

BY-LAWS
NZUKO AROCHUKWU OF
NORTHERN CALIFORNIA



Adopted September 08, 2001

THE BY-LAWS OF NZUKO AROCHUKWU OF NORTHERN CALIFORNIA

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BY-LAWS OF NOT-FOR-PROFIT CORPORATION

NZUKO AROCHUKWU

THIS IS THE BY-LAWS OF NZUKO-AROCHEKWAU OF NORTHERN CALIFORNIA. A NONPROFIT CALIFORNIA COOPERATION, WITH ITS HEAD OFFICE IN OAKLAND, CALIFORNIA

ARTICLE I: ORGANIZATION

- A. The name of this organization is Nzuko Arochukwu of Northern California.
- B. The organization shall have a seal, which shall be in the form of "Omu Aro" – The Royal symbol of the people of Arochukwu in Nigeria.



ARTICLE II: PURPOSES

To engage in charitable and volunteer activities that contributes to the development and enrichment of our Northern California local communities, to provide a forum to promote unity and good citizenship for all members in Northern California, to raise appreciation of and awareness about Arochukwu culture and heritage within our local community, and to foster mutual understanding, sharing of resources, and mutual development of Northern California communities and Arochukwu, Nigeria

ARTICLE III: MEMBERSHIP

Membership in this organization shall be open to all persons of Arochukwu descent or by marriage living in Northern California. (Refer to the constitution).

DUES, LEVIES, and REGISTRATION

Registration fee:

The membership registration fee shall be \$10.00.

Dues:

The dues of the organization shall be \$50.00 per member, per annum.

Levies/Fines:

The levies and fines shall be as follows:

1. No show at a scheduled general meeting: \$10.00
2. Late to regularly scheduled meeting without excuse¹: \$5.00
3. Rowdiness or disturbance or disruptions during meetings²: \$10.00
4. Absence without excuse at an active member's wedding: \$20.00
5. Use of abusive or profane language during general meeting: \$20.00 per occurrence

Note: Repeated behavior will result in expulsion from the organization.

6. No show at active member's funeral or wake keeping³ without excuse: \$100.00
7. Contribution per member for organizing wake keeping for the death of any active member: \$50.00

Contribution per member for condolence visit with a member in grieves for the death of a relative*: \$10.00

* The following classification qualifies as a relative: Parents (father or mother); Spouse (husband or wife); Children (of member); Sibling (full or half blood)

ARTICLE IV: FISCAL YEAR BUDGET, AUDITING AND BANKING:

- a) The fiscal year of the Organization shall begin on January 1st and end on December 31st of the same year.

¹ Tardiness or 30 minutes late after the scheduled time of meeting without calling in advance

² Refuse to yield the floor or stop talking or exhibit disruptive behavior during the meeting

³ See **Article VI, Section II** of the **Constitution**.

- b) There shall be a budget, which must be prepared and presented to the house for approval by the Board of Directors under the leadership of the President.
- c) The account of the Organization shall be audited at the meeting preceding the last meeting of the tenure-ship of the officers. The House shall appoint three or more members who are versed in the principles of pure accounting and they shall carry out the auditing.
- d) The report of this assignment shall be made available to members within the assigned period.
- e) The internal auditors shall have the right and be able to access the Organization's financial records, books, instrument, or equipment that will be of need or interest to them including unfettered access to any officer that is in-charged of any document with any issues that is or will be of interest to them.
- f) The organization reserves the right and authority to audit its accounts and finances at any time within the two- year duration if it deems it necessary. This action shall be achieved by the passage of a resolution of the two third majority votes of members.
- g) A minimum of two signatures from the officers designated as signatories by the By-Laws, for signing the organization's checks or drafts must be obtained before any fund can be withdrawn from the organization's account.

ARTICLE V: ELECTION OF OFFICERS:

1. Election of officers of the organization shall take place at the end of the fiscal year constituting the end of the tenure ship of the incumbent or the interim/caretaker officers.
2. The elected officers shall assume their respective position and duties at the beginning of the Organization's fiscal year after the election.

5b. ELECTION RULES:

The election of officers shall be as follows:

- 1) Elected office is open to every qualified member
- 2) Every election shall be by secret ballot system
- 3) At any regular or special meeting, if a majority so require, any question may be voted upon in the manner and style provided for election of officers in the constitution. At all elections, the House shall, prior to the commencement of balloting, appoint a committee of two who shall act as "Return Officers" and who shall, at the conclusion of such balloting, certify in writing to the House the results and the certified copy shall be physically affixed in the minute book of Nzuko Arochukwu.
- 4) Registration of voters shall be open until the last general meeting before the time of the election.

The general Secretary and the Financial Secretary shall prepare the final list of the eligible voters. This list shall be available to the election officers and the members on the last general meeting before the time of the election.

5c. VOTING

- 1) At all meetings, voting shall be by voice or a showing of hands. For the election of officers, voting shall be by secret ballots.
- 2) At any regular or special meeting, if a majority is required, any question may be put to vote upon in the manner and style provided for in the constitution. At all elections, the House shall, prior to the commencement of balloting, appoint a committee of two who shall act as "Return Officers." They shall, at the conclusion of such balloting, certify in writing to the House the results, and the certified result copy shall be physically affixed recorded in the minute book of Nzuko Arochukwu of Northern California.
- 3) No returning officer(s) of election shall be candidate for that particular office or shall be personally interested in any particular candidate voted for or on any issue voted upon. If there is a tie, the president shall break the tie.
- 4) All voting shall be by simple majority except as otherwise provided in the Constitution.

- 5) All registered members in good financial standing with the Organization are eligible to vote, or be voted into office.
- 6) At all general meetings, every member can vote if they so desire on issues as they arise.

* Definition of "Being in Good Financial Standing"

A member is in good financial standing if he /she has paid all dues to date as otherwise enumerated in the Constitution.

ARTICLE VI: MEETINGS

- 1) The membership meeting of this organization shall be held four times in a year. The host of the meeting shall announce the date, time, and venue of the meeting.
- 2) The General Secretary shall mail to every member in good standing at his/her address as it appears in the membership roll call book, a timely notice telling members the time and the place of such meeting.

6b. QUORUM:

The two third (2/3) of the members of Nzuko Arochukwu of Northern California, in the presence of the President or the Vice President, the Secretary and provost shall constitute a quorum.

6c. Emergency Meeting:

- 1) The president may call special meetings of this organization as stipulated in the constitution.
- 2) Notice of such meeting shall be mailed, emailed, or sent by a phone call to all members at their addresses as appears in the membership roll call book, by the General Secretary before the scheduled date set for such special meeting.

6d. Other Special Meeting:

- 1) Two third (2/3) or sixty six percent of the members may petition to the President of this Organization requesting him/her to summon a general meeting or the Board of Directors meeting based on their

grievance or issues and the President shall be obliged to honor such a request.

- 2) At such gathering, the aggrieving members shall air their grievance.
- 3) The president speaking on behalf of the Organization shall respond to the aggrieving members after deliberations and voting on the issue adduced by the general assembly.

ARTICLE VII: ORDER OF BUSINESS

1. Roll Call.
2. Reading of the Minutes of the preceding meeting.
3. Financial Report
4. Reports of Committees.
5. Reports of Officers.
6. Old and Unfinished Business.
7. Correspondence/Announcements
8. New Business.
9. Adjournments.

ARTICLE VIII: BOARD OF DIRECTORS

- 8a. The business of this organization shall be managed by the Board of Directors consisting of seven elected members otherwise referred to as the officers of this organization.
- 8b. The Board of Directors shall be made up of the President, Vice President, General Secretary, Treasurer, Financial Secretary, Social Coordinator/Provost and the Publicity and Cultural Affairs Coordinator.
- 8c. The directors or officers of this organization shall serve for a term of two years.
- 8d. The Board of Directors shall perform their functions as expressed in this bylaw or enunciated in the constitution.

ARTICLE IX: THE RESPONSIBILITIES OF THE BOARD of DIRECTORS

- 1) The Board of Directors though made up of the elected members of the Organization with different functions and responsibilities shall act as the steering body of this Organization. This forum shall only convene and act in the interest of the organization.
- 2) The Board of Directors shall control and manage the assets of the organization and shall direct the affairs of the organization in other to attain the goals or reflect the mission of this organization as articulated in the Constitution.
- 3) The Board of Directors shall maintain a bank account on behalf of the organization in a major financial institution.
- 4) The meetings of the Board of Directors/Officers shall be held regularly to discuss the affairs of the organization and two third (sixty six) percent of the members of the Board of Directors or Officers shall constitute a quorum.
- 5) The Board of Directors shall be proactive in formulating ideas, debating issues, and bringing such issues before the Nzuko Arochukwu for final debate, vote and codification into the Organization's bylaw, constitution or for implementations.
- 6) A communiqué shall be distributed to all members referencing all policy decisions of the board and enumerating how such decision was reached.
- 7) Each director or officer shall have one vote. There shall be no voting by Proxy.
- 8) The Board of Directors may make such rules and regulations governing its Meetings as it may in its discretion determine necessary and in compliance with this Organization's Constitution.
- 9) Vacancies in the Board of Directors shall be filled by a vote of the majority of the members of the Organization for the balance of the year.
- 10) The President of the organization by virtue of the office shall be Chairman of the Board of Directors.
- 11) A director or officer may be removed when sufficient cause exists for such removal by a vote of two third majority of the general assembly of Nzuko Arochukwu of Northern California

ARTICLE X: TENURE:

The term of the Board of Directors or the Officers of the organization shall be two years.

ARTICLE XI: OFFICERS

The officers of the organization shall be as follows:

1. President:
2. Vice President:
3. General Secretary:
4. Financial Secretary:
5. Treasurer:
6. Social Coordinator/Provost:
7. Publicity and Cultural Affairs Coordinator:

Note: **All office shall be filled through the election process.**

ARTICLE XII: RESPONSIBILITIES OF EACH OFFICE:

1. PRESIDENT:

- a. The President shall preside at all membership and Board of Directors meetings.
- b. On the second meeting of Nzuko Arochukwu after assuming the office the President shall address the Nzuko Arochukwu of Northern California on his vision for the Organization, including his/her short term and long-term goals.
- c. He/she shall present at each annual meeting of the organization an Annual Report of the state of the affairs of the organization. Such report shall include his/her accomplishments and projected plans moving forward as the leader of this organization.
- d. He/she shall appoint temporary Committee for special tenured assignment.

- e. He/she shall see that all books; reports and certificates required by law are properly kept or filed by either himself or the appropriate officer(s).
- f. He/she shall be one of the officers who may sign the checks or drafts of the organization in the absence of one of the required signatories.
- g. He/she shall have such powers as may be reasonably construed as belonging to the chief executive of any organization.
- h. He/she shall run the affairs of the Organization in accordance with the Constitution of Nzuko Arochukwu of Northern California.

2. VICE PRESIDENT

- a. The Vice President shall in the event of the absence or inability of the President to perform his/her office functions become acting president of the Organization with all the rights, privileges and powers as if he had been the duly elected president.
- b. The Vice President shall be informed frequently of the President's work and concerns so that the Vice President can substitute for the President with minimal loss and stress.
- c. The President may assign key tasks to the vice president such as designating committee chairs.

3. GENERAL SECRETARY

- a. The General Secretary shall serve as the administrative officer of the Organization.
- b. He/she shall have a close working relationship with the president and work in concert with the rest of the executive members.
- c. He/she shall be responsible for record keeping, roll calls, recording of all minutes, and the preparation of notices of both the house and the Board of Directors.
- d. He/she shall be primarily responsible for the internal communication of the organization and the point person for

disseminating any issues of invitations, childbirth, sickness or death that affect the members. The general Secretary will contact each and every member on these issues and beyond as they arise.

- e. The General Secretary shall have the power to respond to any letter or notice addressed to the organization after due consultation with the president or the entire board.
- f. It shall be his or her duty to file any certificate required by any statute, federal or state.
- g. He or she shall give and serve all notices to members of this organization.
- h. He or she shall be the official custodian of the records and seal of this organization.
- i. He or she is one of the officers who may sign the checks and drafts of the organization in the absence of one of the required signatories.
- j. He or she shall present to the membership at any general meetings or to the Board of Directors any communication addressed to him as Secretary of the organization.
- k. He or she shall attend to all correspondence of the organization and shall exercise all duties incident to the office of Secretary.

4. PUBLICITY AND CULTURAL AFFAIRS COORDINATOR:

- a. This officer shall be responsible for assembling and disseminating proper information and data that will help to promote the good image and cause of the organization.
- b. In consultation with President and other elected officers of this Organization, he/she will institute fund raising activities at a time and place that will be announced for the benefit of the Organization.
- c. He/she shall publicize all the activities of the organization according to the constitution and the intent of the whole House.

- d. He/she shall keep the Organization well informed on current events – political, social, economic and cultural events that may be of benefit to the members of the Organization.
- e. He/she shall be responsible for organizing any social and cultural events.
- f. He/she shall co-ordinate all cultural activities that will be presented to the public during any of the organization parties or events.
- g. The Publicity and Cultural Affairs Coordinator in this situation will determine the location, or place of any party and shall work with president at all time in this regard.
- h. He/she shall design and maintain a Newsletter for the Organization.
- i. In the areas that the duties of the Publicity Coordinator overlap with those of the general secretary the Publicity Coordinator shall assist the General Secretary in executing those duties.
- j. This strategically important position is responsible for publicizing and advertising the good image of the people of Arochukwu and their rich cultural heritage within and outside the Community.

5. SOCIAL COORDINATOR/PROVOST

- a. He/she shall work with the publicity secretary to promote the good image and cause of the organization and act as the spokesperson of the organization in any internal activities.
- b. He/she shall be responsible for maintaining peace in all the Organization's meetings.
- c. He/she shall help the president to moderate the Organizations meetings by controlling and assigning turns for members to speak at the meeting.
- d. He/she shall collect fines for lateness and other disciplinary levies as may be imposed on a member without any favor.

6. TREASURER

- a. He/she shall be responsible for the safe and proper keeping of all financial transaction documents such as receipts, payment vouchers or instructions and bankbook, or checks.

- b. He/she shall consult with the president and financial secretary for all payments.
- c. The Treasurer shall deposit in a financial institution or bank all moneys collected on behalf of the organization within two working days.
- d. He or she is one of the officers required to sign the checks and drafts of the organization.
- e. He/she shall prepare a quarterly statement, which will include expenditures, receipts, bank balance and cash at hand as at date when the statement is to be presented.
- f. He/she shall present an annual statement to the Organization at every annual meeting.

7. FINANCIAL SECRETARY

- a. He/she shall work closely with the Treasurer.
- b. He/she shall be responsible for the proper keeping of the financial books or registers and records of the Organization
- c. He/she shall collect and record all funds, dues and special levies and immediately deliver all the collected amounts
- d. He or she is one of the officers required to sign the checks and drafts of the organization.
- e. He/she shall issue receipts for all funds collected and a duplicate copy of the receipt issued shall be kept for auditing purposes.
- f. He/she shall receive and keep receipts or properly signed documents from the treasurer of all the funds or moneys handed over to him or her on behalf of the Organization.
- g. He/she shall not keep any funds, dues or levies collected on behalf of the Organization in his or her custody for any reason.
- h. He/she shall report to the house toward the end of each annual year meeting the total amount of money collected and a detailed list of the source or the expenditure incurred within the fiscal year.

ARTICLE XIII: CHANGE OF LEADERSHIP AND TRANSFER OF POWER

1. At the end of their term, the outgoing officers or members of the Board of Directors, under the leadership of the president shall be required to present to general membership a report on the state of the affairs of the Organization.
2. The report shall outline visions for the organization, achievements, accomplishment, disappointments or any unfinished business during the current tenure.
3. The report must include the general health and the financial conditions of the Organization as at the end of that administration term.
4. The report shall be presented to members on or before the new administration assumes duty or is installed.

ARTICLE XIV: DISCIPLINE

- a) The Provost shall recognize a member to speak before that member can address the general assembly in the meeting.
- a) No member can speak without being recognized.
- b) The official language of this organization shall be English or Igbo language.
- c) The use of abusive or profane languages is forbidden in this Organization. Any member who is implicated in this type of behavior will be reprimanded according to the provisions in Article IV of this document.
- d) Fighting is strictly forbidden. Fighting in any Organizations functions or activities will result in automatic dismissal of, and the forfeiture of the rights, privileges, and any applicable benefits of the member found in violation of the 'no fighting' clause.

ARTICLE XV: APPEAL

- a) Each member has the right to appeal or challenge any disciplinary action taken against that member.
- b) The first level of appeal is to the office of the president.
- c) The second level of appeal is to the Board of Directors, and
- d) The last level of appeal is to the General Assembly.
- e) The aggrieved party must file their petition through the office of the General Secretary of the Organization within a reasonable time—not to exceed three months after the disciplinary action. The General Secretary will then communicate the issues to the parties involved.

ARTICLE XVI: SALARIES

1. No officer or a member of the Board of Directors shall for reason of his or her office be entitled to receive any salary or compensation. But nothing herein shall be construed to prevent an officer or Director from receiving any compensation from the Organization for duties other than as a Director or officer of this Organization.
2. The Board of Directors shall hire and fix the compensation of any and all employments or contracts, which they in their discretion may determine to be necessary for the conduct of the business of the organization.

ARTICLE XVII: COMMITTEES

1. All permanent committees of this organization if and when needed, shall be appointed by the vote of the full house.
2. Only members in good financial standing with the organization shall be appointed to a committee.
3. Each committee members based on experience and competence shall elect the committee chair and the House shall be informed about the individual named or elected.

4. The committee will dissolve when its assignment is completed or when it is dissolved by the action of the Board of Directors or the general assembly of Nzuko Arochukwu.

ARTICLE XVIII: AMENDMENTS

These by-laws may be amended, by an Affirmative vote of not less than two-thirds or sixty-six percent of the members.

Process to amend the By-Laws:

- Member(s) shall petition the House through the General secretary to amend any portion of the By-Laws
- The General Secretary will bring the matter to the house with the indication of the portion to be amended.
- The House shall vote on the motion to accept the petition to amend the By-Laws
- Two-thirds majority must sanction the petition before any changes are made to the By-Laws
- The General Secretary shall circulate the amended copy to all members.