of age.

12
13 D. Honorary Membership

14 This membership shall be conferred on a person by election at a
15 general meeting and shall be open to Ndi Igbo and members of
16 other nationalities who in the opinion of ICAL have rendered or
17 are likely to render valuable service to or promote the interest of
18 ICAL.

19
20 E. Student Membership

- 21
22 I. Student membership shall be conferred on IGBO people
23 who are pursuing a full-time education in any institution of
24 learning, trade or profession and resides within
25 Merseyside. Evidence of being a student/apprentice will be
26 satisfied on the production of an identity card, renewable
27 annually. Student members as defined in section 3E shall
28 be allowed the status of full member if he / she meets the
29 requirements of section 3AI and 3AII.
30 II. All student members, on completion of their program, will
31 be upgraded to full membership. No new registration fee is
32 required.
33 III. A student may opt at inception to register as a full member.
34

4. Rights of members

- A. To be entered in the Association's register of members.
- B. To receive his/her entitlement in accordance with the provisions of this constitution.
- C. To vote in an election.
- D. To be voted for in an election and to hold an office to which he / she has been elected if they meet the criteria stipulated for 3AI.
- E. The right to participate fully in all activities of the association.

5. Duties of members

- A. To attend all meetings and activities of the Association on time.
- B. To pay the monthly contributions.
- C. To pay any levy agreed by the meeting of the General House / Executives of ICAL.
- D. To uphold and respect the Constitution of ICAL.
- E. To respect the properties and assets of ICAL.
- F. To return and account for any property or asset of ICAL at the time he/she is vacating an elected office or exiting from the association.
- G. To be good ambassadors of ICAL.

6. Finance

- A. Banking

1
2 I. The funds of ICAL shall be deposited with an appointed and
3 approved bank within 2 working days.

4
5 II. The joint signatories of the community for the purposes of
6 endorsing all cheques, drafts and instruments shall be any 2
7 of the below-listed members:

8
9 President

10 Treasurer

11 General Secretary

12
13 B. Funds

14
15 I. A membership fee of £30 is payable on registration and a
16 monthly due of £5 to qualify as a financial member of ICAL.

17
18 II. Levies may be made on financial members from time to time
19 as agreed by the Executives and approved by the general
20 house.

21
22 III. Voluntary donations will be welcomed at any general meeting
23 or at any other activity.

24
25 IV. Funds could be raised through public, private, charitable, as
26 well as socio-cultural activities.

27
28 V. The general house may decide, as the need arises, to ask
29 members to contribute for the purpose of any programme or
30 project in pursuance of the objectives of ICAL as laid down in
31 the constitution.

32
33 VI. Members in arrears of their monthly contributions for more
34 than six months without any acceptable reason to the
35 executives shall lose financial benefits from ICAL. They shall
36 also lose their full membership status. Such members will be

required to meet the requirements of 3AI (Full Membership) to regain their membership status / financial benefits.

- VII. The executive committee shall be responsible for all monies expended by ICAL and shall account for all expenditures and property to the general house.

7. Structure of the Association

A. Organs

The vision of the Association shall be expressed through its authorised organs, which are:

The Executives; and

The House

I. The Executives shall:

- a. Be comprised of the elected officers of ICAL
- b. Exercise its authority in relation to the initiation, planning and managing the implementation of ICAL's programme for their tenure of office.
- c. The executives shall be responsible for all monies expended by ICAL and shall account for all expenditures and properties to the general house.

II. The House shall:

- a. Be comprised of members in attendance at a meeting of ICAL; and
- b. Exercise its authority in relation to passing resolutions to approve or reject:

- 1) Any part of ICAL's programme for a particular year
- 2) Any matter of interest to ICAL.

B. Governance.

- I. The community shall be governed by the executives consisting of officers of ICAL hereinafter called "officers and elected members".
- II. The offices of the Executive members shall be elected from the full members of ICAL once every 2 years at a general meeting of the community which will be held in March of the election year.
- III. A member of the House can propose a vote of no-confidence for any non-performing executive office holder. The proposal must be supported by at least 7 members present at a general meeting before the proposal will be voted on. The non-performing elected executive shall be defined by his / her inability to carry out the duties ascribed to their office. Two-third of members present at the next general meeting will need to vote in support of removing a non-performing executive officer.
- IV. The number of executive committee members to be elected shall be as provided by this constitution.
- V. The officers of ICAL shall consist of;
 - a) The Patrons to be appointed by the general house
 - b) The President
 - c) The Vice President
 - d) The General Secretary
 - e) The Assistant General Secretary
 - f) The Treasurer
 - g) The Financial Secretary

- h) The Social Secretary
- i) The Welfare Officer
- j) The Provost
- k) The Public Relations Officer

8. Duties of officers

A. The Patron(s) shall;

- i. The patron shall protect the image of ICAL and foster good relationships among its members.
- ii. The patron shall be invited to all ICAL functions and is expected to attend the functions.

B. The President shall;

- I. Shall preside over all meetings of ICAL as well as the executive committee meetings.
- II. Represent ICAL in all public matters and be responsible to the general house as well as the executive committee.
- III. Direct the General secretary to summon all meetings of ICAL.
- IV. Ensure that every officer gives a report of his/her activities during executive committee meetings monthly or quarterly.
- V. Co-ordinate all efforts directed at raising funds or obtaining financial support for ICAL.
- VI. With the approval of two-thirds of the members of the executive, appoint a sub-committee, their chairpersons, secretaries, and treasurers when necessary.
- VII. Defend the constitution of ICAL.

VIII. Defend the rights of all members in accordance with the constitution.

C. The Vice President shall;

I. Assist the president in all his / her duties.

II. Act for the president in his / her absence.

D. The General Secretary shall;

I. Oversee all secretarial business of ICAL and keep all records.

II. Convene all meetings of ICAL when asked to do so by the president and issue circulars for the same.

III. Liaise with other officers for the day-to-day running of ICAL.

IV. Keep an annual inventory of all the assets and liabilities of the community.

V. Prepare the agenda of each meeting in consultation with the president.

VI. Keep an Imprest Account. The amount is to be determined by the Executive Committee. Give an account of this to the Executive Committee before any replenishment can be made by the treasurer.

VII. Keep minutes of both the general meetings and the executive committee meetings.

E. The Assistant General Secretary shall;

I. Assist the General Secretary in all his duties and act in his absence.

1
2 F. The Treasurer shall;

- 3
4 I. Pay all monies of ICAL to the bank within 2 working days.
5
6 II. Issue receipts to the financial secretary or anyone else for all
7 monies paid to him for ICAL.
8
9 III. Keep records of all monies received and paid out.
10
11 IV. Present the current account balance to the general house
12 when requested.
13
14 V. Ensure that the annual accounts are prepared by a recognised
15 firm of accountants approved by the general house.
16

17 G. The Financial Secretary shall;

- 18
19 I. Collect all monies of ICAL and pay to the treasurer as soon as
20 possible and obtain a receipt (digital or paper) or signature for
21 the same.
22
23 II. Keep a detailed record of all monies collected with all
24 supporting vouchers.
25
26 III. Prepare all vouchers for payment to the treasurer.
27
28 IV. Present an annual statement of account to the general house
29 and furnish the Executives Committee with the financial
30 position of the community during executive meetings.
31

32 H. The Social Secretary shall:

- 33
34 I. Be responsible for all the cultural and social activities of ICAL.
35
36 II. Publicise all cultural and social activities.

1
2 III. Organise receptions and all forms of entertainment for ICAL.

3
4 IV. In pursuance of these responsibilities liaise with the president
5 and other officers of ICAL.
6

7
8 I. The Welfare Officer shall;
9

10 I. Be responsible for all welfare activities of ICAL which includes
11 visits to the sick, the elderly, families of new born babies and
12 of the deceased.
13

14 II. Be available to offer guidance and counselling to members
15 where possible and whenever necessary, on financial,
16 accommodation and general welfare issues.
17

18 III. Report all undertakings to the president within 24 hours and
19 to the executives.
20

21 IV. Keep an Imprest Account as may be determined from time to
22 time by the executive committee.
23

24 V. Identify all persons entitled for benefits in consultation with the
25 executives.
26

27 VI. Reach out to members who have missed three consecutive
28 ICAL General Meetings. This could be via a telephone call or
29 a physical visit. The Welfare Officer shall report back to the
30 Executives.
31

32 VII. Oversee the ad-hoc welfare committee formed to support his
33 / her activities.
34

35
36 J. The Public Relations Officer
37

1 I. Shall undertake a leading role in relation to the continuous
2 improvement of the public image of the Association.

3
4 II. Shall be responsible for ICAL's website, digital platforms, and
5 general media presence on:

- 6
7 - Facebook
8 - Twitter
9 - YouTube
10 - Instagram
11 - WhatsApp
12 - And others

13
14 III. Shall make proposals for the use of the resources of the
15 Association in relation to this function during his/her term of
16 office.

17 IV. Shall direct new ICAL members to access the constitution and
18 other resources online.

19
20 K. The Provost

21 I. The duty of the provost is to maintain order during monthly
22 meetings and social events.

23 II. Shall be responsible for timekeeping during meetings –
24 maintaining time allotment during speech.

25 III. Shall be responsible for collecting penalties from latecomers.

26 IV. Shall take attendance of all members at the general meetings
27 and provide the same to the General Secretary for inclusion in
28 the minutes of meetings.

29
30 All officers should give an account of their activities to the executive
31 committee at its regular meetings.

32
33 **9. Auditors**
34

1 A. Internal auditors namely, the Financial Secretary, General Secretary
2 and 3 members from ICAL shall be appointed at the annual general
3 meeting for one year.

4
5 B. 3 auditors will be appointed from the General House as a second
6 line of defence. The 3 members shall not be members of the
7 executive committee and shall be appointed at the annual general
8 meeting.

9 **10. Trustees**

- 10
11 I. 5 members of the association shall be nominated and
12 appointed by the general house as trustees.
13 II. If there are more than 5 nominees who meet the criteria, an
14 election is triggered to select the 5 trustees.
15 III. The trustees do not have to be Executive Members.
16 IV. The Trustees must have good standing in the society.
17 V. A Trustee will be changed if he/she is incapacitated,
18 deceased, or found wanting.

19 **Trustees Nomination Criteria**

- 20
21 a. Nominees must reside within Merseyside.
22 b. Nominees should have a minimum of 5-year
23 membership with ICAL.
24 c. They must be current with ICAL dues and levies.
25 d. Nominees should be a person of good character with
26 no criminal record.
27 e. They must be devoted to ICAL's mission, and
28 objectives, and actively participate in ICAL's activities.
29 f. Nominees must either be British citizens or residents
30 with settled status in the UK.

31 **11. Election and terms of office.**

32
33
34
35
36

- 1
- 2 A. The executive committee and other sub-committees shall be
- 3 dissolved on the day of the elections.
- 4
- 5 B. The election of officers shall be by secret ballot or any other
- 6 approved method during the annual general meetings.
- 7
- 8 C. A returning officer and the assistant shall be appointed by a show of
- 9 hand or any other approved method during the **January** annual
- 10 meeting of the election year.
- 11
- 12 D. Contestants for the key offices namely, The President, The General
- 13 Secretary, The Financial Secretary, The Treasurer shall be required
- 14 to make a presentation before the general house.
- 15
- 16 E. The duration of office shall be 24 months starting from the date of
- 17 election.
- 18
- 19 F. A by-election shall be held to fill any vacant office in the event of
- 20 resignation, expulsion, or by any other circumstance.
- 21
- 22 G. If an election is not conducted at the AGM of the Election Year for
- 23 whatever reason, an Interim Executive Committee is appointed until
- 24 an election is conducted in the next election month.
- 25
- 26 H. CONDITION:- Any candidate seeking nomination for any post shall;
- 27 I. Be a fully paid-up member.
- 28
- 29 II. Be nominated and supported by members in good financial
- 30 standing with ICAL.
- 31
- 32 III. Have a good report and be of proven ability.
- 33
- 34 IV. Have been a full member of ICAL for at least 3 years
- 35 (President, General Secretary, Financial Secretary and
- 36 Treasurer position).
- 37

V. Not hold any executive position in similar socio-cultural associations within Merseyside to avoid conflict of interest.

12. Committees.

ICAL shall have the following committees.

A. Executive Committee

B. Project Committee

C. Social Committee

D. Welfare Committee

E. Constitution Review Committee

F. Ad-Hoc Committee as may be required

A. Executive Committee:- Shall comprise of all elected officers of ICAL. The executive committee shall be responsible for transacting the business of ICAL and for the conduct and administration of its affairs as may be necessary for the furtherance of its objectives. The executive committee shall be accountable to the general house.

B. Project Committee: Shall consist of those nominated by the President and ratified by the house. The aims and objectives of the committee shall include:

I. Putting structure in place to restore and manage the Igbo House.

II. Any community activities.

III. Raising funds.

1
2 C. Social Committee: The Social Committee;
3

4 I. Shall be chaired by the elected Social Secretary. The
5 committee shall consist of members appointed by the
6 President, ratified by two-thirds of the executives, and
7 presented to the general house.
8

9 II. The duties of the committee include those detailed under
10 section 8H of the constitution and any other responsibility that
11 the executive shall deem fit.
12

13 D. Welfare Committee: The Welfare Committee;
14

15 I. Shall be chaired by the elected Welfare Officer. The
16 committee shall consist of members appointed by the
17 President, ratified by two-thirds of the executives, and
18 presented to the general house.

19 II. The duties of the committee include those detailed under
20 section 8I of the constitution and any other responsibility that
21 the executive shall deem fit.
22

23 E. Constitution Review Committee: Shall consist of those nominated
24 by the President, ratified by two-thirds of the executives, and
25 presented to the general house. The aims and objectives of the
26 committee shall include:

27 I. Review and amendment of the constitution

28 II. The duties of the committee include those detailed under
29 section 20(A)
30

31 F. Ad-Hoc Committees: Ad-Hoc committee such as financial
32 committee, special committee or investigation committee may be
33 set up when necessary and shall be dissolved as soon as they have
34 accomplished their task. The ad-hoc committee shall consist of
35 members nominated by the President, ratified by two-thirds of the
36 executives, and presented to the general house.

13. Meetings

The Meeting includes.

A. General Meetings

B. Annual General Meetings

C. Executive Meetings

D. Emergency Executive Meetings

E. Emergency General Meetings

F. Adhoc Committee Meetings

Quorum for general meetings shall be **15** members of ICAL.

Quorum for Adhoc Committee Meetings shall be determined by the members of the committee.

Quorum for Executive meetings shall be 6 members of the current ICAL Executives; Executive meetings shall go on, irrespective of the presence or absence of the President in such meetings.

General Meetings shall be held every month on the last Sunday of each month, excluding December. However, monthly dues are paid for 12 calendar months.

General meetings shall be open to all members, but voting shall be restricted to members who are up to date with their monthly dues.

Annual General Meetings shall be held in March of the election year to elect the officers of ICAL. The announcement by the General Secretary (in January) is to allow members time to pay their outstanding dues. Voting shall be by secret ballot or any other

1 approved method. The election and the announcement of the results
2 shall take place at the same AGM.

3 The general house shall appoint a Returning Officer and an assistant
4 to conduct an election and announce the result. Both the Returning
5 Officer and the Assistant cannot vie or vote for a position. The
6 Returning Officer and the Assistant will be appointed in January.

7 Any member of the executive officers who fails to attend 3
8 consecutive General Meetings without apologies (sent to the
9 General Secretary) will be warned by the executives, and if the
10 member continues to be absent from the meetings, the executives
11 will take the matter to the general house so a decision can be made.

12 Members shall attend all meetings on time.

13 After 30 minutes without forming a Quorum, the meeting shall be
14 declared void and a report given to the general meeting of the house
15 by any member present.

17 **14. Benefits**

18
19 Criteria that must be met to access ICAL benefits:

- 20 I. Benefits shall apply equally to all full financial members. All full
21 financial members are equal.
- 22 II. Such full financial member must have maintained ICAL
23 membership for a period not less than 12 calendar months,
24 prior to the time of claim.
- 25 III. To be eligible for benefits, the ICAL member must have
26 attended the monthly general meeting at least 8 times within
27 the last 11 months. Attendance includes well-communicated
28 apologies.
- 29 IV. The welfare officer shall identify members who are qualified
30 for any benefits.
- 31 V. Any benefit given to any member shall not be refunded unless
32 the benefit was fraudulently claimed.

- 1 VI. All arrears must be cleared at the time of claim of any benefits.
2 VII. All benefits are subject to a member officially informing ICAL
3 within a reasonable time.
4

5
6 A. Marriage
7

8 If a financial member is getting married and an invitation is
9 extended to ICAL with a bottle of hot drink at the General
10 meeting, the member shall receive **two hundred and fifty**
11 **pounds sterling** from ICAL. If the wedding is between two
12 members of ICAL, the two members shall receive two hundred
13 and fifty pounds sterling each.
14

15 B. Birth/Christening
16

17 If a financial member is celebrating birth or christening of a child
18 and an invitation is extended to ICAL with a bottle of hot drink at
19 the General meeting, the member shall receive **one hundred**
20 **and fifty pounds sterling** from ICAL.
21
22
23
24

25 C. Sickness
26

- 27 I. If a full member is sick, the welfare committee will visit him/her,
28 either in a hospital or at home. Fifty pounds and a customised
29 ICAL get-well card shall be presented on the visit.
30
31 II. If a sick member needs repatriation, after consultation with the
32 next of kin, the community shall get in touch with the Nigerian
33 High Commission immediately and arrange for his/her
34 repatriation.
35

1 III. A financial member who suffers from a prolonged chronic
2 illness and who is not working because of the illness and thus
3 financially incapable of paying his/her dues will be exempted
4 from paying the dues during the period of such illness or
5 infirmity. All outstanding arrears before the illness shall be
6 paid in full. The financial secretary shall take notice of this and
7 amend the financial record appropriately.

8 9 D. Death

10
11 I. ICAL shall help to finance the waking and burial of a deceased
12 financial member in the Igbo traditional way. A special levy of
13 £30 shall be imposed on all members towards the cost of wake
14 keeping and burial. All monies collected after the burial go into
15 the purse of the organisation.

16
17 II. All members shall pay the levies of wake keeping and burial
18 whether the members attended the function or not.

19
20 III. ICAL shall be represented on invitation at the burial organised
21 by other organisations. Kolanuts and drinks shall be sent to
22 the burial. The amount to be spent on such occasions will be
23 decided by the Executive committee.

24
25 IV. In-kind benefits for full members at death and burial are
26 (money from the ICAL purse):

- 27
28 a. 4 Crates of beer.
29 b. 1 bottle of spirit of 75cl by volume.
30 c. 2 crates of soft drinks (pack of 24 soft drinks)
31 d. Kolanuts and bitter kola worth £30.
32 e. The welfare committee shall be in control of all the above
33 items from death to the day of burial.
34

V. When ICAL is financially buoyant enough to provide life cover for all financial members, then D(I) and D(II) shall cease to exist.

VI. Benefit – Associate members

- a. A purse of Two Hundred Pounds Sterling only (£200).
- b. A customised ICAL condolence card.
- c. Welfare committee shall be in control of the above from death to the day of burial of the associate member.

VII. Benefit – Student Members

All the benefits associated with Full Members as stated in section **D(I-V)** will apply to Student Members provided that the student member maintains the requirements of full membership at the time of death.

VIII. Temporary Members:

The benefit of temporary members shall be determined by the executive committee taking into cognisance, the individual's contributions and participation in ICAL's activities.

IX. Honorary Members.

The benefit of honorary members shall be determined by the executive committee taking into cognisance, the individual's contributions and participation in ICAL's activities.

X. Senior Citizens

At Christmas, the welfare officer shall send customized cards to all senior citizens (60 and above) on behalf of ICAL.

XI. Death of the Direct Family Member of an ICAL Member (Parent, Legal Partner/Wife/Husband, Children above 18)

- a. A purse of One Hundred and Fifty Pounds Sterling only (£150).
- b. A customised ICAL condolence card.
- c. Welfare committee shall be in control of the above from death to the day of burial of the associate member.

E. Send Forth

- I. A gift worth not more than **two hundred and fifty pounds sterling** or cash shall be presented to a full member who is leaving the United Kingdom for good. A mini send forth event will be held at any of the General Meetings before the full member's departure.
- II. The member automatically ceases to be a member of ICAL immediately after he leaves the United Kingdom. He / She could however rejoin ICAL on fresh application if he / she resumes residence in Merseyside but may not be entitled to another send forth party until after five years of re-admission.
- III. The member leaving the United Kingdom on a send forth qualifies for honorary membership.

15. IGBO day and other Social Events

- A. The social committee shall be responsible for organising and supervising all celebrations, social events, dance, outings, visits and promoting the image of ICAL.
- B. IGBO day / Emume Ndi Igbo shall be a yearly event. All members and their families shall have the right to take part in the celebration and enjoy themselves. The day will be celebrated in a way that reflects the IGBO culture.

1 C. All Participants may be asked to contribute to the cost of IGBO
2 day celebration if the financial position of ICAL makes the
3 contribution necessary.
4

5 D. Modes of raising money for social events to include levies,
6 tickets, appropriate grants, and sponsorships. Donations from
7 motivated members are also welcomed. The amount to be
8 levied or cost of tickets if necessary, must be agreed at a
9 general meeting of the community. Members must be given
10 ample time to pay not only their dues but also the levy if any.
11

12 **16. Property**

13

14 A. The executives shall take steps to protect and safeguard the
15 property of ICAL. Any outgoing official of ICAL shall return any
16 ICAL property under his custody. Loss of any property must be
17 reported to ICAL without delay.
18

19 B. All documents in relation to the community affairs must be kept
20 within the premises or as otherwise approved by the executives.
21

22 C. Trustees of all moveable and immovable items of ICAL shall be
23 subject to review every 5 years.
24

25 **17. Standing Orders**

26

27 A. Discipline during the Meetings.
28

29 I. The president shall ensure maintenance of proper discipline
30 during meetings. A member wishing to speak on a topic in
31 hand should signify their intention by raising hands and can
32 only speak when allowed by the presiding officer. No
33 member shall speak on a motion without permission or to
34 interrupt another member who is already speaking on the
35 floor. The penalty for the breach of this rule shall be **two-**
36 **pound sterling** payable on the spot. If the member refuses
37

1 to pay on the spot he/she will lose the privilege of speaking
2 on any topic during the meeting. However, the penalty must
3 still be paid. In the absence of an elected provost, the chair
4 can appoint someone to act in that capacity in that meeting.
5

6 II. If a member leaves his seat to interrupt and or point finger at
7 another member, he /she shall be held to be in breach of
8 discipline and liable to a fine of **ten pounds sterling** payable
9 on the spot. If he / she fails to pay, he / she will be suspended
10 for the rest of the meeting. However, the penalty must still
11 be paid.
12

13 III. If two members engage in a hot exchange of words during a
14 meeting, they will be cautioned by the presiding officer to
15 keep the peace and if they continue, will be liable to a fine of
16 **ten pounds sterling each** payable on the spot. Both will
17 also be suspended for the rest of the meeting. However, the
18 penalty must still be paid.
19

20 IV. If any member despite warnings, threatens to engage or
21 engages in a fight (physical or verbal) during the
22 meeting/celebration, the member(s) involved will be liable to
23 a fine of **twenty pounds sterling** each plus one **70cl bottle**
24 **of whisky**. The community through an Ad-Hoc committee
25 will then investigate the cause of the fight and the guilty
26 member will forfeit the paid fine while the other member will
27 be refunded.
28

29 V. Any other act of serious breach of discipline during a meeting
30 or gathering will be investigated and dealt with by the Ad-
31 Hoc committee, which will report back to the house. The
32 committee will recommend appropriate penalty according to
33 the circumstances of the case to be either accepted or
34 modified by the general house.
35

36 VI. If a member involved in a breach of discipline as stated in A
37 (I – IV) continues the exchange of words on an ICAL digital

platform, such a member will be warned and if the member continues, he/she will be temporarily removed from the platform by ICAL's PRO. Such a member will remain temporarily removed until the adhoc committee decides on their case.

VII. If a member verbally insults a member of the Executives during an ICAL meeting, he /she shall be liable to pay a fine of **fifty pounds sterling** on the spot and present one **70cl bottle of whisky** at the next general meeting. If he / she fails to pay, he / she will be suspended for the rest of the meeting. However, the penalty must still be paid.

VIII. If a member fails to attend a general meeting and has not sent his / her apology ahead of the meeting, the member will be fined £2.

IX. If a member comes late to the general meeting, he/she will be fined £1 on the spot. A member is late if he/she comes to the meeting after the minutes of the last meeting are adopted.

B. Disputes between members

I. It is one of the prime objectives of ICAL to maintain and ensure harmonious and mutual relationships among members. If, however, a dispute arises between members, the dispute shall be brought before the house for settlement to avoid the dispute being taken to the court of law.

II. Should any of the parties to the dispute contravene the above rule and resort to the court of law without bringing the dispute to the house, he/she shall be deemed to be in breach of the regulation and shall be suspended until the matter is settled.

- 1
- 2 III. On receipt of any report of dispute, for example in the form of
- 3 a written summons/solicitor's letters, the house will require the
- 4 parties involved to appear before an Ad-Hoc committee which
- 5 will then hear the case and help the parties reach an amicable
- 6 settlement and avert the need to appear in the court of law.
- 7
- 8 IV. If despite the efforts of the house to settle the dispute the
- 9 parties still wished to continue in the court of law, ICAL shall
- 10 no further intervene. ICAL shall however reserve the right of
- 11 warning against such action and if called to appear as a
- 12 witness in the court of law, will do so in the light of the
- 13 information held by ICAL of the dispute.
- 14
- 15 V. If a member is in dispute with another member of ICAL and
- 16 wishes it to be settled by the house, he / she shall in the first
- 17 instance present the matter with a customary 4 kolanuts and
- 18 a 70cl bottle of whisky.
- 19
- 20 VI. Accusations shall be investigated by an Ad-Hoc committee
- 21 and recommendations of appropriate action given to the
- 22 house.
- 23
- 24

25 **18. Meeting Procedures**

- 26
- 27 A. All meetings except for election meetings shall be presided over
- 28 by the President or Vice President or in their absence any
- 29 executive member present.
- 30
- 31 B. The General Secretary shall take minutes of the proceedings. In
- 32 case of the absence of the general secretary, the assistant
- 33 secretary will carry out the role.
- 34
- 35 C. The presiding officer shall declare the meeting formally open if
- 36 the required quorum is formed. He may ask any member
- 37 present to lead the house in a short prayer.

1
2 D. The presiding officer will call for the adoption or correction of the
3 minutes of the previous meeting which has been shared on the
4 digital platform at least a day before.
5

6 E. Matters on the agenda shall be discussed in the order in which
7 they appear on the list. The president shall reserve the right to
8 alter the order to meet the exigencies of the meeting.
9

10 F. Votes shall be taken when there are more than one proposal on
11 any particular issue and the motion shall be carried out by a
12 simple majority.
13

14 G. Any member wishing to discuss any matter not contained in the
15 agenda shall bring it up under the heading of "Any Other
16 Business". It will then be left for the presiding officer as to
17 whether there is enough time to discuss the matter and if not,
18 whether to include it in the agenda for the next general meeting.
19

20 H. Members may bring up matters (in advance) they wish to be
21 discussed in the meeting with the General Secretary for
22 consideration by the executives.
23

24 I. The presiding officer shall declare the meeting closed after the
25 items in the agenda and those coming under "Any Other
26 Business" have been discussed.
27

28 J. When any member is on the floor to speak, he shall be heard in
29 silence.
30

31 K. If two or more members signify to speak at the same time, the
32 presiding officer shall use his / her discretion to decide who
33 speaks.
34

35 L. Each motion shall be proposed and seconded and shall
36 thereafter be open for discussion. The proposer shall speak
37 immediately on the motion after which the presiding officer shall

ask for the counter motion. When there is no opposition, the motion shall be carried. When there is a counter motion, voting shall be in reverse order of the proposal.

M. No member shall speak more than once on the same motion except the proposer and opposer, who shall be called to sum up before the motion or amendment is put to vote.

N. In the event of voting, a motion shall be carried by a simple majority.

O. Voting on a motion shall be by a simple show of hands unless it is the wish of the house to vote by ballot.

P. The rescinding of a resolution of the house shall require notice of such motion at the previous general meeting of the house.

Q. Visitors will not address the general house unless they have been approved to do so by the executives. No visitor shall have voting rights or speak on a motion.

R. There shall be provision for refreshments at the general meeting. Refreshments shall be hosted by members selected by the Social Secretary. If a selected member cannot host the next general meeting, he / she will be automatically included in the subsequent meeting host list. If he / she turns down the co-hosting for a second time, he / she shall be called up by the presiding officer to explain to the general house why this is the case.

S. There shall be children and youth wings of ICAL.

19. General rules on membership under the constitution.

A. Upon successful registration, new members will be provided with a hard copy of this constitution. It is imperative that every

1 member has a hard copy at the rate of 5 pounds, or a soft copy
2 downloadable from the ICAL website at no cost. A member who
3 loses his / her copy shall have it replaced at a fee of **5 pounds**
4 upon request. The General Secretary should have a copy of the
5 constitution at every general meeting. Any member wishing to
6 quote from the constitution in support of any motion must
7 present a copy of the constitution otherwise, such motion will
8 not be admissible.

9
10 B. Any member may be suspended who shall have wilfully acted
11 in contravention of this constitution and rules of the community,
12 or who shall in the opinion of the community, be found guilty of
13 such misconduct as shall have rendered him / her unfit to
14 continue to be a member of any of the general meetings. A
15 three-quarter majority of members in that meeting will be
16 needed to implement such a decision which will take effect the
17 moment such a decision is reached. The presence of the
18 member concerned, though desirable shall not be necessary at
19 the meeting in which the decision was taken. The person
20 affected shall be readmitted for membership after the
21 suspension if they so desire. While under suspension, the
22 member will continue to pay his / her levies and dues.

23
24 C. Suspension shall not be more than three months duration
25 unless otherwise recommended by an adhoc committee. All
26 rights and privileges are forfeited during the period of
27 suspension.

28
29 D. If a member is suspended on two occasions within a calendar
30 year, they will automatically be suspended indefinitely.
31 Readmittance of the member will be at the discretion of the
32 general house after a verbal and written apology to ICAL. The
33 indefinitely suspended member must have stayed away from
34 ICAL for a minimum of 6 months before he / she can be
35 reconsidered for readmittance.

1 E. Acceptance of membership shall be at the entire discretion of
2 the general house. In the case of refusal, the general house
3 shall not be obliged to give any reason for the decision to refuse
4 membership to the applicant. The Presiding Officer shall seek
5 approval for acceptance or refusal from the general house.
6

7 F. A member wishing to resign from ICAL shall be required to send
8 a written notice through the General Secretary.
9

10 **20. Additions and Amendments**

11

12 A. Necessary additions / amendments to the general rules and
13 regulations governing the general behaviour of members at
14 community meetings and concerning other matters may be
15 made from time to time to meet changing situations and events.
16 Such amendments / additions to the rules shall be written in red
17 in the minute's book and members are expected to acquaint
18 themselves with the additional / amended rule(s).
19

20 B. Additions / Amendments to the existing rules shall be made at a
21 general meeting or at an emergency general meeting called for
22 that purpose. The addition / amendment to existing rule shall be
23 carried by two-third majority vote, including major amendments.
24 Once the addition / amendment become accepted by the house,
25 such addition / amendment shall stand as part of the constitution
26 and rule.
27

28 C. In no circumstance shall proposals involving the alteration of this
29 constitution and rule be taken into consideration other than at a
30 meeting or one called for that purpose.
31

32 **21. Interpretation.**

33

34 A. In the event of any dispute arising as to the meaning of any word,
35 clause or section of this constitution and rule, the general house
36 at a general meeting shall give a clear indication of the meaning
37 of the word, clause or section as intended in the constitution and

1 rule. A two-third majority vote shall be required where there is no
2 agreeable clear indication of the meaning of any word, clause or
3 section of the constitution and rule.

4
5 B. Any controversy or dispute as to a matter affecting the business
6 procedure of the community or part of it, rights and privileges of
7 members or matters not provided for by the constitution and rule
8 shall be referred to the general house for decision.

9
10 C. An update including all amendments of this constitution shall be
11 printed every five years.

CONSTITUTION OF IGBO COMMUNITY
LIVERPOOL