

PREAMBLE

ORIGIN OF THE ASSOCIATION

Due to increase in the number of Ijebu Igbo people resident in the United Kingdom the need arises for them to come together as an association. They resolve to seek the good of Ijebuland culturally, educationally commercially and with a view to catering for their common welfare.

In addition, the Ijebu Igbo people also recognise the need to co-operate with other Ijebu **indigenes** outside aforesaid United Kingdom.

Therefore, to foster the utility and promote the development of Ijebu Igbo and its culture, they hereby resolve, of their own freewill, to inaugurate the Ijebu Igbo Descendants “Omo Orimolusi” (UK).

CONSTITUTION OF THE IJEBU IGBO DESCENDANT “OMO ORIMOLUSI” (UK)

SECTION ONE: NAME & DESCRIPTION

- 1.1 The Association shall be called IJEBU IGBO DESCENDANT “OMO ORIMOLUSI” (UK), herein after referred to as “the Association”.
- 1.2 The Association shall be a separate and distinct body created by Ijebu Igbo Descendants resident in the United Kingdom.
- 1.3 The Association shall be a non-partisan entity, but could discuss, debate or comment on political issues relating to Nigeria and UK in general, and Ijebu Igbo in particular.
- 1.4 **The motto of the Association shall be “Togetherness & Progress”.**
- 1.5 **The logo of the Association shall be the symbol of a “Golden Crown in a circle on a blue background with the inscription: IID [Omo Orimolusi] UK**
- 1.6 **The seat of the Association shall be located at such a place determined by the General house.**

SECTION TWO: AIMS & OBJECTIVES

- 2.1 To foster unity, peace, honesty, justice and progress among the Ijebu Igbo community.
- 2.2 To promote cultural, educational, commercial and the general welfare of the Ijebu Igbo Community.

- 2.3 The association shall seek to render assistant to private and public institutions in Ijebu Igbo in as much as they positively contribute to the development of Ijebu Igbo and its people.
- 2.4 The association shall protect the rights of the Ijebu people in all aspects of general welfare within the provisions of the laws of the United Kingdom, European Union and the Federal Republic of Nigeria.
- 2.5 The association shall seek to promote and sustain the unity of Ijebu Igbo indigenes in the UK as well as other parts of the world.
- 2.6 The association shall co- operate with individuals and groups whose aims and objectives are similar to those of the association.
- 2.7 The association shall promote and harmonise the traditional and cultural ethics of Ijebu Igbo.
- 2.8 **The association shall initiate and support projects, which will be beneficial to Ijebu Igbo community within and outside the United Kingdom.**
- 2.9 The association shall encourage co- operation among other Ijebu communities.
- 2.10 The association shall organise a cultural, educational and social fund-raising event, as determined by the general house.

SECTION THREE: MEMBERSHIP

- 3.1 Membership of the association shall be opened to all Ijebu Igbo descendants, be it by birth, marriage or length of stay, as long as they are responsible law-abiding individuals who will share the association's aims and objectives.
- 3.2 All intending members shall be sponsored by two "bona fide" members of the association.
- 3.3 A "bona fide" member shall be deemed to have paid up annual subscription, dues, and completed an official membership form approved by the membership committee.
- 3.4 Any member in default of payment of annual subscription as provided in S.4 shall, for as long as they remain in default, forfeit the right to vote at all meetings and events of the association.

- 3.5 Any suspended member shall, for as long as they remain under suspension, forfeit their right to vote at all meetings and events of the association. Provided that a member who has paid at least four instalments shall not be so affected if the circumstances leading to the default in payment are made known to the welfare officer or other member of the executive in writing not later than the date of the next due instalmental payment.
- 3.6 **Honorary Members:** Honorary members shall be non-Ijebu Igbo descendant. A nomination for honorary membership shall be made to the Membership Committee who shall then recommend to the Executive Council. Such recommendation must be ratified by the general house.
- 3.7 Honorary members shall have the right to attend all Annual General Meeting in the capacity of observers. They may not vote or be voted for.
- 3.8 Honorary members shall support the association to enhance the attainment of its aims and objectives.
- 3.9 **PATRONS & MATRONS:** The executive council shall recommend the appointment of Patrons and Matrons of the association to the general meeting.
- 3.10 The Patrons and Matrons shall primarily be required to support the association in any way possible to enhance the smooth running of the association.

TRADITIONAL RIGHTS AND PRIVILEDGES

- 3.11 The Orimolusi of Ijebu Igbo as well as any other traditional ruler in Ijebu Igbo shall be recognised and accorded their rightful honours and privileges by the association.
- 3.12 **COUNCIL OF ELDERS:**
- The Council of Elders shall be nominated by the Membership Committee and approved by the patrons and matrons of the association.**
- 3.13 The Council of Elders shall have an advisory role on issues referred to them by the general meeting or the executive council.
- 3.14 The Council of Elders shall have the right to elect their chairpersons, secretary or any officer as deemed fit and reasonable.

- 3.15 **The association's President and General Secretary may, upon invitation, attend the Council of Elders meetings as observers to clarify issues referred by the general meeting or the executive council.**
- 3.16 **The Council of Elders' deliberations and recommendations shall be subject to the approval of the general meeting or the executive council.**

SECTION FOUR: ANNUAL SUBSCRIPTION:

- 4.1 **Members' annual subscription rate shall be recommended to the general meeting by the executive council and ratified annually.**
- 4.2 **Members annual subscription can be paid in one lump sum or alternatively, in any twelve instalments for the year.**
- 4.3 **The executive council may, from time to time request members to make other contribution in addition to annual subscription.**
- 4.4 **Any member making instalmental payments is deemed to be a "defaulting member " where such member is in arrears of an instalment payment, be it by subscription or otherwise.**
- 4.5 **Any member making instalment payments shall not be allowed to make instalmental payment longer than the usual twelve months in a year, or pay less than the minimum balance they would have expected to pay at that time, or else, will be deemed a "defaulting member"**

SECTION FIVE: OFFICERS

Its elected officers shall carry out the business of the association.

**President
Vice President
General Secretary
Assistant General Secretary
Treasurer
Financial Secretary
Training and Development Officer**

Social Secretary
Cultural Officer
Public Relations Officer
Legal Officer
Women Affairs Officer
Welfare Officer
Chief Whip
Auditor

- 5.3 All officers of the association shall be active members of the executive council, whether they are elected or appointed, except the Auditor who shall attend executive council meetings when required by the executive council.
- 5.4 The executive council may co-opt members who are non-executive to attend meetings when invited by the council on a non-permanent basis and for specified purpose, mainly in an advisory capacity.
- 5.5 The executive council shall act as the trustees of the association.

SECTION SIX: DUTIES OF OFFICERS

The President

- 6.1 The President shall preside over all executive and general meetings.
- 6.2 The President shall maintain law and order at meetings and has the casting of vote at such meetings.
- 6.3 The President shall uphold and maintain the unity of the executive council and the general house.
- 6.4 The President shall be the principal head of delegates to other meetings and conferences involving the association provided that all speeches and addresses are debated and agreed by the executive council prior to any official engagement.
- 6.5 The President shall be a signatory to the association's account(s).
- 6.6 The President shall be a signatory to the association's membership cards.
- 6.7 The President shall be responsible for the conduct of the executive council including the general co-ordination of all executive action.
- 6.8 The President shall be empowered to delegate any of his functions with the approval of the council.

The Vice President

- 6.9 The Vice President shall fulfil the role of the President at executive or general meetings, where the President is absent, or where this is impracticable, any member agreed by the members present at the meeting providing a quorum is formed.
- 6.10 The Vice President shall assume the full role of the President, where the position becomes vacant, pending a bye- election as provided for in section (8.1) of this constitution.
- 6.11 The Vice President is jointly responsible for the conduct of the executive council.
- 6.12 The Vice President shall carry out any duties delegated or assigned by the President.
- 6.13 The Vice President shall meet and receive visitors arriving from abroad whenever such receptions are official and sanctioned by the executive.
- 6.14 The Vice President shall be the chairman of the disciplinary committee .

THE GENERAL SECRETARY

- 6.15 The General Secretary shall be responsible for all the correspondence of the association.
- 6.16 The General Secretary shall, jointly with the President determine the agenda of both executive and general meeting.
- 6.17 The General Secretary shall take, read and distribute the minutes of general and executive meetings.
- 6.18 The General Secretary shall jointly and **severally** responsible for the conduct of the Executive Committee.
- 6.19 The General Secretary shall be a signatory to all documents in conjunction with the president or his representatives including bank **documents** and financial statements.

ASSISTANT GENERAL SECRETARY

- 6.20 The Assistant General Secretary shall assume the responsibility of the General Secretary where the latter is absent.
- 6.21 The Assistant General Secretary shall assume the full post of the General Secretary where the position becomes vacant, pending a bye-election as provided for in section (8.1) of this constitution.

- 6.22 The Assistant General Secretary shall carry out duties delegated by the General Secretary to ensure the smooth running of the constitution.

TREASURER

- 6.23 The Treasurer shall receive and pay all monies collected by the Financial Secretary, into the association's account within two working days.
- 6.24 The Treasurer shall keep all books and impress account.
- 6.25 The Treasurer shall be a joint signatory to the association's accounts.
- 6.26 The Treasurer must ensure that proper account and records are kept and shall provide such books for inspection as required.
- 6.27 The Treasurer shall not make any payments from the association's funds without the completion of a payment voucher, approved and signed by the Financial Secretary, Treasurer and the President.
- 6.28 Liability to the association's account(s) is unlimited.
- 6.29 The Treasurer shall, jointly with the Financial Secretary, prepare an annual financial statement.

PUBLIC RELATIONS OFFICER

- 6.30 The Public Relations Officer shall be responsible for the public relations and image of the association in accordance with the aims and objectives of the association and provision of this constitution.
- 6.31 The Public Relations Officer shall promote the association's services, events and activities and organise equipment necessary to disseminate the associations information.
- 6.32 The Public Relations Officer shall undertake other duties assigned by the president, within the provisions of this constitution.
- 6.33 The Public Relations Officer shall liaise with the editorial advisory board to plan an appropriate information package for the association.

FINANCIAL SECRETARY

- 6.34 The Financial Secretary shall collect all monies due to the association and hand over the same to the Treasurer no later than two working days after collection.
- 6.35 The Financial Secretary shall ensure that proper accounts and records are kept and produce such books for inspection at periodic auditing.
- 6.36 The Financial Secretary shall approve and sign all payment vouchers subject to the approval of the executive council.
- 6.37 The Financial Secretary shall give a monthly update of the association's financial status to the executive council including names of members who have fallen into arrears.
- 6.38 The Financial Secretary shall, jointly with the treasurer, prepare an Annual Financial Statement on the association's finances.
- 6.39 The Financial Secretary shall be joint signatory to the association's accounts but shall be entitled to sign where the Treasurer is unavailable or otherwise incapacitated.

SOCIAL SECRETARY

- 6.40 The Social Secretary shall be responsible for the planning, execution and conduct of social activities of the organisation.
- 6.41 The Social Secretary shall be jointly responsible with the Public Relations Officer for the public relations duties.
- 6.42 The Social Secretary shall be responsible for organising refreshments for the association whenever necessary.
- 6.43 The Social Secretary shall organise representation of the association at social events of other associations.

WELFARE OFFICER

- 6.44 The Welfare Officer shall be responsible for maintaining the continued membership of members.

- 6.45 The Welfare Officer shall take members grievances to the executive council and propose amicable solutions.
- 6.46 The Welfare Officer shall arrange the visits, outings and holidays of the association as occasion demands including the Annual Summer Excursion and Children's party.
- 6.47 The Welfare Officer shall visit sick or bereaved members on behalf of the association.

THE AUDITOR

- 6.48 The Auditor shall be responsible for producing an annual audited account for the association.
- 6.49 The auditor shall ensure that the books are properly kept and certify the correctness of the accounts presented by the financial secretary and treasurer in annual statement.
- 6.50 **Accessibility** to the Association's accounts is unlimited.
- 6.51 The Auditor shall be appointed for the time being by the executive council.

CHIEF WHIP

- 6.52 The Chief Whip shall **constantly** monitor of the constitution to ensure that all the **protocols** are observed especially standing orders.
- 6.53 The Chief Whip shall be responsible for collecting fines levied against lateness and paying such monies to the financial secretary immediately.
- 6.54 The Chief Whip shall attend at least 75% of all meetings in a calendar year.
- 6.55 The Chief Whip must arrive at least 15 minutes before the commencement times of executive and general meetings to welcome and direct all persons to seats and to ensure total completion of the attendance list.

TRAINING & DEVELOPMENT OFFICER (T&D)

- 6.56 The Training & Development Officer shall be responsible for achieving the educational growth of members of the association.
- 6.57 The Training & Development Officer shall from time to time arrange for the most suitable method of developing the knowledge and skills of members.
- 6.58 The Training & Development Officer shall assist and support the trade and business affairs of members in such a way that fair play is observed.
- 6.59 The Training & Development Officer shall liaise with the public and private authorities on issues that might bring development to the Ijebu community.
- 6.60 The Training & Development Officer shall relate with members in all areas of counselling, policies and council.

LEGAL OFFICER

- 6.61 The Legal Officer shall be the adviser to the association on constitutional and legal matters .
- 6.62 The Legal Officer shall provide necessary professional advice to the association in the performance of his duties.
- 6.63 The Legal Officer shall advise other officers on the legal implications arising from the execution of their duties.
- 6.64 The Legal Officer shall be a member of the Constitution Review Committee.
- 6.65 The Legal Officer shall be appointed for the time being by the executive council.

CULTURAL OFFICER

- 6.66 The Cultural Officer shall be the chief promoter of the culture of Ijebu Igbo Community in the United Kingdom.
- 6.67 The Cultural Officer shall, in conjunction with the Social Secretary and the Public Affairs Officer plans an annual cultural event for the association.
- 6.68 The Cultural Officer shall liaise with local traditional craftsman and traders in Ijebu Igbo for possible trade in cultural items.

WOMEN AFFAIRS OFFICER

- 6.69 The Women Affairs Officer position shall be preserved as a permanent female position.
- 6.70 The Women Affairs Officer shall be the official representative of the executive council in women's wing of the association .
- 6.71 The Women Affairs Officer shall act as family counsellor on children matters and social services issues.
- 6.72 The Women Affairs Officer shall work together with the Welfare Officer on issues of common interest.

SECTION THREE : TENURE OF OFFICE

FREQUENCY

- 7.1 Elections shall be held every **two years** at the Annual General Meeting (AGM).

MODE

- 7.2 A 'bona fide' member may nominate himself or be nominated by a 'bona fide' member to contest for a position. Such nomination must be seconded by a 'bona fide' member on the date of the election.
- 7.3 A candidate nominated in absentia must have issued a written consent of such nomination to the General Secretary before the election date.
- 7.4 Voting shall be by ballot, the results of which shall be determined by a simple majority.
- 7.5 Three Returning Officers shall be elected on the election day for the purpose of conducting the election. The Returning Officers shall not be eligible to be voted for in respect of the election for which they are constituted, but can exercise their right to vote for any candidate of their choice, if they are bona fide members.

ELIGIBILITY

- 7.6 To be eligible for election as an officer of the association, an

aspiring candidate must have been a member for a calendar year and have attended 60% of the association's meetings and functions.

- 7.7 To be eligible to hold any office the aspiring candidate must be a bona fide member, as provided for in Section 3 of this constitution.
- 7.8 The aspiring candidate must have attended 75% of the general meeting in the calendar year proceeding the election.
- 7.9 Without prejudice to Section 7.6 and S 7.7 an aspiring candidate who is a new bona fide member by virtue of Section 3, may be eligible to contest for any office except the following:

President
Vice President
General Secretary
Treasurer
Financial secretary

provided that such a candidate has attended all six general meetings up to the Annual General Meeting at which the elections are to be held.

SECTION EIGHT: VACANCY OF OFFICE

- 8.1 An office shall become vacant through expiration of term, death, revocation, removal, or resignation .
- 8.2 A motion for the removal of an officer shall be brought to the Disciplinary Committee through the General Secretary .
- 8.3 The committee shall look into the allegations and report to the general meeting .
- 8.4 The Disciplinary Committee's report shall state all mitigating and blameworthy circumstances of the officer concerned.
- 8.5 The motion for the said officer will then be formally moved by the General Secretary and the result determined by a two thirds majority of members present.
- 8.6 A motion for Vote of No Confidence shall be brought to the general meeting for the dissolution of the new executive council, where majority of the general house believe there are constant disagreement, lack of co-operation, misappropriation of funds, fraudulent activities or any other profitable offences that might bring the associations name into disrepute.

- 8.7 The Chairperson of the Council of Elders or any member of the Council of Elders present shall oversee the conduct of a motion of No Confidence.
- 8.8 Provided such a motion is moved and seconded by at least two 'bona file' members as stated in S.3 of this constitution , ratification will be made two-thirds majority of the general meeting and the executive council will become dissolved if the vote succeeds.
- 8.9 (1) The Chairperson of the Council of Elders or any member of the Council of Elders present shall take over the affairs of the association pending the appointment of a Caretaker Committee that would steer the association until a general election is concluded.
- (2) Any officer tendering his or her resignation shall do so in writing to the President through the General Secretary and shall call emergency meeting, as provided for in Section 17.5 of this constitution to determine the acceptance or refusal of such a resignation.
- (3) Where the resigning officer is the President, the Vice President shall assume the particular responsibility of summoning the meeting.

SECTION NINE: TERM OF OFFICE

- 9.1 An officer shall hold office for 2 years as prescribed in Section 7.1 of this constitution. Except in respect of Sections 10 and 11, no term of office shall be varied unless by a resolution at a general meeting.
- 9.2 An officer shall be elected to serve a full term of office as stated in section 7.10 but shall be eligible to contest for the same office only for another term.

SECTION TEN: BYE-ELECTION

- 10.1 A bye-election shall be held within two months of a vacancy occurring in the executive council and an acting officer appointed by the general meeting where immediate bye election is impossible.
- 10.2 Where the vacancy occurs two months before the next scheduled AGM, no bye-election shall be necessary but an acting officer shall be appointed to serve until the said AGM.

- 10.3 Bye elections shall be held by secret ballot at general meetings. A simple majority shall determine the outcome.

SECTION ELEVEN : ACTING OFFICER

- 11.1 In the event of any vacant office(s), the executive shall be empowered to fill such a vacancy. Such officers so appointed shall be 'acting officers' for a period no longer than two months, pending a bye election.
- 11.2 The executive council shall nominate three bona fide members one of which shall be ratified at a general meeting to fill the vacancy.
- 11.3 The officer so appointed shall be an 'Acting Officer'

SECTION TWELVE : FINANCE

- 12.1 The sources of revenue for the Association shall be those listed below:
- (a) Membership fees - recommended by the executive council and determined annually at a general meeting.
 - (b) Voluntary donations by members.
 - (c) Donations of cash, properties legacies and other material assets from whatever source, provided no expressed or implied expectation of preferential treatment be attached which may infringe upon this constitution.
 - (d) Profits from fund-raising activities organised by the association from time to time
 - (e) Investment income
 - (f) Advertising revenue from the association's newsletter.
 - (g) Other viable avenues as may be determined by the executive council from time to time.
- 12.2 All monies, properties legacies and other material **assets** received on behalf of the association shall be transferred to the Treasurer who shall, within the period provided for in Section 6.23 of this constitution, deposit same in the appropriate bank accounts of the association.

- 12.3 The monies of the association may be invested by the executive council in stocks, shares or investment plans promoted by recognised and reputable companies, provided such decisions are duly authorised by the association at a general meeting.

SECTION THIRTEEN: BANK ACCOUNTS

- 13.1 The executive council shall decide from time to time, and with the general authority of the association, open such bank accounts as are necessary for the activities of the association.
- 13.2 Such account (s) may include current accounts for general administration, capital expenditure accounts, fixed deposits and such other accounts as may be found necessary from time to time.
- 13.3 The Treasurer shall lodge the monies of the association in the appropriate bank account(s) of the association.

SECTION FOURTEEN: SIGNATORIES TO BANK ACCOUNTS

- 14.1 The following officers shall be signatories to the bank account(s) of the association:
- (i) The President
 - (ii) The Vice President
 - (iii) The Treasurer
 - (iv) The Financial secretary
- 14.2 Any two of the above officers shall sign bank documents, provided that at all times one each from (i) or (ii) and the second signatory from (iii) or (iv) above shall sign along with the President.

SECTION FIFTEEN : DISCIPLINE

- 15.1 Any officer or member of the association found to have been guilty of any form of misconduct shall be subjected to the disciplinary procedures of the association as recommended by the Disciplinary Committee.
- 15.2 (a) The Disciplinary Committee may recommend that any or combinations of the following penalties be imposed on the

officer(s) or member(s) proven to be guilty of misconduct:

*** Removal as officer(s) of the association.**

*** Suspended for a stated period of time as officer(s) or member(s) of the association.**

*** Expelled as member(s) of the association.**

(b) An act of misconduct is any act which brings the association to disrepute.

15.3 The Disciplinary Committee shall be empowered to recommend discretionary financial penalties in addition to or instead of penalties provided for above.

15.4 Such a recommendation by the Disciplinary Committee may be subjected to debate and ratification by the general meeting on the advice of the executive council.

15.5 The association as a body shall have the competence under this constitution to take any action including instituting legal proceedings for the recovery of any fund or assets misappropriated, stolen or commissioned for unauthorised purpose by any individual, person or corporate.

SECTION SIXTEEN : OATHS OF OFFICE

16.1 Every officer elected or appointed as an officer of the association shall subscribe to the oath of office before assuming duty.

16.2 The form for the oath shall be administered by anyone so appointed by the general house on such occasions; or in case of a General Election, by a Returning Officer.

16.3 The form for the oath shall be as below, or in a traditional manner approved by majority of the House :

*I, ,
do solemnly swear by the almighty God to serve the Ijebu Igbo
Descendant UK to the best of my knowledge and ability, without
fear or favour, to preserve the confidentiality of any matter which
shall be brought to my attention as an officer of the association,
except as may be required for the due discharge of my duties; to
be loyal to the said association, and to carry out the terms of the
Supreme Instrument - the Constitution of the Association.*

16.4 The oath of membership shall be set down in the membership form.

16.5 The form for the oath shall be :

I,, do solemnly affirm that I will be faithful and bear true allegiance to the Ijebu Igbo Descendant (UK) and that I will preserve, protect and defend the constitution of the association, so help me God.

SECTION SEVENTEEN :MEETINGS

The meetings of the association shall be of the following four types:-

ANNUAL GENERAL MEETING.

17.2 (i) The Annual General Meeting, hereinafter referred to as 'AGM' of the Association shall be held on the **last** Sunday of the month of **August** each year.

(ii) 1/3 of the total number of 'bona fide' members shall form a quorum at the
AGM

(iii) AGM's shall require a minimum of two weeks notice.

GENERAL MEETINGS

17.3 (i) The general meeting of the association shall be held once in a month. Where necessary **additional** meetings may be convened by the executive council.

(ii) 1/3 of the total number of 'bona fide' members shall form a quorum at the general meetings.

(iii) A general meeting shall require a minimum of one week notice.

EXECUTIVE MEETINGS

17.4 (i) The members of the executive council shall carry out day to day running of the association.

- (ii) The members of the executive council shall meet as frequently as required, but at least once in a month to enable the association achieve its aims and objectives promptly and efficiently.
- (iii) The executive council shall meet a month before Annual General Meetings to plan for the smooth running of that meeting.
- (iv) The quorum for the executive council meetings shall be 1/3 of the total members of the executive council.
- (v) Executive Council meetings shall require a minimum of one **week** notice.

EMERGENCY MEETINGS

- 17.5
- (i) The President shall be empowered to call an emergency meeting through the General Secretary.
 - (ii) Such a meeting shall require a quorum of 1/3 of the executive council.
 - (iii) Emergency meetings shall require at least 24 hours notice.

NOTICES OF MEETINGS

- 17.6
- (i) The General Secretary shall ensure that the requisite notice of all meetings are strictly adhere to.
 - (ii) The notice of an emergency meeting shall be **complied** with by the General Secretary.
- 17.7
- The President shall preside at all meetings unless the Vice President is presiding by virtue of S.6.8 or where a meeting is being held in accordance with S 8.6, S 8.7, S 8.8 or S 8.9(1).

SECTION EIGHTEEN: SUB-COMMITTEES

- 18.1 **Recommendations of all sub-committees, herein referred to as ‘Committee’ are subjected to ratification by the general meeting on the advice of the executive council.**

MEMBERSHIP COMMITTEE

- 18.2 **The Assistant General Secretary shall act as chairperson including four other members.**

Their duties shall be :-

- (i) Canvassing for requirement of Ijebu Igbo community to the association .**
- (ii) Processing of membership applications.**
- (iii) Collection of initial membership application.**
- (iv) Issuing of membership cards.**
- (v) To sell copies of the association’s constitution at a rate approved by the executive council.**
- (vi) To hand over all monies from the above to the Financial Secretary by the next meeting.**

DISCIPLINARY COMMITTEE

- 18.3
- (i) To determine the association’s disciplinary procedures on all offences.**
 - (ii) To investigate any allegations levied against a member of the association and referred to it by the executive council.**
 - (iii) To recommend penalties to be imposed on officers or other members of the association as stated in S.15 of this constitution .**
 - (iv) The chief whip shall be a member of the Disciplinary Committee.**

CONSTITUTION REVIEW COMMITTEE

- 18.4 **The Constitution Review Committee (CRC) shall be a standing**

committee with the following duties.

- (i) Taking **note of all meetings, conducts, procedures** and relevant arguments or debates that might constitute amendment of the constitution.
- (ii) **Liaising** with the **Legal Officer** on general legal issues as it affects the association's constitution.
- (iii) **Recommending** procedures on constitutional matters as it affects operation of the association and its members particularly, the executive council when necessary.
- (iv) The Legal Affairs Officer shall be a member of the CRC.
- (v) The chair person shall be chosen by the members of the committee .

POLICY ADVISORY COMMITTEE

18.5 The Policy Advisory Committee shall serve as a policy and monitoring unit of the association with the following responsibilities :-

- (i) To ensure that the association's aims and objectives are properly focused.
- (ii) To analyse problems, identifying new opportunities and formulating goals.
- (iii) **Regularly liaise** with the executive council on matters of interest without losing track of original objective.
- (iv) **The chair person shall be chosen by the members of the committee .**

PUBLICITY ADVISORY BOARD

18.6 **The Publicity Advisory Board shall comprise of the publicity officer, General Secretary of the editorial of any association publication and two other members of the association.**

The Editor of any IID publication, where and when there is any IID publication, the editor of the publication shall be member of the committee, with the following duties:

- (i) **To serve as the association's advisory committee.**
- (ii) **To co-ordinate the production of any association publication.**

- (iii) To present the association matters relating to the media.**
- (iv) To advise the executive council on the most prudent way of achieving positive public image for the association.**

FINANCE COMMITTEE

- 18.7 Members of the Finance Committee shall include the Financial Secretary, Treasurer and two other members of the association, charged with the following duties:**
- (i) To provide means and avenues for generating fund for the association.**
 - (ii) To sit as advisory committee on financial matters.**
 - (iii) To prepare annual budget.**
 - (iv) To liaise with the members of the policy advisory committee on common matters of interest.**

WELFARE COMMITTEE

- 18.8 The welfare officer and three other members of the association shall be members of this committee.
Duties are: -**
- (i) To provide beneficial means and avenues for solving members' problems.**
 - (ii) To serve as the advisory committee on general welfare issues of the Association and it's members.**

SOCIAL AND CULTURAL COMMITTEE

- 18.9 The social and cultural committee shall be made up of the social secretary, cultural officer and including three other members of association with the following duties.**
- (i) Organising all social, cultural and traditional events.**
 - (ii) To serve as advisory committee on all social, cultural and traditional matters.**
 - (iii) To liaise with the policy advisory committee on common matters of interest.**

SECTION NINETEEN: STANDING ORDERS

- 19.1 All motions shall be proposed and seconded by another member before any democratic process could follow subject to S.3 of this constitution. ‘Points of Order’ and ‘Points of Information’ shall take precedence over all other forms of motion.**
- ‘Points of Order’ may be raised if:**
- (i) The speaker is digressing from the subject of the motion.**
 - (ii) The speaker is repeating him/herself or others.**
 - (iii) The speaker is using uncivilised language.**
 - (iv) The speaker is in fringing the provisions of the constitution.**
- 19.2 A ‘Point of Information’ shall strictly contain information relevant to the subject matter under discussion.**
- 19.3 The President’s decision on Point of Order shall be final provided the decision is reasonable and fair.**
- 19.4 Voting may be by show of hands, except when a ballot is mandatory, as in elections and removal of offices and in a Vote of Confidence.**
- 19.5 The executive council shall be empowered to recommend an observer to address an Annual General Meeting, where necessary.**
- 19.6 Members shall address the chair and the chair shall reply the member except where otherwise permitted by the chair.**

SECTION TWENTY: AMENDMENTS-CONSTITUTION AND STANDING ORDERS

- 20.1 The power to amend, suspend vary or add to this Constitution or Standing Orders shall be vested exclusively in the general meeting, specially constituted for that purpose on the advice of the Constitution Review Committee.**
- 20.1 Any section of this Constitution or Standing Orders may be amended, varied or added to at the general meeting by a two-thirds majority of the total number of members present, subject to S.3 of this Constitution.**
- Such amendments shall have been communicated to the Constitution Review Committee in writing, at least seven days in advance of the date of the general meeting and not later.**

