



THE CONSTITUTION AND BYLAWS

OF

EKO CLUB INTERNATIONAL INC.

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Article I

Name

Section 1

1.1 Name

- a. The Legal name of this organization shall be known as EKO Club International, Inc.
- b. The Organization shall be known and addressed as EKO Club International or ECI.
- c. The Greeting and Response at all ECI and or Chapter functions shall be 'BLESSINGS.'
- d. The Logo shall be represented by Eyo Masquerade, Chieftaincy Cap, Fish, and surrounded by Cowries, and the club's greeting at the base of the logo.



Article II

Organization Charter & Subject to All Laws

Section 2

2.1 Charter

- a. The Organization shall be EKO Club International, Inc., (ECI) organized under the laws of The United States of America in accordance with the federal statute, 501 (c)(3) as well as equivalent laws as applicable in Canada/Europe and other countries where ECI Chapter presence is established.

2.2 Laws

- a. This document shall be known as the Constitution of the Organization and shall serve as the authority that governs the members of this Organization.
- b. Chapters shall answer and be distinguished by the geographic area in which they are located.

Article III

Offices of the Organization

Section 3

3.1 Location Office of the National Secretariat

- a. The Location Chapter of the General Secretary of ECI shall be used as the address of the organization.

3.2 Registered Office

- a. The principal and registered office of the organization shall be the registered address of the General Secretary's chapter, but if unavailable then the current address of the General Secretary.
- b. The organization may also have other offices at such other places, both within and outside of the United States of America, as the General Body may from time to time determined or the business of the organization may require.

Article IV

Purpose

Section 4

4.1 The organization

- a. Shall promote good membership relations and services through programs and projects that foster cohesiveness and solidarity among our chapters, Lagos state and our local community.
- b. Shall promote cultural awareness, economic, social, and political development of Lagos State.
- c. Shall engage in Medical Mission in Lagos State to benefit the less privileged (Medical Mission shall be defined as all activities involving Medical Management of patients). No chapter shall embark on medical missions outside of ECI's scheduled medical mission
- d. Shall promote the Constitution of EKO Club International.
- e. Shall promote strong professional network among members.
- f. Shall promote and foster the economic, cultural and social well-being of members.

- g. Shall strengthen the unity of all Nigerians in the Diaspora through social, economic, educational, cultural, and civic welfare.
- h. Shall act collectively with other entities in times of emergency and need that affect Nigerians.

ARTICLE V

Official Language of the Organization

Section 5

5.1 Language

- a. Shall be English and/or Yoruba.
- b. Shall be the discretion of the member on the floor and the right of discretion shall not be denied as it relates to the organization's internal deliberations.

Article VI

Non-Profit Status

Section 6

6.1 Organization Status

- a. Shall be non-profit.
- b. Shall be governed by its Constitution, the laws of United States of America and the laws of the domicile country of the chapter it operates in.
- c. Shall be charitable, involving educational, cultural social, and welfare affecting and influencing the quality of life as defined in Article IV.
- d. Shall be involved in activities that is consistent with those activities permitted to be carried on by an organization exempt from Federal Income Tax under Section 501 (c) (3) of the Internal Revenue Code (as it may be amended) or by an Organization that may receive contributions that are deductible to their donors under Section 170 (c) (2) of the Internal Revenue Code (as it may be amended) or equivalent laws as applicable in the domicile country of the chapter it operates in.
- e. ECI 501(c)3 status shall not be used for member chapter activities

ARTICLE VII

Membership of ECI by Local Chapters

Section 7

7.1 Eligibility

- a. Membership of prospective chapters into the EKO Club International shall be open to only one registered chapter in one metropolitan city.
- b. All new Chapters requesting affiliation with ECI shall have the prefix "Eko Club" added to their names.
- c. All new chapters shall have a minimum of ten (10) members.

7.2 Application Process

- a. All prospective Chapters shall complete the EKO Club International's application Forms.
- b. All applications must be submitted with a non-refundable fee of \$200.00

7.3 Admission

- a. All applications shall be submitted to Membership Committee for evaluation and review.
- b. Membership Committee shall make recommendation to the executive within Sixty (60) days of submittal of the application.
- c. The executive council shall present its recommendation to the ECI general house for ratification at the subsequent quarterly meeting.

7.4 Continuation of Chapter Membership

- a. Abide by the constitution and bylaws of EKO Club International. In the event of a conflict between the ECI and Local Chapter Constitution/Bylaws, the ECI Constitution shall take precedence.
- b. Make payment of annual dues by the last day of March of each year. Annual dues that are unpaid by this date shall be considered delinquent and subjected to the consequences as stated in **Article VIII**.
- c. Fulfill other financial obligations and duties assigned by EKO Club International in a timely manner.

- d. Ensure adequate representation at EKO Club International activities and provide moral, physical, and financial support to said activities.

7.5 Withdrawal of Chapter Membership

- a. Any Chapter may choose to withdraw its affiliation with EKO Club International at any period.
- b. Any chapter who chooses to withdraw shall forfeit its rights and privileges as defined in Article VIII.
- c. Any chapter who seek reinstatement shall complete new application with application fees and pay all outstanding financial obligations since it's' withdrawal or suspension.
- d. A chapter's affiliation with ECI may be suspended by a vote of not less than 3/4 of member chapters.

7.6 Changes in Chapter Membership Information

- a. Each Chapter shall inform EKO Club International secretariat of any changes within its chapter, such as election of officers, change of addresses and phone numbers.
- b. All change of status shall be submitted to EKO Club International by use of the changes of Chapter Information Form provided by the Secretariat.

7.7 Transfer of Membership

- a. Members of a particular chapter can transfer to another chapter with a letter of clearance from the President of the chapter of origin before admission into the chapter of destination. The transfer should be without any prejudice as long as the financial obligations have been met.
- b. Any member suspended by his/her chapter shall not be admitted by any other chapter until the suspension of such member has been lifted. Such suspension must have been previously communicated to ECI Secretariat by the Chapter.

Article VIII

Membership Rights and Penalty

Section 8

8.1 Membership Chapter Rights

- a. To sponsor nominations of candidates for elective office.
- b. To provide delegates to vote for EKO Club International office candidates.
- c. To receive EKO Club International publications.
- d. To nominate candidates for committee assignments.
- e. To participate in all other EKO Club International benefits and privileges
- f. To monitor programs provided by EKO Club International.
- g. To compete for ECI Quarterly Meetings.

8.2 Membership Chapter Penalty

- a. Failure to meet financial obligations including the annual dues after three months of notices shall result in automatic suspension of continued membership.
- b. Suspension of member chapter shall result in removal of any individual members from said chapter that holds any executive positions, member of the board and committee member until chapter's suspension has been lifted.

Article IX

Members Code of Conduct

Section 9

9.1 Members of Each Chapter

- a. Shall subscribe to uphold the organization's Constitution and bylaws.
- b. Shall not engage in conduct involving dishonesty, fraud, deceit, misrepresentation or illegal conduct involving moral turpitude.
- c. Shall exercise due care in all of his/her communications and dealings with other members through any form of media.
- d. Shall separate the organization's business from personal business while acting as an agent for ECI.
- e. Shall not use his/her official position to obtain a special privilege for himself/herself or for someone else under any circumstance where such action is in conflict with ECI interest. When there is doubt as what constitutes as a conflict then it shall be referred to the disciplinary committee for investigation and clarification.

Article X

Structure of the Organization

Section 10

10.1 Organization Offices

- a. Board of Directors
- b. Executive Council
- c. Governing Council
- d. Standard Committees
- e. Ad-Hoc Committees

10.2 Board of Directors

- a. Shall consist of members from North, East, West, and South Continental USA, Canada and Europe Region Chapters and the serving President and the Immediate Past President shall be Ex-officio members.
- b. Shall consist of two (2) representatives from each region, except Canada and Europe with one (1) representative each. Regional representatives to be elected at the annual regional meeting.
- c. Shall be fully active in their local chapter (paying dues, participating in the organization's activities, etc.) at the time of their nomination and during their term of office in the organization.
- d. Shall elect a Chairperson, Vice-Chairperson and Secretary.
- e. Shall serve a period of two (2) years in alternate to the executive council election year.
- f. Shall hold meeting and any other emergency meeting as called by the Chairperson.
- g. Shall hold meetings every three (3) months in the month prior to quarterly meetings to formulate policies and to ensure that the objectives and policies of the organization are facilitated.
- h. May hold other meetings as deemed necessary.
- i. Shall neither campaign nor be part of any electoral process.
- j. Shall not nominate, recommend, refer, nor campaign for candidates for office; however a board member may vote.
- k. Shall have no veto power.
- l. Shall advise the executive council and the organization.
- m. Shall mediate on matters between ECI and Chapters and/or between multiple chapters and members.
- n. Shall provide quarterly report at quarterly meetings on the state of the organization from the board's perspective.
- o. Shall meet with the executive council to review the organization's strategic plan and monitor the execution and the progress of the plan.
- p. Shall review and decide on all electoral appeals.

10.3 Executive Council Members

- a. Shall consist of President, Vice President, General Secretary, Assistant General Secretary, Treasurer, Financial Secretary, Public Relations Officer (PRO), Legal Adviser, Auditor General, Social Secretary, Chief Liaison Officer and The Chief Whip.
- b. Shall be elected by the general body at the organization's biennial convention.
- c. Shall hold office for two (2) years, after which he/she shall be eligible for re-election for another two-year term.
- d. Shall be at least 21 years of age, of sound mind and must not have criminal conviction.
- e. Shall be in good standing in his/her local chapter. Any Executive Council member suspended from his/her local chapter shall cease to serve in his/her executive position until the situation is resolved by the Executive Council.
- f. Shall hold monthly and any special meetings called by the president.
- g. Shall be responsible for the day-to-day operation of the organization.
- h. Shall constitute committees according to the organization needs and must be consistent with the constitution.
- i. Shall coordinate at least one standing committee and report to the executive council.
- j. Shall coordinate the quarterly meetings and the biennial convention.
- k. Shall uphold the constitution, bylaws, policies, rules, and regulations of the organization at all times.
- l. Shall cooperate at all times with the Executive Council.
- m. Shall have no prior criminal record

10.4 Governing Council

- a. Shall consist of the Executive Council members, Chapter Presidents and Immediate Past ECI President.
- b. Shall assist in fund raising activities for ECI and Local Chapters
- c. Shall advise the President on issues that are of interest to the organization.
- d. Shall hold meetings every six months or as needed.
- e. The President shall be the Head of the Council and Secretariat support shall be provided by the Secretary General.

10.5 Standing Committees

- a. Shall consist of Constitution, Cultural, Disciplinary, Editorial, Lagos Liaison, Land/Housing, Membership, Scholarship, Social/Welfare, Women Forum, Youth Forum and Fund Raising Committees.
- b. Shall have at least five (5) members from different chapters and they shall form a quorum.
- c. Shall be coordinated by an Executive Council member.
- d. Shall elect or appoint a Chairperson, a Secretary and an Editor-In-Chief in case of the Editorial Committee.
- e. Shall meet once a month via teleconference calls or as determined by that committee.
- f. Shall coordinate and implement various projects and programs.
- g. Shall advice and offer recommendation to the Executive Council.
- h. Shall present report to the General Secretary and at the quarterly meeting.

10.6 Ad-Hoc Committees

- a. Shall be constituted by the Executive Council as needed to deal with temporary issues.
- b. Shall come together to carry out a particular task and then dissolve when the task is accomplished.
- c. Shall consist of the Electoral committee, Convention Committee, Medical Commiitee and any other formed by the executive council.
- d. Shall elect a chairperson and a secretary.
- e. Shall hold meetings as often as necessary.
- f. Shall make recommendations to the Executive Council.

Article XI

Board of Director's Duties and Functions

Section 11

11.1 Quorum

- a. Shall consist of 2/3 of all members on the board to constitute a quorum for its meetings and voting.

11.2 Decision

- a. Shall only be binding when approved by 2/3 majority votes of members.

11.3 Advisory Functions

- a. Shall assist in setting the policies of the organization.
- b. Shall help to maintain the corporate status of the organization.
- c. Shall help to formulate mission statements and program direction for the organization.
- d. Shall assist in fundraising efforts of the organization.
- e. Shall help in guiding and advising the President and the Executive Council on the management affairs of the organization in accordance with the Constitution.

11.4 Vacancy

- a. Any vacancy on the Board of Directors shall be filled from the region at which the vacancy occurred within sixty (60) days from the time of the vacancy.
- b. New representative elected to fill such a vacancy shall be presented at the next ECI quarterly meeting.
- c. The term of all replacements will expire at which time his/her predecessor's time would expire.
- d. Any region who fails to fill such a vacancy within the given period of sixty (60) days shall be given a written certified notice of a grace period set by the Chairman of the Board. After such notice, if the region has not replaced the board member, then the region shall forfeits its position. The position shall remain vacant for the rest of the term.

11.5 Removal/Suspension

- a. Reserve the right to discipline any of its members for any period of time including removal or suspension for grave misconduct, including criminal conduct and conviction, gross irresponsibility, ECI's constitution and voting fraud or any other cause that relegates the image of the organization as set forth by the Board of Directors.
- b. A member of the Board shall not be removed without due process.
- c. Any recommendation from a region to remove a member of the Board shall be in writing, signed by the President of the Chapter and witnessed by an executive member of that chapter.
- d. Such a recommendation shall be presented to the chairman of the Board and the Executive Council within thirty (30) days prior to the hearing.
- e. After due process hearing, The Chairperson shall report final action to the chapter requesting the removal within sixty (60) days and to the Executive Council.
- f. Removal shall take effect immediately after the decision has been approved by the Board of Directors and the Executive Council.

11.6 Resignation

- a. A Board member may resign at any time by giving a written resignation to the Chairman of the Board of Directors.
- b. A resignation is effective when notice is given unless the notice specifies a future date.
- c. The Chairman of the Board shall tender his/her letter of resignation to the General Secretary of the Executive Council.
- d. A Director shall tender a letter of resignation prior to intent to run for an elected office.

Article XII

Executive Council Members' Qualification, Roles and Responsibilities

Section 12

12.1 President

- a. Shall be a Lagosian by birth through at least one of the parents.
- b. Shall be responsible for convening and presiding over all Executive Council, Governing Council, Quarterly and special call meetings of ECI.
- c. Shall have the power to call emergency meetings whenever necessary from time to time at will and without written notice.
- d. Shall act as the spokesperson and Chief Executive Officer for the organization.
- e. Shall be responsible for constituting all Standing Committees or through a delegated authority to an Executive Council Member.
- f. Shall appoint members to Ad-Hoc committees, subject to approval by the Executive Council.
- g. Shall call fellow officers to order as deemed necessary.
- h. Shall delegate responsibilities to the Vice President and other officers as necessary and appropriate.
- i. Shall serve a term of two years at a time, unless he resigns or is removed from office by impeachment.
- j. Shall initiate, along with other Executive members, the agenda, projects and programs for the organization.
- k. Shall coordinate the Executive activities of fellow officers and be accountable for information regarding the performance of fellow officers.
- l. Shall designate a member to fulfill the position of a suspended member of the Executive Council Member.
- m. Shall be responsible for presenting the organization's fiscal budget that has been approved by the executive council to the body for approval at the first quarterly meeting.
- n. Shall be accountable for policies and procedures implementation.
- o. Shall be a co-signatory to all ECI bank accounts.

12.2 Vice President

- a. Shall assist the president at all times.
- b. Shall be a Lagosian by birth through at least one of the parents.
- c. Shall act on behalf and assume the duties of the President when he/she is absent or temporarily disabled.
- d. Shall attend meetings of all Standing Committees where possible.
- e. Shall coordinate the activities of the Scholarship Committee.

12.3 General Secretary

- a. Shall be responsible for all official records of the organization with the exception of the financial books and records.
- b. Shall prepare and distribute notices of meetings to the members and other duties as instructed by the President.
- c. Shall take accurate notes, prepare and distribute the minutes of all previous meetings prior to the start of any business meeting.
- d. Shall file all original copies of legal documents, the Constitution and Bylaws, reports, newsletters and other publications, approved minutes of the meeting, membership roster, chapter roster, correspondences, conference proceedings, and other records.
- e. Shall be accountable for any missing records under his or her supervision.
- f. Shall coordinate the activities of the Convention and Youth Forum Committees.

12.4 Assistant General Secretary

- a. Shall assist or deputized as the General Secretary whenever such need arises.
- b. Shall assist the Liaison Officer in his/her capacity.
- c. Shall coordinate the activities of Lagos Liaison Committee with the Chief Liaison Officer and the Youth Forum Committee with the General Secretary.

12.5 Treasurer

- a. Shall have professional accounting background or degree in accounting or finance. (It is recommended but not required).
- b. Shall have basic understanding of accounting principles.
- c. Shall have knowledge of strategic planning.
- d. Shall assist the President in the development of the fiscal budget.
- e. Shall cooperate at all times with the Auditor and the Executive Council.
- f. Shall have working knowledge of laws governing the organization.
- g. Shall maintain books and files of receipts, disbursements, banks deposits, bank statements, paid and unpaid vouchers/invoices, accounts receivable, financial reports or income, expenses, assets and liability, and fiscal budget and be accountable for all the these documents.
- h. Shall deposit money received in the organization's bank account within three (3) working days.
- i. Shall prepare and publish ECI annual financial reports for the period of July 1 to June 30 for each year.
- j. Shall make himself/herself available to help with the auditing of the organization's book.
- k. Shall be co-signatory on all checks.

12.6 Financial Secretary

- a. Shall be a qualified Certified Public Accountant, CPA. (It is recommended but not required).
- b. Shall have administrative experience in the field of finance. (It is recommended but not required).
- c. Shall have good knowledge of book keeping and accounting.
- d. Shall collect and keep records of chapters membership dues, levies, fines, and other monies as defined by the organization.
- e. Shall issue an official ECI receipt for all monies collected and the receipts shall have duplicates.

- f. Shall hand over all monies to the Treasurer of ECI within three (3) days of collection and keep records of all transfers which have been duly signed by both the Treasurer and the Financial Secretary.
- g. Shall report to the chapters all activities regarding the organization's finances and present actual reconciled bank statements at the quarterly meetings.
- h. Shall announce at the general meeting of ECI all matters pertaining to chapters that are delinquent in payment of dues and/or levies.
- i. Shall help the Treasurer to prepare and publish annual financial reports.
- j. Shall keep a clean record of all transfers which have been duly signed by both the Treasurer and the Financial Secretary.
- k. Shall maintain simple chart of accounts of financial statements that will be easier for the members to follow the flow of financial transactions.
- l. Shall maintain custody of organization's property, financial books, records, and checks.
- m. Shall be co-signatory to all checks in the absence of the Treasurer.

12.7 Public Relations Officer

- a. Shall function as the liaison between the organization and the general public, through publicity methods approved by the Executive Council.
- b. Shall be responsible for all press releases and articles approved in a general or emergency meeting.
- c. Shall coordinate the Editorial Committee.
- d. Shall be the custodian of the organizations website and social media accounts

12.8 Social Secretary

- a. Shall initiate and coordinate all social activities, conventions, seminars, and symposiums.
- b. Shall liaise with local chapter on quarterly meeting planning, convention, etc. to facilitate a successful coordination of events during ECI functions.
- c. Shall coordinate the activities of Cultural, Social/Welfare and Women Forum Committees.

12.9 Chief Whip

- a. Shall serve as a moderator and maintain order at all meetings.
- b. Shall call the meetings to order.
- c. Shall be empowered to impose fines per conduct considered destructive to the meeting.
- d. Shall control and modify other behaviors which impede deliberations.
- e. Shall give members a reasonable amount of warning before a fine can be levied.
- f. Shall coordinate the activities of Membership and Disciplinary Committees.

12.10 Legal Adviser

- a. Shall be an attorney at law or work under the supervision of an attorney at law. (It is recommended but not required).
- b. Shall serve as an advisor to the organization on matters pertaining to law.
- c. Shall be able to interpret the Constitution when necessary.
- d. Shall serve as mediator in a resolution meeting.
- e. Shall ensure that the organization operates within the law at all times.
- f. Shall serve as an advocate for the organization.
- g. Shall review all legal documents pertaining to the organization.
- h. Shall follow up and assure all legal papers are filed and kept up to date.
- i. Shall maintain the proper formation and legal status of the organization and any yearly documentation pertaining to the organization and maintain yearly documentation of the organization for compliance both at the State and Federal Levels.
- j. Shall coordinate the activities of Constitution and Land/Housing Committees.

12.11 Auditor General

- a. Shall have working experience in an audit firm or professionally certified as an auditor or certified accountant or be a degree holder in accounting. (It is recommended but not required).
- b. Shall perform procedural audits quarterly (four times a year) or as in the judgment of the executive council when necessary.

- c. Shall perform comprehensive annual audits no later than 30 days after the end of ECI financial fiscal year.
- d. Shall work with the Treasurer to provide detailed report.
- e. Shall follow standard auditing process.

12.12 Chief Liaison Officer

- a. Shall focus on cultivating relationship between ECI and Lagos State Government.
- b. Shall bring resources in Lagos State to the attention of members in the Diaspora.
- c. Shall share available employment opportunity in Lagos with members of ECI in the Diaspora.
- d. Shall assist members in Lagos State to obtain governmental documents when necessary.
- e. Shall be a point of contact for members who travel to Nigeria.
- f. Shall facilitate Medical Mission to and in Nigeria.
- g. Shall coordinate Lagos Liaison Committee with the Assistant General Secretary.

Article XIII

Standing Committee Roles and Functions

Section 13

13.1 Constitution Committee

- a. Shall be coordinated by the Legal Adviser.
- b. Shall advice on all constitutional matters, including amendments and interpretations.
- c. Shall review the constitution as deemed necessary.
- d. Shall comprise One (1) member from each chapter or such numbers as deemed necessary by the Executive Council. Five (5) Members needed to form a quorum.

13.2 Cultural Committee

- a. Shall be coordinated by the Social Secretary.
- b. Shall coordinate all socio-cultural matters between ECI and other Nigerian, African, American, and other groups and/or cultures from other parts of the world.
- c. Shall educate members on all social and cultural matters pertinent to Lagos.

13.3 The Disciplinary Committee

- a. Shall be coordinated by the Whip.
- b. Shall attend to all disciplinary meetings concerning all members as outlined by the constitution and bylaw.
- c. Shall be fully responsible for enforcing disciplinary actions against any member who fails to observe the "modus operandi" or who exhibits recalcitrant behavior(s) toward members of the organization.
- d. Shall enforce disciplinary during ECI meetings, gatherings, or at other places and at times as deemed necessary.

13.4 Editorial Committee

- a. Shall be coordinated by the Public Relations Officer.
- b. Shall be responsible for the quarterly publication of EKO Club International Newsletter – "Eko Communicator" and all other ECI publications as directed by the Executive Council.

13.5 Lagos Liaison Committee

- a. Shall be coordinated by both the Chief Liaison Officer and Assistant General Secretary.
- b. Shall seek to establish relationship in all spheres with government of other places with Lagos State Government and its governing units.
- c. Shall formed and forge relationship with Cities, State and Federal Governments of other places.
- d. Shall be solely for the benefits of Lagos and its People.

- e. Shall advice on all matters as related to Lagos, Lagos State, other States in Nigeria, and the Nigeria Federal Government.
- f. Shall coordinate biennial Medical mission to Lagos State with the Social Welfare Committee.

13.6 Land/Housing Committee

- a. Shall be coordinated by the Legal Adviser.
- b. Shall advice on land and housing acquisition by members.
- c. Shall set-up and coordinate a program of lending and home ownership both in Lagos and other places outside Lagos, including the USA.

13.7 Membership Committee

- a. Shall be coordinated by the Whip.
- b. Shall follow the membership guidelines as outlined in Article VII of the Constitution.
- c. Shall review emerging chapter's application and membership composition for affiliation and charter.
- d. Shall make recommendation to the Executive Council.

13.8 Scholarship Committee

- a. Shall be coordinated by the Vice President.
- b. Shall create scholarship guidelines according to ECI Mission.
- c. Shall accept and review application forms.
- d. Shall make recommendations to the Executive Council.

13.9 Social/Welfare Committee

- a. Shall be coordinated by the Social Secretary.
- b. Shall advice and coordinate all members' welfare with the chapters and for ECI.
- c. Shall coordinate all social related matters.
- d. Shall coordinate biennial medical mission to Lagos State with the Lagos Liaison Committee.

13.10 Women Forum Committee

- a. Shall be coordinated by the Social Secretary.
- b. Shall be responsible for organizing the forum.
- c. Shall receive directives from the Executive Council.
- d. Shall make recommendations to the Executive Council.
- e. Shall foster unity among women members and member's wives.

13.11 Youth Forum Committee

- a. Shall be coordinated by both the General Secretary and Assistant General Secretary.
- b. Shall be responsible for recruitment and coordination of the youth wing.
- c. Shall be responsible for the development of programs and activities for the youth
- d. Shall be responsible for the welfare of the youth.
- e. Shall operate in accordance to the constitution of ECI and guidelines from the Executive Council.

13.12 Fund-Raising Committee

- a. Shall be coordinated by the President.
- b. Shall be responsible for establishing sponsorship relationships with corporate and individual sponsors.

Article XIV

Committee Mandate

Section 14

14.1 Meetings

- a. Each committee head may hold a teleconference meeting on a monthly basis or as determined by that committee and give report of such meeting at each Executive meeting through the Committee Coordinators and at general meetings by the Chairmen, unless otherwise determined by the Executive Council.
- b. Minutes of committee meetings should be presented to the Executive Council (General Secretary) no later than the following executive council meeting.
- c. Reports of the committees requested from time to time by the Executive Council should be presented no later than the following Executive Council meeting.
- d. Minutes/reports shall be typed written by the committee's secretary.
- e. Reports shall be given at the general meeting by either the Committee Chairperson or any member delegated by the committee.
- f. Committee Chairperson that does not submit a written report prior to his/her presentation shall constitute a violation of the constitution and shall be recorded as a "no report".

14.2 Non-Active Committee or Member

- a. Committee Chairperson that does not give a written report at three (3) consecutive meetings shall be deemed as operating a non-active committee and such committee may be subject to review by the Executive Council. The Executive Council may decide to dissolve the committee.
- b. Majority member of a committee may request for replacement of a non-active member. Such request shall be submitted to the executive council.

14.3 Quorum

- a. Five (5) committee members shall constitute a quorum.

14.4 Subcommittees

- a. Subcommittees may be formed for the expedition of certain duties as performed by each committee provided that the main committee remains.

Article XV

Ad-Hoc Committee Functions

Section 15

15.1 Electoral Committee

- a. Shall be constituted by ECI President.
- b. Shall consist of members from each ECI chapters.
- c. Shall be constituted Six (6) months before the general elections.
- d. Shall function independently of any governing body of ECI.
- e. Shall not be involved in campaigning for any of the executive positions.
- f. Shall be unbiased and neutral to any member's opinion.
- g. Shall not be part of Board of Directors.
- h. Shall compile the list of eligible voters.
- i. Shall defined voting membership as a designated member representing his/her chapter.
- j. Shall defined two-third (2/3) of the voting-membership at ECI quarterly general meetings as the majority.
- k. Shall screen the potential candidates to determine eligibility to hold executive office.
- l. Shall accept nominations for office with an application fee of \$25.00 per candidate.
- m. Shall set deadlines for application submission for the election.
- n. Shall organize the electoral process and work in accordance with ECI Constitution.
- o. Shall conduct electoral rules for the candidates and general membership.
- p. Shall provide guidelines for candidates according to ECI constitution.
- q. Shall allow the candidates to provide their manifesto to the general house.
- r. Shall count the ballots after all members have voted.
- s. Shall ensure the election is democratic.

- t. Shall administer the "Oath of Allegiance" to the elected officers or delegate any person from the organization to do so.
- u. Shall ensure smooth transition of power from the old Executive Council to the newly elected Executive Council.

Article XVI

Election, Electoral Process and Appeal

Section 16

16.1 Election

- a. Shall be held once every two years at Eko Club International Biennial convention.
- b. Shall be conducted by secret ballot.
- c. Shall be conducted by the Electoral Committee.

16.2 Candidate

- a. Shall be vetted by the Electoral Committee in accordance with the ECI Constitution.
- b. Shall be a member of a registered chapter in good financial standing.
- c. Shall be in good financial standing with his/her chapter.
- d. Shall be nominated and seconded by two members from the same chapter.
- e. Shall have had at least 3 years of membership and must have been elected to a position in his/her chapter to contest for the position of the President, Vice-President, General Secretary, and the Treasurer.
- f. Shall not campaign for any position until he/she has been cleared by the Electoral Committee.
- g. Shall not be voted for in absentia or by proxy.

16.3 Voting at the General Election

- a. All ECI chapters in good standing, current on dues and other financial obligations shall be accorded the right to vote and present candidate for elected offices.
- b. Registered Chapters in good financial standing shall be eligible to present delegates.

- c. Voting delegates shall be defined as designated members representing his/her chapter.
- d. Only individuals recognized as voting delegates from registered chapters are eligible to vote during the general election.
- e. Each eligible registered Chapter is entitled to three (3) delegates.
- f. Two-third (2/3) majority shall be defined as two-thirds (2/3) of the voting delegates at ECI's quarterly general meeting.
- g. Names of delegates shall be published 14 days before the Convention.

16.4 Electoral Debates

- a. Shall be conducted by the Electoral Commission and in the presence of the general membership.
- b. Shall start at the second quarterly meeting and continue through the convention.
- c. Shall include candidate's manifesto towards the general election.

16.5 Right of Appeal of Disqualified Candidate

- a. Any member disqualified has the right of appeal to the Board of Directors within 72 hours of the disqualification in writing and up to three (3) days before the election.

Article XVII

Meetings

Section 17

17.1 Types

- a. Board of Directors/Executive teleconference meeting.
- b. Governing Council teleconference meeting.
- c. Quarterly Meetings
- d. Biennial Convention.
- e. Executive Council – Conference periodically or whenever feasible.
- f. Emergency on "as-needed" basis.

17.2 Standard Order of Meeting

- a. The whip at the discretion of the President may restrict individual speakers to a defined time period to manage the meeting.
- b. Call to Order
 - 1. The meeting shall be called to order by the President.
 - 2. General Secretary shall take minutes of the meeting.
- c. Opening Prayer
 - 1. The President may designate a member to perform opening prayer.
- d. Roll Call
 - 1. The General Secretary calls roll of all the Chapters/Officers.
 - 2. Chapters' representatives who is tardy over 30 minutes shall pay a fine of ten (\$10.00) imposed by The Chief Whip.
 - 3. The Chapter President or a designated member shall be the Chapter's representative/spokesperson at the general meetings.
 - 4. Absentees shall be recorded in the minutes and recorded in officers' file for record.
 - 5. Members may seek an excused absent or tardiness by contacting the General Secretary prior to the meeting.
- e. Reading of the Minutes
 - 1. The General Secretary or the Assistant General Secretary shall read the minutes of the previous meeting.
 - 2. The minutes shall be typed for record keeping and a copy must be presented to the members.
- f. Financial Report
 - 1. The Treasurer and the Financial Secretary shall give comprehensive financial reports.
- g. Collection of Dues
 - 1. The Financial Secretary shall call names of chapters for payment of dues.
 - 2. Dues shall be announced and reported.
 - 3. The Financial Secretary shall report any dues that are delinquent past three (3) months to the President for review.
- h. Committee Report
 - 1. All Committee Chairpersons shall be called upon to give reports of their activities and meetings.
 - 2. The report shall be sent to the General Secretary preferably in electronic format before its presentation at general meetings.
 - 3. Questions are reserved under Any Other Business (AOB).

- i. Any Other Business (AOB)
 - 1. All other business shall be presented for the interest of the organization.
 - 2. After three hours of the general meeting, the unfinished business of the meeting shall carry over into the next general meeting as AOB.
 - 3. Any other business may be entered into a suggestion box that may be placed at each meeting.
- j. President's Remarks/Adjournment
 - 1. Brief statement from the President may be presented.

17.3 Emergency Meetings

- a. The President shall have the power to call emergency meetings whenever necessary from time to time at will and without written notice.

17.4 Date and Time of Meeting

- a. The general membership meeting also referred to as general assembly of the organization shall be quarterly, four (4) times a year.

17.5 Notice of General Meetings

- a. There shall be at least one (1) month notice through circular from the General Secretary announcing the meeting.

17.6 Absent Members' Express Views

- a. Members who want to express a particular view, but are unable to attend a particular meeting may express such view through e-mail to the General Secretary no less than seven (7) days prior to the date of the general meeting.
- b. E-mail received after this deadline will be handled at the next meeting under AOB.

17.7 Agenda for Meetings

- a. The draft agenda for each meeting shall be formulated by the presiding officers for that meeting.
- b. The final agenda shall be adopted by the members in attendance, when a quorum has been formed.

17.8 Notice of Executive Council Meetings

- a. The notices of meetings shall be prepared and promptly distributed by the General Secretary to all members prior to any meeting.
- b. This notice must contain date, time, place, and agenda for the meetings.

- c. A simple telephone call may be used to call emergency meetings.

17.9 Minutes Content, Distribution and Adoption

- a. Shall include date, time and place of meeting.
- b. Shall include members present at the meeting.
- c. Shall include adopted Agenda.
- d. Shall include decisions made in the form of consensus, motions made and their voting results. Each decision should be followed by a brief abstract of the discussion or debate, whenever it is deemed necessary.
- e. Shall distribute previous meeting minutes to the members prior to the beginning of the next meeting.
- f. Shall be correct and adopt minutes as soon as the meeting is called to order after quorum has been formed.
- g. Shall file adopted minutes as a permanent official record of the organization.

17.10 Meeting Room Conduct

- a. Members shall strive to begin meeting at the scheduled time and end on time.
- b. Members shall turn off all pagers and telephones at the commencement of the meeting.
- c. Members can consume only non-alcoholic drinks during meeting.
- d. Members shall have the floor only when The Chief Whip gives permission.
- e. Members must avoid speaking on any matters until it is properly brought before the house by a motion.
- f. Members shall not make any personal innuendos or references.
- g. Members shall not create any disturbance while other members are speaking.
- h. Members can offer any motion that is germane to the organization.

Article XVIII

Code of Conduct and Disciplinary Actions

Section 18

18.1 Rules

- a. In addition to Article IX, the disciplinary committee shall develop the rules related to conduct, remedial actions and fines for the organization in accordance to the constitution.
- b. Remedial actions, fines, suspension and/or termination shall be levied and instituted against members or chapter who violate the code of conduct as defined in Article IX and herein under.

18.2 Assault

- a. Shall constitute a violent physical contact with intent to cause member or non-member bodily injury or harm during any meeting or function of the organization.
- b. Such action shall be punishable by three (3) month's suspension for the first offense and expulsion of the chapter's representative from ECI meetings with a letter to the chapter for a new representative and a fine of \$100.00.

18.3 Obscene Language

- a. Shall constitute any language that is offensive and derogatory to any member with the intent to cause destruction.
- b. Any member who uses obscene language shall be asked to leave the meeting or function immediately and shall be punished by a two (2) month's suspension.
- c. Any member who insults another member or non-member in any EKO Club meeting or function shall be punished by a fine of \$25.00 for the first offense. Second offense would lead to a fine of \$50.00 and one (1) month's suspension (including all activities coordinated in any local chapter of EKO Club).

18.4 Insubordination

- a. Disobedience to any executive authority or a refusal to obey some order constitutes insubordination.
- b. This action is subject to a fine of \$50.00, a 2nd and subsequent offense shall be \$50.00 fine and three (3) month's suspension from all activities coordinated in any local chapter of EKO Club.

- c. The disciplinary committee shall issue a letter of reprimand and recommended actions to the defiant member. Such reprimand shall be kept in the member's organization file for record.

18.5. Integrity

- a. Members shall not knowingly behave in any manner that may affect the integrity of the organization, including but not limited to verbal or written communication or misrepresentation.

18.6 Court Actions/Criminal Conduct

- a. A legal action shall be instituted against any member of ECI who embezzles or misappropriate the organization's funds.
- b. Member should conduct himself/herself in such manner not to be found guilty of a crime or create any commotion, which may create a criminal record after registration with the organization.

Article XIX

Vote of No-Confidence, Expulsion and Impeachment

Section 19

19.1 Vote of No-Confidence of an Executive Council/Board of Director's Member

- a. Shall occur on the ground of ineffectiveness, fraud, corruption, and embezzlement.
- b. Shall occur if acts performed are not conducive to the interest of the organization.
- c. Shall occur if acts performed are considered by the Nigerian Government and/or the host state or country illegal.

19.2 Procedure

- a. Motion of no confidence can be brought against any member of the Executive Council/Board of Director only at the general meeting.
- b. Voting on a "No-confidence" process shall be conducted by private ballot.
- c. After the final vote of "No-Confidence", the Board member/Executive member shall be immediately notified of the result.

19.3 Duration

- a. Executive or Board member who receives a vote of non-confident from office, shall also be banned from running for or holding any office for a period of two (2) years from the date of the vote of no-confidence.
- b. After such period has passed, the member shall be reevaluated by the general house and be declared eligible to run for office with 2/3rd majority of the members.

19.4 Expulsion

- a. Any Chapter's representative who commits any fraudulent act (misuse of organization's document for personal gains, financial impropriety etc.) will be expelled from ECI and ECI will encourage the local chapter to expel the member.
- b. Members or Chapters that fail to act on a voted decision (recommendation) of ECI shall be sanctioned by the disciplinary committee subject to the ratification of the Governing Council.

19.5 Impeachment

- a. Power of impeachment belongs to the general house.
- b. Any Executive member/members of the Board who abuses his/her privileges to serve the organization shall be impeached (e.g. fraudulent, diversion of organization's funds, misuse of organization's documents for personal purpose, etc.).
- c. Two thirds (2/3) of the Chapter membership in attendance is required to form an authoritative quorum for impeaching any officer whenever the need arises.
- d. The impeachment decision made by the general body shall be final and binding. Each chapter shall count as one vote for voting and counting purposes.

Article XX

Dues, Assessments and Disbursements

Section 20

20.1 Dues

- a. Annual dues shall be \$750.00 for each Chapter.
- b. Annual dues shall be paid by end of March of every year.

20.2 Solicitation of Funds

- a. Dues, levies and assessments shall be structured to provide adequate funds to finance the activities of the organization.
- b. Contributions from member association and/or non-members may be accepted by ECI to fund special projects.

20.3 Disbursement of Funds

- a. Disbursement of funds shall be for budgeted and or approved expense items only, or for expenses authorized by emergency action of the Executive Council.
- b. Disbursements not meeting the above criteria shall be repaid by the disbursing officers, within 30 days from the date of discovery.
- c. Two signatories comprising of the President and the Treasurer shall be required on all checks issued.
- d. In the absence of either the President or the Treasurer, the Financial Secretary shall sign the checks.

Article XXI

Organization of the Convention

Section 21

21.1 Process

- a. National Conventions shall be held biennially.
- b. EKO Club International shall be solely responsible for the overall planning and the organization of the convention. ECI may partner with chapter(s) to organize the convention.
- c. Chapters that have interest in partnering with ECI for the hosting of National Conventions shall indicate their intent in writing and shall be voted on by the Executive Committee.
- d. Each ECI chapter shall contribute a minimum of \$1,500 (one thousand five hundred dollars) towards the convention in exchange for benefits such as features on the convention brochure.

Article XXII

Miscellaneous Policy

Section 22

22.1 Income Disclosure

- a. All contributions and income received shall be acknowledged and adequate records kept by the Financial Secretary.

22.2 Expense Disclosure

- a. All expenses paid shall be fully substantiated and disclosed in detail by the Financial Secretary.

22.3. Use of Membership List

- a. Membership lists may only be used for conduct of official organization business and for communication among its members.

- b. Use of membership list by non-members shall be prohibited. There shall be penalty for any violation of this policy.

22.4 Chapters and the Constitution

- a. This constitution and its bylaws shall be binding on all registered Chapters/Members.
- b. In the event of any conflict of law between the chapter and ECI constitutions, the ECI constitution supersedes the chapter.

22.5 Independent Auditors

- a. Independent auditors selected by the Board of Directors shall be retained to audit the books of the organization following the submission of the biennial auditor's report.
- b. The auditor's report shall be distributed to chapter members at the general body meeting.

22.6 Transfer of Office

- a. Each officer shall, as a duty, transfer all of the organization's records and property to his/her successor within thirty (30) days after the election of new officers. Such transfer shall be accompanied by explanatory notes.

22.7 Respect of Officers and Fellow Members

- a. Officers shall be treated with courtesy and respect by members at all times.
- b. Members shall accord fellow members with respect.

22.8 Debts and Liabilities

- a. Each succeeding executive must honor all debts, liabilities, contracts, and pledges which have been entered into by the preceding executive.

22.9 Dissolution

- a. The organization shall be responsible for all expenses, liabilities and debts incurred by the organization in the event of dissolution.
- b. In the event of the dissolution of the organization, the General house shall appoint a committee to develop a process of distributing the organization's assets and liabilities.

Article XXIII

Amendments

Section 23

23.1 Amendments

- a. Any proposed Amendments to this constitution and/or bylaws may be initiated by any Chapter or by the delegate of the said chapter and can only be amended at ECI biennial conventions and shall be submitted to the General Secretary in writing.
- b. All amendments to this constitution shall be voted and approved by the general house, and shall be printed as updated, dated as adopted and shall supersede any previous issue.
- c. The newly amended constitution shall be submitted to the General Secretary in writing.
- d. This constitution shall only be amended, but not abolished.
- e. These bylaws shall be certified by the presiding President and General Secretary and shall not be valid without such signatures for certification.
- f. If amended it shall include the names of the amender(s).

CERTIFICATION

This Constitution/Bye Law was amended and adopted at the 9th International Convention of Eko Club International held at Orlando, Florida on Saturday 12th of September 2015.

It is hereby ratified by:



Hon. Bissy Gaji
President



Hon. Saheed Olushi
General Secretary