

## **THE CONSTITUTION OF EDO UNION LEEDS (EUL)**

(A non-profit making organisation)

The association shall be known and called Edo Union Leeds UK (EUL UK) CONSTITUTION OF:

### 1. Name:

The name of the association is Edo Union Leeds United Kingdom (EUL UK)

### 2. Aims & Objectives

- a) To promote the cultural heritage of Edo people of Nigeria in Leeds and its environs.
- b) To promote the image and welfare of members.
- c) To cooperate and support other Nigerian organisations with similar aims and objectives.
- d) To serve as a forum for leadership training for Edo youths.
- e) To promote socio-cultural and close co-operation between Edo and other communities.
- f) To disseminate objective and positive information about Edo people and the Nigerian community in general.

In order to achieve the above aims and objectives, we the members of Edo Union Leeds. Hereby declare that this shall be our constitution and that it shall be the rules and regulations governing the organisation.

### 3. Profits

The association is a non-profit making organisation and any profit shall be retained by and used for the continuation of the association.

## **CHAPTER ONE**

### **MEMBERSHIP**

#### **Section 1**

1. Membership is open to any citizen of Edo State (Nigeria) irrespective of his/her religious, ethnic or political background.
2. There shall be two categories of membership:
  - a) Any Edo person resident in Leeds and its environs can be a member.
  - b) Any person married to an Edo person can be a member.

### **ADMISSION FOR MEMBERSHIP**

#### **Section 2**

- a) All aspiring persons shall apply to the union using the standard application form.
- b) All union member data shall be managed in line with the General Data Protection Regulation - GDPR
- c) Membership is renewable through the payment of dues annually.
- d) Members who owe up to 25% of the Annual Dues shall be officially reminded by the Financial Secretary.
- e) Members who owe 50% of their Annual Dues shall forfeit all their membership benefits and voting rights.

- f) Members who achieve less than 40% annual attendance shall forfeit all their membership benefits and voting rights. This does not apply to exceptional circumstances. Attendance is assessed annually and missed attendance cannot be recouped. Note meetings include all other gatherings by the union. e.g seaside etc
- g) Any member who fall within the above (ED) shall be reinstated with their full rights and benefits after full payment of all outstanding dues with effect from payment date.
- h) The proportion of the membership fees payable by new members at time of joining shall be determined based on quarterly payment which runs from January – March; April – June; July – September and October – December respectively.
- i) New members must pay their dues for one year before they can benefit from the union.
- j) Family members with children of 21 years and above (but less than 25 years), the family membership fees will increase by £10 per child above that age.
- k) At age 25 and above, any child will be required to pay single membership fees if not married and will no longer be covered under family membership

Membership shall be through:

- Annual dues payment
- Active involvement in activities concerning the union
- At least 40% of attendance at meetings (Must apply)

Every member shall get a copy of the constitution and acceptance form and the signed version of the acceptance form must be returned to the General Secretary.

## **CHAPTER TWO**

### **OFFICERS OF THE ASSOCIATION**

#### **Section 1**

- I. There shall be an elected body of members to constitute the Executive Committee that will be known as officers of the association.
- II. The following officers shall be elected by members at a general meeting
  - a) The President
  - b) The Vice President
  - c) The General Secretary
  - d) The Assistant General Secretary
  - e) The Financial Secretary
  - f) The Public Relations Officer
  - g) The Welfare Secretary

In the event of any unforeseen circumstance where a role holder is no longer able to perform their duties and the role becomes vacant, the vice/assistant will step in immediately (if available) or an election held to replace the role if there is no vice/assistant. This replacement shall happen within 90 days of the role becoming vacant.

- III. The Executive committee members shall be in office for a period of two (2) years.
- IV. Retiring Officers may be re-elected at the end of their tenure.
- V. Elected officers can only be in an office for a given position for a maximum of four years (2 terms).
- VI. Elections into the executive council shall be conducted at an annual general meeting of which notice of the elections has been given to members at least eight weeks before the meeting.

VII. The Ex-Officio members shall include the out-going President if not re-elected and any other members.

## **Section 2**

### **DUTIES:**

#### **THE PRESIDENT SHALL:**

- a. Preside at general and executive committee meetings
- b. Be required to attend all executive committee meetings
- c. Appoint all committees except standing committees, to perform other duties usually associated with his office and generally to promote the interests of the EUL members
- d. Be responsible for coordinating the activities of the members of the executive committee
- e. Represent the organisation at all social and cultural engagements from time to time
- f. Be responsible for the general administration and well-being of the organisation.

#### **THE VICE PRESIDENT SHALL;**

- a. Represent the President and perform all his/her duties in his/her absence and perform all duties that are delegated to him/her from time to time by the President.
- b. Assist the President at all times in the performances of his/her duties, and to discharge such other duties as may be delegated to him by the President, and in the absence of the President to take over his/her duties.
- c. The vice president shall manage the office of youths and culture. He/she can set up a committee if needed to support this role.

#### **THE GENERAL SECRETARY SHALL.**

- a. Ensuring meetings are effectively organised and minuted.
- b. Liaising with the President to plan meetings
- c. Receiving agenda items from committee members
- d. Circulating agendas and reports
- e. Taking minutes at all meetings and make this available to members at subsequent meetings
- f. Circulating approved minutes
- g. Checking that agreed actions are carried out.
- h. Maintain a register of members.
- i. Communicate with members and carry out all other duties as directed by the President in the interest of the organisation.
- j. Maintaining effective records and administration
- k. Acting as custodian of the organisation's governing documents
- l. Checking quorum is present at meetings
- m. Responding to all committee correspondence
- n. filing all committee correspondence received and copies of replies sent
- o. Preparing a report of the organisation's activities for the year, for the Annual General Meeting.
- p. If the President and Vice President are absent, the General Secretary shall assume the responsibility of the President.
- q. Any other duties that may be directed by the president.

#### **THE ASSISTANT GENERAL SECRETARY SHALL**

- a. Represent and perform the duties of the secretary in his/her absence and perform all other duties assigned to him by the President and General Secretary.
- b. Assist the President at all times in the performances of his/her duties, and to discharge such other duties as may be delegated to him by the President and General Secretary, and in the absence of the General Secretary to take over his/her duties.
- c. Any other duties that may be directed by the president

#### **THE FINANCIAL SECRETARY SHALL**

- a. Be responsible for collecting dues and levies from members and keep a book reflecting all revenue.
- b. Deposit all such monies in the association's bank account within three working days of collection and obtain a signatory or receipt for all monies so deposited.
- c. Collect all monies at social/cultural outings.
- d. Be responsible for the keeping of all monies of the organisation and shall run an account with a reputable bank whose signatories shall be the President, Vice President and/ or General Secretary.
- e. Keep proper accounts book
- f. Present an account of all monies at least three times per year.
- g. Be in possession of the cheque book and passbook of any account operated by the organisation.
- h. Any other duties that may be directed by the president

#### **THE PUBLIC RELATIONS OFFICER SHALL**

- a. Publicise and promote the work of EUL UK
- b. Be responsible for the arrangements of all social engagements and take attendance at social events.
- c. Planning, developing and implementing PR strategies;
- d. Liaising with executive members on how to present EUL affairs;
- e. Liaising with and answering enquiries from members and other organisation; f) writing and editing in-house speeches, articles and annual reports;
- f. Preparing and supervising the production of publicity brochures, hand-outs, leaflets, promotional videos and photographs;
- g. Any other duties that may be directed by the president.

#### **THE WELFARE SECRETARY SHALL**

- a. Strive to support the welfare of EUL members within a framework of racial equality, tolerance and unity that will enable all members to fully participate in both the development of the Edo community and the wider society
- b. Co-opt or setup a welfare committee to assist in the delivery of his/her duties
- c. Strive to support members to enhance their overall welfare and wellbeing
- d. Perform any other duties assigned to him/her by the President or executive members.

#### **Advisory Council**

- a. Advisory to the executive committee and the general house especially on matters of policies and strategy
- b. Helping to ensure the overall success of the union by promoting the goals and objectives of the union
- c. Dispute resolution between the executive or executive(s) and member(s)

- d. External roles include matters between the union and outsiders e.g., Courts, Police matters, City Council etc

### **Tenure for Advisory Council**

- a. Tenure for the advisory council shall be 3 years.
- b. Members can only serve for a maximum period of two tenures.
- c. Membership of the council shall either be a minimum of 3 persons or maximum of 5 persons at a time.

### **Criteria for Advisory Council memberships:**

- a. Membership of the council shall be people who have served as President or Vice President within the union or similar organisation.
- b. Membership from both male and female candidates.
- c. No one shall be allowed to be an exco member and a member of advisory council at the same time
- d. Candidates are nominated by members, confirmed at the AGM by simple majority vote if candidates are more than 5 persons.

### **Section 3 Annual General Meeting**

- I. The AGM must be held every year, with at least 21 days' notice given to all members telling them what is on the agenda. Minutes must be kept of the AGM.
- II. The purpose of AGM will be to:
  - a. Approve the accounts of the previous year
  - b. Decide, by majority the annual subscription of membership
  - c. Review the previous twelve months activities and discuss future plans d) Consider changes to the constitution. All proposal must be made in writing to:

### **The General Secretary, no later than seven days prior to the AGM.**

A general meeting means a meeting of all members of the organisation. A quorum of such a meeting shall be deemed to have been formed by simple majority of all members of the organisation present

### **Section 4**

#### **Removal from Office**

Any officer who is accused of gross misconduct, abuse of office, inefficiency or fraud shall be tried by a committee of at least three members to be selected at a general meeting. If such an officer is found guilty by the Committee, he shall be removed from office by a 2/3 majority vote of members of the organisation present in the general meeting called for that purpose whether or not all members are present or a quorum is formed. The Notice of Meeting must state that this issue will be considered in the meeting.

## CHAPTER THREE

### FINANCE

#### Section 1

- a. Each member shall remit to the Financial Secretary such amount as shall be decided by the members in a general meeting to be dues, levies etc payable to the organisation
- b. Such amount shall be paid to the Financial Secretary who shall remit the same to the organisation's bank account.
- c. The organisation shall maintain a current /savings account with a reputable bank to be decided by the members at a general meeting
- d. Three exco's shall be signatories to the account, President, Financial Secretary, and any other member of the exco. Two persons can sign on behalf of the union in the absence of the third person.
- e. The organisation shall raise funds and receive contributions where appropriate to finance the work.
- f. An Audit Committee or an Auditor shall be appointed at a general meeting to examine the account presented at the end of the year by the Financial Secretary.

#### Section 2

The Executive committee members shall have a spending limit of £300 for any project. Any financial expenses exceeding £300 must be approved by the general house.

## CHAPTER FOUR

### COMMITTEES

#### Section 1

The general house or the President can appoint at a general meeting or at any other time a committee to handle specific issues from time to time.

#### Section 2

- i. Any committee set up shall be dissolved immediately after its work is completed.
- ii. Any committee set up is subject to dissolution if in the opinion of the House it has not carried out its assignment diligently by a simple majority of the members present.
- iii. Any member who is adjudged to be failing in his or her duties as committee member may be removed from the committee by the executive.

## CHAPTER FIVE

### PROPERTY

- i. The organisation shall be empowered to acquire, lease or take over any property which shall be used solely for non-profit activities.
- ii. The organisation shall be empowered to build, acquire or lease a permanent building for use as an organisation house for the members of the organisation in particular and the public in general.
- iii. Where the organisation has to lease a vacant plot or permanent building, it shall be empowered to pay rents thereon to the landlord.

- iv. The organisation shall set up a fund for the purpose of acquiring or buying a house v. The acquisition of such property shall be discussed at the general meeting.

## **CHAPTER SIX**

### **MEETINGS**

#### **Section 1**

The Executive Committee shall meet from time to time as decided by the President or the executive committee members after due consultation with the President.

#### **Section 2**

1. General meeting shall be convened at least once within 6 weeks at a time and place decided by the members at a general meeting.
2. An emergency meeting could be summoned by the president or in the absence of the president, by 2/3 members of the Executive Committee.
3. A quorum shall be formed by 2/3 of the executive council members. 4. Distant members must attend general meetings at least twice a year and the end of year activities.

#### **Section 3**

Members who are absent from a general or executive committee meeting for which notices have been duly circulated shall be bound by the decisions arrived at such a meeting.

## **CHAPTER SEVEN**

### **BENEFITS OF MEMBERSHIP**

#### **Section 1**

##### **Death of a member**

Where a member is deceased, the organisation shall donate to the family of the deceased member and be actively involved in the funeral arrangement. In addition, every member shall pay a of at least £50 per member.

#### **Section 2**

##### **Loss of a partner by a member**

Sections 1 is applicable.

#### **Section 3**

##### **Loss of a parent by a member**

In the event of the loss of a parent by a member, such a member shall be entitled to the sum of £200 from Edo Union Leeds UK and an amount to be decided by the general house at the time of the sad loss.

#### **Section 4 –**

##### **Marriage/Wedding**

A fully paid up member shall receive the sum of £100 on marrying and this benefit shall be £200 if couple are both members of Edo Union Leeds. Edo Union Leeds members will be encouraged to attend the ceremony and also give wedding gifts. Note that this only applies to members paying as singles. If you are registered as a couple and paying membership as a couple this incentive does not apply.

## **Section 5**

### **Arrival of a baby**

A member who gives birth will be entitled to a card and the sum of £50. Members shall be encouraged to attend the naming ceremony.

## **Section 6**

### **Hospitalisation**

A representation of Edo Union Leeds shall visit any member who is hospitalised. Edo union Leeds members are encouraged to get life insurance. If a member becomes ill/homebound for a period of time, members shall have a rota for visitation, welfare etc. The welfare secretary shall set up a committee and come up with appropriate welfare packages depending on the seriousness of the situation.

## **Section 7**

### **Legal issues**

Edo Union Leeds shall render moral support as much as possible and as applicable to the member(s) circumstances at the time of need-

## **Section 8**

### **Graduation/Birthdays/ Other parties**

Members shall be encouraged to support and attend ceremonies/celebrations by any member such as birthdays and other parties for which an invitation has been received by the union. University Graduation – Edo union shall present a card and £20 as a token to the grandaunt. Special birthday event – Edo union shall present a card and members shall make a voluntary contribution of at least £5. Note this is for big events only that happen in halls where the union have been invited.

## **CHAPTER EIGHT**

### **COMPLAINTS PROCEDURE:**

#### **Section 1**

- a. Any complaint should be reported to the Executive Committee members. b. If not resolved, the Executive Committee members shall set up the Complaint and Disciplinary Committee to deal with the complaint.
- b. Where such a complaint cannot be resolved at that level, it shall then be referred to the general house.
- c. Exco's and other members should maintain high level of confidentiality of any complain received from members in terms of dispute resolution, personal challenges of members etc.

#### **DISCIPLINE.**



### **Section 1**

There shall be a disciplinary committee set up by the Executive Committee members consisting of three members. Where the affected person is a member of the exco, that person will not be included in setting up the disciplinary committee.

### **Section 2**

The Disciplinary Committee shall make recommendations for the discipline of any member referred to it for any misconduct.

### **Section 3**

Misconduct shall include such acts capable of bringing disrepute to Edo Union Leeds, Edo people or Nigerians in general. Acts such as fraud, sexual harassments, etc shall be seen as misconduct.

## **CHAPTER NINE**

### **GENERAL**

#### **Section 1**

The organisation shall have an advisory council. They shall be decided by the members at an AGM meeting.

#### **Section 2**

The organisation shall at the end of the year recognise outstanding members for distinguished service and dedication if need be. They shall be picked by a Committee set up for that purpose.

### **ACTIVITIES**

#### **Section 3**

1. The organisation shall have end of year activities and celebrations/social events and any other social event at least once a year as may be arranged by members.
2. The organisation will organise seminars, lectures and discussions on contemporary issues affecting Edo State Nigeria at least once a year.

## **CHAPTER TEN**

### **ELECTORAL PROCEDURES**

- I. Voting at all meetings shall be by the show of hands or by secret ballots
- II. Voting in the Executive committee meeting shall be by the show of hands.
- III. Eligible absent members can vote electronically and by post. Ballot paper must be turned in to the Electoral Committee Chairman latest 12pm on the day of the election.
- IV. In case of a tie, there shall be a re-run election decided by the electoral committee.

### **ELECTIONS**

- I. The house will nominate the electoral committee to oversee the conduct of elections.
- II. All executive members shall remain in office until elections for new executive are conducted. Newly elected executive council members shall take over immediately the election results are released by the electoral committee.
- III. In case an election cannot be held, interim caretaker executive committee members will be selected by the general house.
- IV. The tenure for such interim caretaker executive members must not exceed three months.
- V. Executive committee members shall collate the names of all paid members by first week of January and the names of any new member three (3) weeks to elections before they are qualified to vote.
- VI. The paid members shall be determined based on quarterly payment which runs from January- March, April-June, July-September and October to December.
- VII. All correspondence relating to elections must come through the electoral committee.
- VIII. All members of the electoral committee are not allowed to campaign.
- IX. All members of the electoral committee can vote at elections.
- X. All forms of campaign/s must stop by 12:00 midnight before Election Day.
- XI. XI. All votes shall be cast through a secret ballot system.
- XII. Voting shall be allowed through postage for those who cannot be present for any reason but such vote must be received before election is over and it must be addressed to the electoral committee only.
- XIII. All candidates and their representatives must be devoid of use of foul language, signs, pictures and symbols that may be detrimental to the smooth conduct of the elections.
- XIV. Any electoral malpractice will automatically lead to disqualification. XV. In the event of an electoral dispute, the house shall set up an electoral dispute tribunal.
- XV. The electoral tribunal must consider any election cases raised within three (3) weeks from the election day.

Elected executive committee members must be sworn in within four (4) weeks after election.

## **CHAPTER ELEVEN**

### **SPECIAL CLAUSE**

#### **Section 1**

The income and property of EUL whenever derived shall be applied solely towards the promotion of the objectives or aims of EUL as set forth in this constitution and no portion thereof shall be paid or transferred directly or indirectly by way of dividend, bonus or otherwise whosoever by way of profit to the members of EUL PROVIDED that nothing therein shall prevent the payment in good faith of reasonable and proper remuneration to any officer or servant of EUL in return for any service actually rendered to the organisation with receipt(s).

No member of the Executive Committee shall be appointed to any salaried office of the organisation.

No remuneration or other benefit in money or monies shall be given by the Executive Committee to any member except repayment of out of pocket expenses or reasonable or proper rent for premises used or let to EUL.

#### **Section 2**

In the event of winding up or dissolution of EUL and there remains after the satisfaction of all its debts and liabilities, any assets shall be returned to their providers, if they require it, or shall be passed to another group with similar aims.

## **CHAPTER TWELVE**

**AMENDMENT TO CONSTITUTION**

This constitution can only be amended by union members at annual general meetings giving at least one month’s clear notice of such amendment.

- a. The General Secretary in conjunction with all other executive committees shall then decide on the date of a forum meeting to discuss such proposals.
- b. All changes to the constitution will be decided by 2/3 majority.
- c. The Constitution shall be reviewed every two years.

**ADOPTION OF THE CONSTITUTION**

This constitution was adopted by the members present at the AGM held on:       <sup>th</sup> of               2023

Signed:

..... (President)  
 ..... (General Secretary)  
 ..... (Financial Secretary) (Member)  
 (Member)  
 (Member)

Constitution Review Committee 2023.