

EDO FRIENDS OF BRITISH COLUMBIA ASSOCIATION

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Policies, By-Laws and Constitution

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THE POLICIES of EDO FRIENDS OF BRITISH COLUMBIA ASSOCIATION

MEETINGS

- A) The General Meetings of the Association shall be held on the first Saturday of every month. The Executive Committee shall meet on the third Saturday of every month.
- B) The Annual General Meeting (A.G.M) of the Association shall be held in the month of December of each year, to correspond to the end of the fiscal year beginning on January 1 of the same year. All new members who joined in the preceding year shall be jointly welcomed at the A.G.M
- C) The Standing Committees shall meet at least four times a year.
- D) The Ad Hoc Committees shall meet as many times as may be required by their assignments.
- E) The attendance at all General Meetings of the Association is open to all members in good standing. Members in good standing are privileged to vote. New immigrants of Edo descent on short stay or in transit via the Province, may attend meetings as interested observers. Members not in good standing shall attend meetings as observers.
- F) An Emergency General Meeting of the Association shall be summoned at any time at the instance of the President
- G) An Emergency Committee Meeting shall be summoned at any time at the instance of the President
- H) An Extraordinary General Meeting of the Association shall be summoned at any time at the instance of the Executive Committee or by four members of the Executive Committee. Conveners of such Extraordinary General Meeting shall append their names and signatures and indicate their offices and the reason for the meeting.
- I) Notification for meeting shall stipulate the time, date and, location of the meeting.
- J) Notice for General Meetings and the Minutes of the previous meeting shall be mailed to the members in good standing at least one week to the said meeting.
- K) The Order of Business at a meeting of the Association shall be relaxed and interactive. It may also include a recess time of 5-10 minutes at the discretion of the presiding officer. The order of business shall proceed as thus:
 - I) Call to Order
 - II) Reading and Passing of Minutes of Previous Meeting.
 - III) Business arising from the Minutes
 - IV) Agenda of Current Meeting
 - V) New Business
 - VI) Adjournment

AUDIT / EXTERNAL AUDITOR

- A) There shall be an annual audit of the accounts of the Association by an Auditor or Auditors who would be appointed at the General Meeting in November.
- B) The Auditor(s) shall present a report to the Executive Committee no later than ten days before the Annual General Meeting
- C) The Report of the Auditor(s) shall be provided to all members at the Annual General Meeting for discussion.

AUTHORIZATIONS FOR EXPENDITURE

- A) The President shall have the sole power to authorize the withdrawal of an amount not exceeding the sum of \$250.00¹ for any given unbudgeted transaction
- B) All amounts above \$250.00 but, not exceeding \$500.00 for any given unbudgeted transaction shall only be authorized by the President with approval of the Executive Committee.
- C) Any withdrawal above \$500.00 for any unbudgeted transaction shall require the approval of the General House.

BY-ELECTION

- A) Should an office or offices of the Executive or, a Standing Committee become vacant, the Executive Committee shall inform the General House at the next General Meeting.
- B) Where the vacant office is that of the President or Secretary, the assistant shall fill the vacancy for the remaining part of the Tenure.
- C) If the vacancy(s) occur(s) after the Electoral Committee has been elected, then the Electoral Committee shall conduct the By – Election.
- D) If the vacancy(s) occur(s) before an Electoral Committee is elected, then a three – person By – Election Electoral Committee shall immediately be elected.
- E) No member of the existing Executive Committee shall seek election to the vacant office(s)
- F) The By – Election shall be held at the next General Meeting or a meeting convened for the purpose before the next general meeting.
- G) No member of the Electoral Committee shall be eligible to contest an election
- H) Any member of the electoral committee must resign his /her appointment to contest an election. The Electoral Committee shall call for nominations in accordance with the Electoral Schedule of Events approved by the General House.
- I) The election shall be held at the next general meeting or a meeting convened for that purpose before the next general meeting.

STANDING COMMITTEES

The tenure of office for all Standing Committees shall be two years.

There shall be the following Standing Committees:

- A) Social / Publicity Committee
- B) Financial Committee
- C) Property Committee
- D) Disciplinary / Peace committee

Members of the Standing Committees shall be elected by members of the Association.

AD HOC COMMITTEES

There shall be the following ad hoc committees:

- A) Electoral Committee
- B) Honors and Awards Committee
- C) Security Committee
- D) Goodwill Committee

Members of the Ad Hoc Committee shall be elected by members of the Association.

They shall be elected as and when necessary to perform specific functions. The tenure of any Ad Hoc Committee shall be determined by the duration of its assignment.

IMPEACHMENT PROCEEDINGS

- A) Prior to a vote of No Confidence being called against a member of the Executive Committee:
 - I) The Executive Committee shall have written two letters of reprimand to the errant officer
 - II) There no change in conduct is observed, a third letter shall be written to the officer and the Executive Committee shall submit a report on the errant officer to the Association at a general meeting.
 - III) Where no change is observed, a vote of No Confidence shall be called.
- B) The following acts of misconduct by a member of the Executive Committee shall warrant a vote of No Confidence in the errant officer by the General House.
 - I) Irregular or non – attendance at Executive and / or General Meetings
 - II) Non – performance of official duties.
 - III) Unsatisfactory performance of official duties
 - IV) Abuse of office.
 - V) Persistent uncomplimentary behavior
- C) Impeachment Proceedings
 - I) A motion for a vote of No Confidence shall be moved by the Executive Committee, seconded and the vote taken.
 - II) Where a vote of No Confidence has been passed, the errant officer shall cease to be a member of the Executive Committee.
 - III) The dismissed officer shall not be eligible to vie for the same office or any other Executive office in subsequent by – elections during the tenure of the administration.

SUNDRY MATTERS.

- 1) Absentees without reasonable excuse shall be liable to a fine of five dollars (\$5.00).
- 2) Any member who arrives after the meeting has been called to order without prior notice to that effect shall be liable to a fine of three dollars (\$3.00).
- 3) High School students, married or single shall be exempt from the monthly dues subscription.
- 4) Any unemployed member shall pay only half of the monthly dues subscription until such a time that his or, her financial situation changes for the better.
- 5) Unemployed new immigrants shall remain exempt from the monthly dues subscription until gainful employment is secured.
- 6) All non – Edo speaking spouses or descendants shall by virtue of their status be entitled to the full rights and privileges of any other member.
- 7) Any unwarranted verbal disruption of proceedings shall incur a fine of three dollars (\$3.00).

THE BYLAWS AND CONSTITUTION

NAME:

The name of the Association shall be "**EDO FRIENDS OF BRITISH COLUMBIA ASSOCIATION**".

PURPOSE:

1. To promote sound intercultural relationship between all Canadians and members of the association.
2. To promote interpersonal relationships between members and their families.
3. To undertake philanthropic activities that benefit the Canadian community.
4. To participate in the integration and orientation of new immigrants to Canada.
5. To promote friendship and understanding between members and the general public.
6. To promote the economic, social and emotional well being of members in their various communities.
7. To educate and promote ethno-cultural activities between members and the general public.
8. To promote Edo cultural beliefs and social value within the context of Canadian cultural norms.
9. To encourage and support the activities of other organizations that engage in the promotion of equality and human right both in Canada and abroad.
10. To advocate and support social equality for disadvantaged person(s)/ communities.

ARTICLE 1: MEMBERSHIP:

- i) Membership shall be open to all persons of EDO descent of Nigeria and their families.
- ii) Membership shall be extended to persons sympathetic to the cause and purpose of the association.
- iii) Membership shall be granted upon the completion and acceptance of an application form, payment of a registration fee of \$15.00 and duly sponsored by a member.
- iv) An interim member shall have no membership rights or privileges until the induction process has been completed.

ARTICLE 2: RIGHTS OF MEMBERS:

- i) Every member shall have the right to move a motion, and participate in the discussion of the motion.
- ii) Every active member shall qualify to vote and be voted for.
- iii) Every member shall enjoy equal rights and responsibilities within the confines of the constitution.
- iv) Every member shall be entitled to one vote in every election.
- v) Every member shall have the right to address the house and be heard without any undue interruptions.

ARTICLE 3: HOUSE PROCEDURES AND RULES:

- i) The President may ask any member to say the opening prayers or can choose to say the prayers himself.
- ii) The items on the agenda shall be treated one by one as specified.
- iii) Members shall be expected to refrain from derogatory statements, and from personal attacks.
- iv) Any member that verbally or physically abuses another member shall be liable to a fine. The degree of fine shall be determined by the Association.
- v) A member shall be recognized by the Provost to air his/her views.
- vi) Disturbances during meeting deliberations shall result in a fine of three dollars (\$3.00)
- vii) Late comers shall be subject to a fine of three dollars (\$3.00)
- viii) Absentees who do not call to be excused 24 hrs earlier shall pay a fine of five dollars (\$5.00)
- ix) Only calls made to the Provost shall be accepted.
- x) A non-member or visitor shall not be allowed to interrupt or intercept any of the Association's deliberations nor introduce any deviation(s) or style(s) to the status quo.
- xi) The President or the presiding officer has authority to allow the non-member to address or speak to the house before or after the session.
- xii) In a voting process where there is a tie, the President shall cast the deciding vote

ARTICLE 4: OBLIGATIONS OF MEMBERS:

- Every member shall attend all general meetings and emergency meetings of the Association.
- Members shall pay a monthly contribution of fifteen dollars (\$15) for single members and twenty dollars for family members.
- Every member shall pay other special levies and regulations prescribed by the constitution and whenever the need arises.
- Every member shall obey all rules and regulations prescribed by the constitution and abide by the by-laws of the Association.
- Dispute amongst member shall be settled in a non-confrontational manner by the peace committee.
- Members are deemed volunteers and therefore must actively volunteer their time, experience and expertise to the actualization of the Association goals.
- Participation in cultural and other activities of the Association by members is required.

ARTICLE 5: RETENTION, FORFEITURE AND WITHDRAWAL OF MEMBERSHIP

- Retention of membership in good standing shall be subject to regular attendance at meetings, payment of monthly dues, and other contributions that may be needed to meet the periodic needs of the Association.
- Failure to attend general meetings for four consecutive months without an acceptable reason(s) or failure to pay regular dues for four months shall results in forfeiture of all rights and privileges. Such members re-admittance shall be subject to six months probation.
- After four months of consecutive absence, the Association shall write him/her formally about his or her membership status and if no response, a dismissal letter will follow.
- Any member may withdraw their membership from the Association by a written notice stating the reason(s) for such action.

ARTICLE 6: SUSPENSION AND DISMISSAL OF MEMBERS:

A member may be suspended or dismissed for cause by a simple majority of the members present including the following:

- i) Gross misconduct or behavior deemed to be in conflict with the objectives of the Association.
- ii) Constant refusal of a member to abide by the constitution of the Association.
- iii) Other reasons as outlined in Article 5 sections 2 and 3.

ARTICLE 7: FINANCIAL AND SOCIAL RESPONSIBILITIES OF THE ASSOCIATION:

- i) In the event of a major life experience such as: wedding, birth of a child, death, and the death of an immediate family member; the Association shall hold an emergency executive meeting to discuss the logistics of helping the member in need.
- ii) The Association shall donate annually to charitable organizations, at the discretion of the members.
- iii) The Association, in conjunction with other organizations, shall sponsor seminars, lectures, and debates related to the objectives of the Association that may benefit the Canadian society.
- iv) The association shall participate in the promotion of Canada's international programs.
- v) The association shall solicit educational opportunities, counseling and other outreach services for immigrants and refugees alike in the areas of job search, language translation, employment training and other related programs.

ARTICLE 8:

A) MEETINGS:

- i) There shall be a general meeting to be held once a month.
- ii) General meetings shall be attended by every registered member of the Association.
- iii) Distant members of the Association shall attend at least four general meetings in one calendar year provided such members are residents of British Columbia.
- iv) The Executive committee shall be the final policy - making body in all matters.
- v) The official languages of address at general meetings, and other meetings shall be any of the EDO languages and/or the English language.
- vi) Every member shall stand up to address the general house with the exception of the Association's President and in such other cases where standing up may not be possible.

B) ANNUAL GENERAL MEETINGS

- i) The annual general meetings of the Association shall be held in December of every year.
- ii) It shall be mandatory for all registered members of the Association to attend the annual general meeting.

C) EMERGENCY MEETINGS

Emergency meetings shall be held when necessary at such time and place as may be directed by the President or such other officer acting on his behalf.

D) QUORUM

- i) Quorum shall be half of all registered members at general and annual meetings.
- ii) Quorum at executive meetings shall be two-thirds of the executive members of the Association.

ARTICLE 9

A. Standing Committees.

1. Benefit Committee:

- a. Shall consist of three members in good standing headed by the social secretary.
- b. It shall be responsible for the disbursement of benefits to members.
- c. Shall recommend to the association to whom, where and how our out- reach programs can benefit the general Canadian community.
- d. Shall process and approve loans of not more than \$500 to members, while larger amounts shall be subject to the approval of the Executive.

2. Peace committee:

- a. Shall consist of three members in good standing headed by the provost.
- b. Shall consider all cases brought before it and find a peaceful solution in a non-accusatory manner.
- c. Shall recommend disciplinary measure(s) and other courses of action to the Executive if and when necessary.

B. Ad Hoc Committees:

These committees shall be set up and approved by the general house on such matters as auditing, visitation, elections, financial investment and other matters that may arise from time to time. The committee shall be dissolved upon the completion of the duties assigned.

C. Advisory Committee

- a. The advisory committee shall consist of three members in good standing plus the immediate past three Presidents of the association

- b. Membership shall be automatic and compulsory for last three Presidents.
- c. The association and the executive committee shall be in consultation with this committee as events demand.
- d. The primary responsibility of the committee shall be advisory and non decision-making.

ARTICLE 10: OFFICERS OF THE ASSOCIATION:

The Association shall have the following officers who shall constitute the executive council viz., the President, Vice-President, Secretary General, Assistant Secretary, Social Secretary, Treasurer, Financial Secretary, Public Relations Officer, and Provost.

A) PRESIDENT

The President shall preside over all general and executive meetings, shall direct the Secretary- General to summon all emergency meetings, be a signatory to the Association's account, endorse minutes of meetings, be the custodian of the Association's seal, and perform all such other functions as may be assigned to him/her from time to time by the Association.

2. Any misuse of power by the President as defined by the House shall be overridden by a simple majority of those present.

B) VICE-PRESIDENT

Shall assist the President in his/her duties, perform the functions of the President in his/her absence, and carry out all other such functions as may be assigned to him/her on behalf of the Association by the President.

C) SECRETARY GENERAL

Shall summon all meetings in consultation with the President, record minutes of all meetings, engage in correspondence with other organizations on behalf of the Association, be a signatory to the account and perform any other functions as may be assigned to him/her from time to time.

D) ASSISTANT SECRETARY

Shall assist the Secretary General in the performance of his/her duties, shall assume the duties of the Secretary General in his/her absence, and such other functions as may be assigned to him/her from time to time.

E) SOCIAL SECRETARY

Shall be chairperson of the social committee, shall organize and direct all social/cultural engagements subject to approval of the Association, introduce new members, and perform all such other functions as may be assigned to him/her from time to time.

F) TREASURER

Shall be in possession of the association's funds before a deposit is made to the bank.

All monies received must be deposited within a period not exceeding forty eight hours.

Shall be a signatory to the association's account, issue cheques subject to approval of the President and the Financial Secretary and submit all the necessary papers to the Audit committee members, and give an account of the financial position of the Association to the General meeting on a monthly basis.

G) FINANCIAL SECRETARY

Collect all dues on behalf of the Association, and transfer the funds to the Treasurer with duplicate of all receipts; keep all records of the Association's finances, present a financial report at the Annual General Meeting (AGM) and Secretary of any fund-raising committee.

H) PUBLIC RELATIONS OFFICER

Shall be responsible for the publicity activities of the Association as approved by the Executives and the House, assists the Social Secretary in organizing all social events, and assumes charge of journals and production of all newsletters.

I) PROVOST

Shall be responsible for peace and order during meetings, shall collect all funds arising from fines like noise-making, tardiness.

ARTICLE 11: SUSPENSION AND DISMISSAL OF OFFICERS

An officer may be suspended or dismissed for cause by a simple majority of the members present including the following:

Gross misconduct or behavior deemed to be in conflict with the objectives of the Association.

Constant refusal of the officer to abide by the bylaws and Constitution of the Association

ARTICLE 12

ELECTIONS (PROCEDURES): A

- i) Elections shall be held every four years in the month of March.
- ii) Officers elected in March shall assume office the following meeting day.
- iii) In the event of vacancies in any executive office, election for that particular position shall be held in the general meeting.
- iv) A candidate receiving a majority votes cast shall be declared the winner.
- v) One member shall be entitled to only one vote. Voting shall be by secret ballot.
- vi) Voting by proxy is absolutely disallowed; constitutional process shall be upheld at all times.
- vii) The newly elected President and his cabinet shall be given a formal "swearing-in ceremony" by the election chairman by which they are installed into office.
- viii) The President and his cabinet members shall be invested with the powers, rights, and privileges of their statutory functions by the election committee chairman.
- ix) Officers of the Association shall not be entitled to salaries.

CANDIDATE QUALIFICATIONS: B

For a candidate to be voted for he or she must meet all the requirements listed below:

- i) Dues paid in full.
- ii) Reside within British Columbia.
- iii) Candidate must be a member in good standing

ARTICLE 13: ACCOUNTS:

- i) The Association shall maintain a current/savings account.
- ii) The President, Secretary and Treasurer shall exercise borrowing power on behalf of the Association after due deliberation and approval by the members
- iii) The President, Secretary and Treasurer shall be signatories to the account of the Association.

ARTICLE 14: SOURCES OF REVENUE:

- i) Membership dues.
- ii) Special levies.
- iii) Fines.
- iv) Donations.
- v) Returns on Investments.
- vi) Registration fee of \$ 15.00 for each new member.
- vii) Any other legitimate source(s) not herein mentioned.

ARTICLE 15: AMENDMENTS TO THE CONSTITUTION:

This constitution shall be amended whenever necessary if a motion to that effect is duly supported by 75% of members.

ARTICLE 16: LEGAL ADVISER:

The Association shall seek legal advice whenever deemed necessary by the house. This advocate shall be knowledgeable in, and sympathetic to the needs of the Association.

ARTICLE 17: SOLICITATION:

No member shall solicit for funds unless authorized by the Executive Committee. Any member that participates in such activity shall automatically be dismissed from the Association.

ARTICLE 18: HISTORICAL:

1. To recollect all past historical events from the birth of the association to the present date.
2. Such past records/statistics shall be documented into files, digital imaging, cassettes and albums

ARTICLE 19: SCOPE OF THE CONSTITUTION:

The constitution is a tool for the effective operation of the Association's activities. The Association is thus bound by the constitution. The constitution is subject to change as deemed necessary by majority of members.