

April 2006

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# **CONSTITUTION OF**

**THE EKITI KETE CANADA INC**

**(RELIEF SERVICES)**

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## **PREAMBLE**

We, the Residents of Canada, Canadians of Ekiti descent and indigenes here in Canada, desiring to come together as one, in unity deemed it necessary to organize ourselves into one body for the purpose of contributing our own quota towards the development of our great state (Ekiti State) and also for the benefit of our members here in Canada individually and jointly. We hereby resolve to constitute ourselves into a non-partisan body/entity, make and give ourselves the following constitution.

## **ARTICLE I – GENERAL PROVISIONS**

### **1.01: SUPREMACY**

This Constitution is Supreme and shall be binding on all members of the Association in Canada.

### **1.02: NAME OF ASSOCIATION**

The Association shall be known and called: EKITI KETE CANADA INC (RELIEF SERVICES) operating as EKITI KETE CANADA.

### **1.03: PERMANENT ADDRESS**

The Head Office/permanent office of the Association shall be that of the Current President or Acting President as the case may be, during the term of office of such President/Acting President or as determined from time to time by the General Assembly.

## **ARTICLE II – MISSION AND OBJECTIVES**

### **2.01: MISSION AND OBJECTIVES**

1. To bring together in unity for the purpose of advancing the cause and progress of our Association and amongst the rank and file of Ekiti sons and daughters, resident in any part of Canada.
2. To work with other Ekiti organizations all over the world to promote peace, ensure stability and unity of purpose for all Ekiti State interests.
3. To engage in activities, anywhere in the world, that promote and ensure unity, social justice, and protects the interests of Ekiti State.
4. To undertake specific projects in Canada or any part of the world, beneficial to Ekiti State and aimed at her development and growth.
5. To promote and sustain Ekiti Cultural Heritage through educational and socio-cultural programs.
6. To create and maintain a forum for exchange of ideas, effective dissemination of such ideas and frank discussion of issues aimed at contributing our own quota, towards proffering workable solutions to problems facing Ekiti State.
7. To play the role of a pragmatic but patriotic unbiased and objective watchdog on the activities of successive Ekiti State governments, monitor events at home and communicate our observations to the government in power.
8. To recognize and honour worthy individuals no matter their descent, who have contributed immensely towards the progress of Ekiti State or its cause at home and abroad or has impacted positively on the life of any Ekiti State indigenes either at home or abroad.
9. To pursue and implement ideas towards alleviating the suffering of masses, the under-privileged in our Society in Canada and beyond and engage in concerted efforts towards maintaining peace in all troubled part of the world.

## **ARTICLE III**

### **3.01: ASSOCIATION MEMBERSHIP**

The Association membership is opened to everybody who is Ekiti by birth (through one of either parent) by marriage (married to an Ekiti indigene) by adoption (one of the adoptive parent is an Ekiti indigene).

### **3.02: APPLICATION FOR MEMBERSHIP**

Once qualified under Section 3.01 above, there shall be no formal application form to be filled by new members. At the first meeting a new member attends, s/he shall provide names, home, phone number and current address to the General Secretary.

The President or the Presiding Officer at such meeting will then inform the new member of their responsibilities and obligations as a member of the Association.

### **3.03: AVOIDANCE OF CONFLICT OF INTEREST**

Every Member of this Association is prohibited from belonging to any splinter group within the Ekiti community in Canada. Such prohibition does not extend to any outside organization/Association outside Ekiti Community or professionally.

### **3.04: FEES AND LEVIES**

There shall be a monthly due of \$\_\_\_ per head or per couple payable at any time during the month to the Treasurer as determined by the general Assembly.

## **ARTICLE IV – OFFICE**

### **4.01: OFFICERS AND EXECUTIVE COMMITTEE**

The following officers shall comprise the Executive Committee of the Association:

1. President
2. Vice President
3. General Secretary
4. Assistant General Secretary
5. Treasurer
6. Social Secretary
7. Assistant Social Secretary
8. Welfare Officer
9. Chief Whip
10. Financial Secretary
11. Public Relations Officer

### **4.02: TERM OF OFFICE**

Executive Committee members who are officers of the Association shall be in office for a two-year term starting on October 1 of the election year. Officers can present themselves for re-election for another term either in the same position/office or for any office different from the first term office, such officer held. Any officer that has served 2 terms consecutively (whether it's the same office or not) can only stand for another office after a two-year absence.

### **4.03: TERMINATION OF TERM**

At the expiration of the two years, an officer's term automatically comes to an end subject to re-election.

Any officer who for any reason whatsoever have to leave town (Toronto) or is absent for a period of six months consecutively will be deemed to have vacated his/her office.



#### **4.04: DUTIES OF OFFICERS**

##### **PRESIDENT**

The President shall:

- 1) Be the Chief Executive Officer and shall preside over all general and Executive Committee meetings.
- 2) Preside over day to day running of the Association and will ensure good and proper functioning of the Association's structures
- 3) Shall, alongside other members of the Executive Committee bear full responsibility in carrying out to the fullest of his/her ability, programs initiated by the Association as a whole, aimed at helping ourselves or the people of Ekiti State.
- 4) Countersign minutes of meetings at which s/he is present after adoption.
- 5) Shall, in full consultation with the Executive Committee and the General Assembly of the Association ensure sub-committees are in place at all material times in accordance with this constitution to ensure smooth and proper running of the Association's activities.
- 6) Cast his/her vote to break ties in general meetings whenever this occurred.
- 7) Have the authority to delegate duties to any member of the Association.
- 8) Ensure smooth handing over of the Association's properties on behalf of the Executive Committee to the new and incoming one with a properly written and adequate hand-over note latest by the day the new Executive Committee is sworn in.

##### **VICE PRESIDENT**

- 1) Shall assist the President in co-ordinating all activities of the Association and in the absence of the President shall assure the aforesaid powers, duties and responsibilities of the President.
- 2) Shall carry out all other duties delegated to him/her by the President.
- 3) Shall be a member of all committees that do not have a sitting Executive Committee officer as a member.
- 4) Shall co-ordinate all the Youth and Cultural Affairs – programs of the Association.

## **GENERAL SECRETARY**

The General Secretary:

- 1) Shall co-ordinate the affairs of the Association secretariat.
- 2) Shall convene General Executive and other types of meetings of the Association in consultation with the President and shall also conform with every rule guiding the calling of such meetings in accordance with this constitution.
- 3) Shall keep the membership register, record attendance at all meetings of the Association so his attendance of such meetings is very necessary for the smooth running of the Association.
- 4) Shall take minutes of all meetings (Executive Committee meetings inclusive) and ensure proper safe-keeping of the Minute Book, which he shall sign after each meeting.
- 5) As mandated by the General Assembly/Executive Committee write letters, reply to letters on behalf of the Association and ensure records of such correspondence are well kept for the future.
- 6) Shall, in consultation with the President, draw up agenda for all types of meetings of the Association.
- 7) Shall perform all and other duties as delegated to him by the President/General Assembly that are deemed necessary for the smooth running of the Association which are not presently covered by this constitution.
- 8) Shall prepare and tender a hand-over note including all association properties in his/her possession to the incoming General Secretary latest by the day the new officers are sworn in.
- 9) Ensure proper annual returns and other necessary papers are filed with the requisite authority as required by the laws of this country.

## **ASSISTANT GENERAL SECRETARY**

- 1) Shall assist the General Secretary in co-ordinating all the activities of the Association and in his/her absence will assume the duties and responsibilities of the General Secretary.
- 2) Shall carry out all other duties delegated to him by the President, General Secretary and the General Assembly of the Association.
- 3) Assist in carrying out duties in the offices of the Financial Secretary and Treasurer wherever any of the two officers is absent for any reason whatsoever.

### **TREASURER**

- 1) Shall receive all Association funds or monies from the Financial Secretary and deposit same in bank including funds/monies directly in his/her possession within 2 business days of having received such funds.
- 2) Shall, in consultation and subject to the approval of the President and/or the General Assembly pay out or issue cheques in favour of Association creditors for services rendered.
- 3) Shall keep proper and accurate account of all monetary transactions of the Association in accordance with laid-down procedures.
- 4) Shall submit a quarterly report of the Association's statement of account.
- 5) Shall keep all receipts, payment stubs, issued cheque stubs, etc., that relates to the Association's expenses and all monies paid out.
- 6) Shall carry out all other duties as delegated to him/her by the President and/or the General Assembly of the Association.
- 7) Shall ensure a proper handing-over of all account documents in his/her possession to the incoming officer latest by the swearing-in date of the incoming Executive Committee.

Such accounts must have been audited by the Audit Committee and verified before the handing over.

### **FINANCIAL SECRETARY**

- 1) Shall collect and receive levies/dues, except as otherwise delegated by the President/General Assembly of all members and other monies payable to the Association and turn over such funds to the Treasurer within 48 hours.
- 2) Shall notify members in writing or in any way practicable, conducive or faster, of their arrears of dues, levies or fines imposed that is outstanding in respect of such members account.
- 3) Shall keep proper and accurate account of all transactions on behalf of the Association that passes through his/her office.
- 4) Shall furnish the Association with a detailed quarterly report of the transactions that went through his/her office.
- 5) Shall carry out all other duties delegated to his/her by the President/General Assembly of the Association.
- 6) Shall ensure a proper handing over all account documents of the Association in his/her possession to the incoming officer latest by the swearing-in date of the new Executive Committee.

### **SOCIAL SECRETARY**

- 1) Shall on behalf of the Association plan, co-ordinate and effectively carry out the wishes of the Association as regards all social functions/parties, events as mandated by the General Assembly.
- 2) Shall co-ordinate the activities of the Social Committee in ensuring that Paragraph 1 above is successfully carried out with the help of the Committee.
- 3) Perform all other duties delegated to him/her by the President/General Assembly of the Association.

**ASSISTANT SOCIAL SECRETARY**

- 1) Assist the Social Secretary in carrying out his/her functions as set out in the Constitution.
- 2) Perform all other duties as delegated to him/her by the Social Secretary, President and General Assembly of the Association.

**WELFARE OFFICER**

- 1) See that all matters regarding the general well-being of each individual member and the Association as a whole is brought to the floor of the General Assembly and adequately tackled or resolved.
- 2) Responsible for refreshments for all members at any type of meeting of the Association.
- 3) Perform all other duties as delegated to him by the President/General Assembly of the Association.

**CHIEF WHIP**

- 1) Be an Elder amongst Association members shall be responsible for orderliness in the floor at all types of meetings of the Association.
- 2) If any member continues to be unruly after being warned on the floor, recommend to the General Assembly that such member be disciplined.
- 3) Advise the Executive Committee/General Assembly of Association on what to do to curb such indisciplinary behaviour of members during meetings.
- 4) Work in conjunction with the General Assembly, Executive Committee on how to reconcile discontent members who have left the Association, back into the fold.

**PUBLIC RELATIONS OFFICER**

- 1) Take charge of all matters relating to Publicity for the Association in relations with the outside world.
- 2) In ensuring good publicity for the Association, cause to be published articles/newsletters on behalf of the Association in any recognized media or medium in our outside of Canada.
- 3) Shall co-ordinate the affairs of the Publicity Committee put in place to help him/her carry out the functions of the office effectively.
- 4) Develop programs to enlarge the membership of the Association within Toronto as well as the rest of Canada.
- 5) Co-ordinate activities that will sustain the interest of new and potential members of the Association on one hand and also geared towards bringing back disgruntled members who have left for one reason or another by working with the Chip Whip in this regard.
- 6) Carry out all other duties as delegated to him/her by the President, Executive Committee and the General Assembly of the Association.

**4.05: AUDITOR**

The auditor shall

- 1) Be appointed on a simple majority vote cast at any General meeting of the Association after names have been put forward by members and must have an accounting background
- 2) Operate independently of the Executive Committee.
- 3) Be responsible for auditing the Association's account books on a bi-annual basis or at the request of the Executive Committee and/or General Assembly of the Association.
- 4) Be fully responsible to the General Assembly who ratified his appointment and his report shall be directed to them directly or indirectly through the Executive Committee.

## **ARTICLE V part 1– COMMITTEES**

### **5.01: THE COMMITTEES**

- 1) All committees shall operate independently without any undue influence from anybody and within the mandate allowed them under this Constitution.
- 2) All Committee members shall be nominated and voted for in such meeting (voting) effectively mandates such committee member voted for.
- 3) All committee terms are to run concurrently with the Executive Committee officer's terms which means they stand dissolved when an Executive Committee mandate runs out every two years.
- 4) All Committees shall have a minimum of three members.

### **STANDING COMMITTEES**

Executive

Financial

Social

Disciplinary

Welfare

Publicity

### **ADHOC COMMITTEES**

Electoral

Constitution Review.

### **5.02: EXECUTIVE COMMITTEE**

- 1) Shall consist of all officers nominated, voted for and having been sworn-in after the election except the auditor.
- 2) Shall perform all duties, take decisions and actions as it may deem fit and desirable for the protection, furtherance of the interests of the Association subject to the ratification of the Association members in a General meeting.
- 3) Since most documents or papers, properties of the Association are entrusted in the care of Executive members, they are also responsible for the safe keeping of same.
- 4) In any event when a Committee member is removed or has vacated office, the Association property in his/her possession shall be handed over to the General Secretary or any other officer as designated by the Executive Committee.
- 5) The Executive Committee can as the case demands, refer members to the Disciplinary Committee for their recommendations.
- 6) Shall, if necessary, authorize reasonable expenses, on behalf of the Association, pending the next General meeting at which such shall be reported to the House for proper ratification.

**5.03: FINANCIAL COMMITTEE**

- 1) Shall consist of the serving Financial Secretary of the Association and other members of the Association.
- 2) Shall perform all duties, take decision and actions as apportioned to it by the General Assembly of the Association or the Executive Council. Such decisions, subject to the ratification of the Association General meeting.
- 3) Shall fashion out and fine tune as at when necessary with, the sole aim of helping the Treasurer/Financial Secretary of the Association carry out their duties effectively.
- 4) Shall help the Association in determining the financial feasibility of projects it intended to undertake in a financial year.

**5.04: SOCIAL COMMITTEE**

- 1) Shall consist of the Social Secretary of the Association and other members as appointed/voted for by the General meeting of the Association.
- 2) Shall perform all duties, take decisions and actions as it may deem fit and desirable for the protection, furtherance of the Association interests subject to the ratification of members in a General meeting.
- 3) Shall perform all other duties as delegated to her by the Executive Committee.
- 4) Shall solely be responsible for organizing/planning of the Association's social functions, e.g., Annual Dinner/fund raising events, hosting of visitors, Christmas parties, etc.

**5.05: DISCIPLINARY COMMITTEE**

- 1) Shall consist of the Chief Whip of the Association and other members as appointed, voted for by the General Assembly of the Association.
- 2) Shall perform all duties to the best of their ability within the mandate given to them by this Constitution \_\_ the General Assembly of the Association.
- 3) Shall have the power to recommend any line of action it may consider appropriate, in disciplining a member, having regard to the nature of the offence to the Association General Assembly through the Executive Committee.
- 4) Shall as much as possible because of the nature of their duties, strive hard to complete assignments given to them by the House and submit or give their recommendations.

**5.06 – WELFARE COMMITTEE**

- 1) Shall consist of the Welfare Officer and other members as appointed/voted for the House.
- 2) Shall solely be responsible for the welfare of all members of the Association and shall discuss any matter affecting such, of any member and make recommendations to the House as how best to tackle it through the Executive Committee.
- 3) Shall perform all other functions/duties as delegated to it by the Executive Committee and the House.
- 4) Shall, to their utmost ability help new members who are also new to the country, with their family to settle down as quickly as possible.

**5.07 – PUBLICITY COMMITTEE**

- 1) Shall consist of the Publicity Officer and other members of the Association as appointed/voted for by the House.
- 2) Shall, in carrying out their duties/functions take such actions, decisions to protect and further the interests of the Association.
- 3) Shall fashion out and maintain such avenues through which the activities of the Association can be known to the outside world so that the public can be aware of our various programs/activities.
- 4) Shall perform all other duties as delegated to her by the House and Executive Committee.

**ADHOC COMMITTEES**

**5.08: ELECTORAL COMMITTEE**

- 1) For each election, every two years, an Elected Committee (three members) shall be appointed/voted for by the house at least 3 months before the expiration of the term of the current Executive Committee members.
- 2) No member of this Committee shall be eligible to be nominated and/or voted for at such elections and neither will they be allowed to cast any vote for any nominated member.
- 3) They shall be responsible within the stipulated time for the planning of the election into all offices that comprises the Executive Committee.
- 4) They shall call for nominations, set the mode and date of elections (at least 1 month before such election date), count the votes for each office and present winners for swearing-in after the elections.
- 5) They shall also set the order of voting for the offices on the election date.

**5.09: CONSTITUTION REVIEW COMMITTEE**

- 1) Shall consist of at least three members nominated and voted for at a General meeting.
- 2) Shall perform all duties, take actions in the best interest of the Association and as delegated to by the House.
- 3) Their duties mainly are to review constitutional amendments as proposed by members periodically, report same to the House for ratification.
- 4) The Constitution Review Committee on its own can also propose an amendment to the Association's constitution.



## **ARTICLE VI – MEETINGS**

### **6.01: TYPES OF MEETINGS**

The types of meetings of the Association shall be:

- 1) Annual General Meeting
- 2) General Meetings
- 3) Executive Committee/Committee Meetings
- 4) Emergency General Meetings

### **6.02: QUORUM FOR MEETINGS**

- 1) For the Annual General meeting, General Meetings and Emergency General meetings, the quorum shall be just fifteen members (15).
- 2) For the Executive Committee meetings, the quorum shall be five (5) and all other committee meetings shall be two (2) members.

### **6.03: DATES, FREQUENCY AND DURATION OF MEETINGS**

- 1) The AGM shall be the General Meeting in September (second Sunday of the month), i.e., on the election date when the term of the current Executive Committee members expire and the new officers are to be sworn in.
- 2) The General meetings are to be held on the second Sunday of each month (once a month) at a location that will be well communicated to members well ahead of time.
- 3) Executive and other Committee meetings do not have fixed time but are to be determined and called by the General Secretary or an ordinary member as in the case of other Committee meetings when matters arise that need urgent discussions/deliberations.
- 4) Emergency meetings are called by the General Secretary in between two General meetings when issues arise that need urgent deliberations.

### **6.04: NOTICES OF MEETINGS**

- 1) For all types of meetings, notices are to be given and announced at a General meeting in respect of the next meeting.
- 2) In cases whereby this is not feasible, notices should be given as soon as possible to members or Committee members to ensure full attendance (especially for Committee and Emergency meetings) by calling all members personally on phone.

### **6.05: VOTING**

- 1) Voting in all types of meetings shall be by raising up of hands.
- 2) There shall not be voting by proxy.

**6.06: MINUTES OF MEETINGS**

- 1) The minutes of each meeting (all types) shall include the following:
  - a) The date, time and place of meeting
  - b) Members present
  - c) The agenda of each meeting. The decisions made in the form of Agreements, motions voted on and subsequent voting results.
- 2) The minutes of the last meeting shall be read to all members right from the start of the next meeting.
- 3) The minutes shall be corrected (if need be) and adopted as soon as the meeting is called to start and a quorum to adopt is formed.
- 4) The adopted minutes shall be in the Minute Book in the custody of the Association's General Secretary.

**6.07: ANNUAL GENERAL MEETING**

- 1) This is to be held at the same date and time of the General Meeting of the month of September each year. The President in the first year is to give an address on the activities in the first year in office and also for the next year.
- 2) At the election year/meeting, the President will give an address, addressing all the activities of the two years spent in office on behalf of the Executive Committee.

**6.08: GENERAL MEETINGS**

- 1) Are to be held at the second Sunday of each month at venues/times to be communicated on time (at each meeting for the next one) by the General Secretary or any other office/member designated by the Executive Committee or House.
- 2) These meetings are the most powerful since all decisions made are final and all Committee meetings from which various decisions are made (including Executive Committee) will present such decisions to the House in a General Meeting for final ratification.
- 3) The General Meeting (House) also have the final say as regards disciplining erring members.

**6.09: COMMITTEE MEETINGS**

- 1) Are to be held when necessary to discuss pressing issues regarding matters affecting the Association.
- 2) There are no fixed dates or times for such meetings and there are no limits as to the amount that can be called in a year.

**6.10: EMERGENCY GENERAL MEETINGS**

- 1) Can be called in matters of extreme urgent nature in between two monthly General Meetings.
- 2) Due to the urgency (emergency nature), the General Secretary, with the help of other designated officers or members of the Association are to ensure enough notice – time is given as soon as practicable to all members.

## **ARTICLE VII – ELECTIONS**

### **7.01: ELECTORAL COMMITTEE**

- 1) Pursuant to Article 5.08, the Electoral Committee when constituted shall be responsible for the General Elections that will take place in every election year.
- 2) The Electoral Committee shall be non-partisan and neutral, totally throughout the conduct of an election.
- 3) A member of the Committee who runs afoul of 7.01(2) above is subject to the disciplinary measures of the Association, in place and can be removed totally.
- 4) To fill such vacancy that occurs when an election is being planned, the other two members will continue their duties and at the next General meeting, such position shall be filled immediately by a member of the House nominating any person who will be voted for and by simple majority of members present at that meeting, shall fill the vacant position.
- 5) The Electoral Committee if not in place already, shall be constituted at least three months before the General elections.
- 6) The Electoral Committee shall appoint one of them as the Returning Officer for the elections.

### **7.02: ELIGIBILITY FOR OFFICE**

- 1) Only members according to the definition of this Constitution can be nominated and voted for in any General election of the Association and for any office.
- 2) Every spouse of a member of the Association is also eligible for nomination and to be voted for in any General Election for all offices except the office of the President, Vice President, General Secretary, Treasurer, Financial Secretary, Public Relations Officer.
- 3) Every member who has held some office for two consecutive terms is not eligible for a third term.
- 4) However, such member (pursuant to 7.02(3) above) can be nominated and voted for the same office s/he has held previously after a two-year break.
- 5) Any member who is undergoing any form of reprimand (Discipline) in an election year is not eligible to be nominated neither to be voted for.

### **7.03: PROCEDURE FOR ELECTIONS**

- 1) After the Committee has been duly constituted three months before the elections, they shall call for nominations into various elections in every General meeting.
- 2) At such meetings, the electoral Committee shall record such nominations alongside the name of the member who nominated them and such nomination for all offices must be supported by two other members of the House.
- 3) The Electoral Committee shall set the manner (by secret ballot) date (General meeting in September of an election year) and time for the elections, notice of which must be given by announcing such every General meeting before the elections.
- 4) The Electoral Committee shall liaise with the Executive Committee and obtain from them all necessary materials, funds (if required) or any other thing they might need to conduct a successful election.
- 5) Nominations can still be accepted in the election day provided it is duly supported by two members.

- 6) If no nomination is received for any office, the elections will still go ahead for all other offices and such office will be filled at any General meeting by members voting for such person if nominated and supported by two House members. A simple majority is only needed in such circumstances.
- 7) On the election date when quorum is formed, the Returning Officer shall read out all candidates and the names of members nominating and supporting them.
- 8) The Electoral Committee in any order that they choose will then call for votes for each office.
- 9) After voting for each office, the Electoral Committee represented by the Returning Officer shall announce the winner.
- 10) After winners have emerged for all offices voted for on the election date, they shall immediately be sworn in.
- 11) All members intending to occupy an office can openly canvass for votes but before the election date. No such canvassing is allowed on the election date.
- 12) After the elections are concluded the incoming President will read his first official address, setting out what he hopes to achieve in the next two years.
- 13) On the election date, the Electoral Committee shall ensure before swearing in of the new officers that either a President or the Vice President is elected. Where and when a President is not elected the Vice president automatically begins to act as the President until a substantive President is appointed.
- 14) All offices not filled on the election date shall as soon as possible be filled when nominations for them are received by the Electoral Committee at the next General meeting.

#### **7.04: CALENDAR YEAR**

A calendar year for the Association shall be from October 1<sup>st</sup> to September 30<sup>th</sup> of the following year.

#### **7.05: APPEALS FOR ELECTIONS**

- 1) Any member either present or not on the election date has a right to appeal against the election of a candidate within the month after the election.
- 2) If no appeal is lodged with the Electoral Committee before the General Meeting of the month of October, such right of appeal automatically lapses.
- 3) The appeal shall be in written form stating the reasons, (e.g., member not eligible, voting was improper, Electoral Committee biased) and the officer whose election is being contested.
- 4) If the Ground of Appeal is for the bias of the Electoral Committee, such appeal shall be made to the Executive Committee who shall appoint a Committee of these officers amongst them excluding the officer whose election is being challenged.
- 5) In either mode of Appeal, three person Committee/Electoral Committee meets and looks into the merits of the complaint and decides. Their conclusions are given to the Executive Committee.
- 6) The Executive Committee then in the next General Meeting reports to the House who will either ratify or reject the report.
- 7) If rejected, the election of the officer stays. If ratified, the officer will immediately have to vacate the office.
- 8) A by-election is then conducted to fill such vacancy created by the Appeal.

**7.06: BY – ELECTION**

- 1) Can be conducted any time when any vacancy occurs by reason of a member appealing the election of an officer and is successful, an officer resigns his/her office or has to vacate office for any reason whatsoever, removed by the House, etc.
- 2) Such election is conducted in the next General meeting. A member supported by two others, can nominate any member for the office and be voted upon. A simple majority of members present by showing of hands effectively elects such member.
- 3) The Electoral Committee does not have to conduct by-elections, it can be done at any General Meeting.

## **ARTICLE VIII – DISCIPLINE**

### **8.01: GROUNDS FOR DISCIPLINARY ACTION AGAINST A MEMBER**

- 1) A member of the House can be referred to the Disciplinary Committee for acts unbecoming of a member of the Association.
- 2) Fraudulent acts in a place of work, in respect of the Association's finances, or against a co-member of the Association are all grounds for disciplinary measures.
- 3) Participation in a splinter group/association or a breakaway group that is supposed to be under Ekiti Kete Association in anyway whatsoever.
- 4) If such a member is convicted in a Law Court of a criminal offence both within and outside Canada.
- 5) An officer belonging to the Executive Committee who is or has not shown enough commitment or dedication to work assigned to him by the Committee and the House.

### **8.02: PROCEDURE**

- 1) Any member who believed a co-member of the Association ought to be disciplined for the aforementioned grounds or other indisciplined acts shall put such request in written form addressed to the Disciplinary Committee through the Executive Committee.
- 2) On receiving the request, the Disciplinary Committee shall use everything within its power to investigate the truth of the allegations including calling the petitioner and the respondent to give oral evidence/defence of such indisciplined acts.
- 3) The Executive Committee shall make available everything that the Disciplinary Committee needs to carry out her function effectively.
- 4) After the thorough investigation and the Disciplinary Committee has reached a conclusion, it shall be handed over to the House through the Executive Committee.
- 5) Such matter shall be placed on the agenda of the next General Meeting of the Association for ratification by the House.
- 6) The House by voting and on a simple majority has the discretion to ratify or reject the Disciplinary Committee's recommendations and to suggest alternate punishment.
- 7) This provision also applies to all members of the Executive Committee for disciplinary measures.
- 8) If the recommended punishment is the removal from office of an officer/member of the Executive Committee, ratification of this shall be by 2/3 majority of House members attending the particular General meeting.
- 9) If such removal order is ratified by the House, the General Secretary will write a letter to that effect to such officer.
- 10) Such removal however is only from office and does not preclude such officer from being a member of the Association and attending meetings.

## **ARTICLE IX – AMENDMENT TO THE CONSTITUTION**

### **9.01: AMENDMENTS**

- 1) This Constitution is subject to Amendments in part or in whole subject to the procedure hereinafter enumerated according to this Constitution.

### **9.02: PROCEDURE**

- 1) Any member who proposes that the Constitution should be amended in part or in whole shall put such in writing, announced during a General meeting and passed to the Constitution Review Committee through the Executive Committee.
- 2) The Constitution Review Committee shall have the mover of the amendment procedure and other House members to ascertain benefits or otherwise of the proposed amendment.
- 3) The Constitution Drafting Committee will then consider this and recommend to the House through the Executive Committee.
- 4) The House can ratify or otherwise whatever the Constitution Review Committee recommends by 2/3 majority voting.
- 5) If ratified, the Constitution Review Committee will then put in process the constitutional amendment and change/amend accordingly.
- 6) New copies of the constitution reflecting the newly amended portion are then produced and brought back to the House.
- 7) New copies of the newly amended constitution are distributed to all members to peruse until the next meeting to see if the amendment/s is/are correct.
- 8) The mover of the amendment of the constitution will then move again or any member of the House the motion to adopt the new constitution and by simple majority the newly amended constitution becomes the new constitution.

## **ARTICLE X – MISCELLANEOUS**

### **10.1: ASSOCIATION'S INHERENT POWERS**

- 1) This Association, through any member's proposal or any professional not a member of the Association can bring any business/investment proposal or invited to come and bring his/her proposal before the floor of the House.
- 2) To ascertain the feasibility of such business/investment, the House can form a Committee to look into and report to the House.
- 3) Based on the report, the House can accept such proposals and give the Executive Committee the power to invest on the Association's behalf.
- 4) If the business involves the appointment of a member of the Association member(s) to sit on the board of the business/investment firm, such shall be appointed by nomination/voting for in a General meeting and by simple majority such appointment/election is valid.
- 5) When appointed such members owe the duty to the House to report through the Executive Committee the vibrancy of such business from year to year and report any development(s) that could jeopardize the Association's investment in the business so that if verified, it could be withdrawn.
- 6) Such appointment/election process described above will not be necessary whereby the firm's articles of Association states that a particular officer of my firm/outfit wishing to invest in them shall automatically be a member of their Board.
- 7) This Association also subject to the ratification of the House can on its own float any business either individually (members coming together) or collectively (as an Association)

### **10.02: BANK ACCOUNTS**

- 1) There shall be no particular bank in any order, into which the Association monies should be kept but the Executive Committee should use their discretion in such a situation without compromising the best interests of the Association.
- 2) The Executive Committee also reserves the right to change the branch (of a particular bank or another) or change the bank entirely bearing in mind the best interest of the Association.

### **10.03: SIGNATORIES TO THE ACCOUNT**

The signatories to the Account shall be the following

- a) The President
- b) General Secretary
- c) Treasurer

Any two of the above can sign to withdraw funds from the Association account.

### **10.04: AUDITING**

The Association's assets, accounts shall be audited bi-annually, i.e., every six months by the Auditor and a report of such audit shall be made available to members.



**10.05: CUSTODY AND USE OF ASSOCIATION SEAL**

The Association's seal shall be in the custody of the President and the use shall be limited to documents approved for such by the Executive Committee.

**10.06: BY-ELECTIONS**

- 1) There shall be by-elections into the Executive Committee in a General meeting if any of the officers resign his/her position, is removed for any reason whatsoever or has to vacate the position for any other reason.
- 2) This is done by a member nominating a person that shall be seconded by two other members and voting is done by raising up of hands.
- 3) Simple majority only is required and the new officer is sworn in.
- 4) The same applies for Committee members who resign or have to vacate the Committee for other reasons. In this instance, only one member is required to support the nomination.

**10.07: WINDING-UP POWERS**

This Association duly registered under the laws of this Country reserves the right under any circumstance and at any time, vote at any General meeting and through simple 2/3 majority decide to terminate the life of this Association.

Such motion after it has been raised by one member and supported by at least another two, when passed shall be signed by the President and the General Secretary and filed with the requisite authorities, thus bringing to an end the life of the Association.

**SCHEDULE 1**

**OATH OF OFFICE**

I....., having been elected as .....of Ekiti Kete Canada, hereby promise, affirm to carry out the duties under my office with utmost transparency, to the best of my ability, conduct myself in a way that will give this Association a good image, ensure all tasks assigned to me are carried out effectively, with due diligence, faithfulness, total dedication and absolute loyalty to this association and will do nothing to compromise or breach the trust reposed in me by members of our reputable association who have deemed me fit, to occupy this position. So help me God.