

PREAMBLE

We, the indigenes of Enugwu-Ukwu in
Diaspora and, currently, resident
in the United States of America, in order to
better harness our resources, do hereby, unite
to form an association: **THE ASSOCIATION**
OF ENUGWU-UKWU INDIGENES (AEI) in
the United States of America dedicated to
equity and fairness in our affairs and to the
betterment of our motherland.

ARTICLES OF THE BYLAWS

ARTICLE I: NAME

The name shall be **ASSOCIATION OF ENUGWU-UKWU INDIGENES IN U.S., (AEI)**.

The association shall be incorporated and shall have a legal name as **ASSOCIATION OF ENUGWU-UKWU INDIGENES, (AEI) IN U.S.A. INC.**

ARTICLE II: PURPOSE

Section 1: Purpose

- a) To promote social, economic, cultural, educational, and recreational activities within the Enugwu-Ukwu community in the USA
- b) To foster unity and mutual understanding among Enugwu-Ukwu people at home and abroad.
- c) To engage in community projects that would foster economic, educational, social, health and rural development for the Enugwu-Ukwu citizens at home.
- d) To encourage members to obey the laws of the host country, promote good citizenship among members, and to work constructively with other legally constituted Igbo/ Nigerian organizations both here and worldwide.

ARTICLE III: MEMBERSHIP AND ELIGIBILITY

Section 1: Membership Classification

There shall be two categories of memberships, namely: **full membership** and **honorary membership**. Membership shall be voluntary and open to all indigenes of Enugwu-Ukwu who are resident in the U.S.A. An Enugwu-Ukwu Indigene is defined as one who is an Enugwu-Ukwu indigene by adoption, marriage or one whose father is a citizen of Enugwu-Ukwu by birth or adoption.

Section 2: Full Membership

Full membership shall be voluntary and open to all indigenes of Enugwu-Ukwu who are resident in the U.S.A. and are eighteen years of age or older. An Enugwu-Ukwu indigene is defined as one who is an Enugwu-Ukwu male or female by birth, legal adoption or marriage. To be a full member an indigene must first be a member of a local chapter where s/he resides except where a local chapter does not exist due to minimum membership requirement limitation.

VOTING AND ELIGIBILITY FOR OFFICE ARE RESERVED, **SOLELY**, FOR FULL MEMBERS aka MEMBERS WHO ARE UP-TO-DATE WITH DUES AND ALL FINANCIAL OBLIGATIONS TO THE ORGANIZATION.

AMENDMENT: May 24, 2008

- New Members will be on probation for one year; while on probation a new member may not:
 1. Contest Elections
 2. Vote
 3. Receive Insurance Benefits (*2 years eligibility required as May 2018*)

- Delinquent Members will be on probation for one year after the delinquency is cured; while on probation a delinquent member may not:
 1. Contest Elections
 2. Vote
 3. Receive Insurance Benefits

Section 3: Bereavement Benefits

AMENDMENT: Ratified by the General Membership on May 26, 2018 (HOU18 Convention)

Member Bereavement Benefits: \$5000

Method of contribution: by Ad Hoc:

Excluding the bereaved spouse, following a death; all members, depending on the amount of active members, will contribute an **agreed specified amount** toward the bereavement payment up to the current total of **\$5,000**. This amount will be divided among the members, and will fluctuate depending on the number of active members at the time of the bereavement.

Method of payment:

The payments, to the bereaved **family**, will be extracted from the current insurance fund account and all excess collected amounts will be deposited into the current insurance fund account.

Family Bereavement Benefits: \$1000

Death of Non-member spouse: the amount of **\$1000** to be paid to members for the death of a “non-member spouse”

Eligibility:

1. A minimum of 2 years **ACTIVE** membership is required
2. Member must be in good-standing
3. Deceased non-member spouse must be ineligible for membership, i.e. male indigenes of other towns legally married to Enugwu-Ukwu women.

Death of Non-member spouse: the amount of **\$1000** to be paid to members for the death of a “parent”

Eligibility:

1. A minimum of 2 years **ACTIVE** membership is required
2. Member must be in good-standing
3. Member must be biologically related to the deceased parent or legally adopted by the deceased parent.

Death of Member child: the amount of **\$1000** to be paid to members for the death of a “child”

Eligibility:

1. A minimum of 2 years **ACTIVE** membership is required
2. Member must be in good-standing
3. Member must be biologically related to the deceased child or has legally adopted the deceased child.
4. Child must be under 18 years of age i.e. *ineligible for membership*

Method of payment:

The payment, to the bereaved **member**, will be extracted from the current insurance fund account.

Only one disbursement per child per family i.e. families with multiple members will only receive one payment

Section 3: Viability Requirement for A Local Chapter

For a local chapter to be viable, a minimum of three members is required, and to achieve the minimum membership requirement, indigenes living in cities with reasonable proximity, may agree to come together for the purpose of forming a local chapter. A full membership is also open to Enugwu-Ukwu indigenes in localities with only one or two indigenes with no proximity to other Enugwu-Ukwu indigenes in other cities of the U.S.A.

Section 4: Honorary Membership

This membership category is open to any person, however it is only by invitation.

Clause I: International Membership

A request for membership from outside of the US can only be through the honorary membership class without voting rights. The intent of such membership shall be to enhance the point of contact of the Association to the country from which the request emanate especially Nigeria and other third world countries. This membership criteria requires approval of the Executive Secretary, a two-third majority vote of the Executive Council and final approval (two-third vote) of the Board of Directors. Honorary membership can be conferred to anybody for other reasons, but shall always be for the association's benefit.

Section 5: Additional Membership Requirements

In addition to the requirements of Sections 1 through 5 of Article III above, a full member shall be required to pay an annual due as determined by the Board of Directors and approved by a simple majority vote of the general assembly.

Section 6: Termination of Members and disciplinary Action

Members shall be terminated or disciplined for the following reasons/offenses:

1. Any act of felony;
2. Acts of insubordination and refusal to obey legitimate association orders and constitutional laws.
3. Failure to pay the established dues/fees and fines;
4. Acts of hooliganism and breach of peace during meetings and at conventions;
5. Breach of by-laws or acts in violation of this constitution;
6. Frequent unexcused absences from scheduled meetings/conventions defined as absent for three consecutive meetings/conventions;
7. Violation of any of the by-laws instituted by the Board and this constitution.

Clause I: Termination and Reinstatement of Membership

1. A member shall be terminated for failure to pay his or her dues/fines after one year in default.
2. A member may also be terminated for any of the offenses cited in Section 6,

above after twice the Whip through the Executive Secretary has warned him or her in writing.

3. A member may be reinstated for non-payment of dues, fines or fees, when all the dues, fines or fees owed have been paid in full. In other instances, an appeal shall be filed with the Board who shall make a decision in one of its sessions to reinstate.

ARTICLE IV: DUES

Section 1: Amount of Annual Due

The annual dues for each full member of the association shall be fifty dollars (\$100.00).

AMENDMENT: May 26, 2018

- Dues will remain at \$100** (however, all funds will be credited SOLELY to the general membership account; NO MORE DEDUCTIONS FOR INSURANCE)
- Dues must be received by December 31st of each year**
- Grace period begins on January 1 of the following year & ends on February 21**

Section 2: Authority to Change the Amount of Dues/Registration Fee

The Board of Directors shall have the authority to change the annual dues but changes so made must be approved by simple majority votes of members at the annual convention.

Section 3: Fiscal Year

For the purpose of dues and all other financial matters of the association, the dues payment period and Association budget shall be from January 1, to December 31.

ARTICLE V: ORGANIZATION, MEMBERS, VOTING RIGHTS AND QUORUM

Section 1: The Association

The association shall have a corporate headquarter chosen by a simple majority vote of the Board of Directors. The location for the corporate headquarters shall have a functioning local chapter. The association shall have a bank account in a designated bank at the same city as the headquarter.

Section 2: Protection of Members

All members shall have equal protection under the organization. Civility and the rule of law shall govern the behavior of members at all meetings and gatherings sponsored by the

association. An appointed provost (WHIP) shall maintain order at scheduled meetings.

Section 3: Annual Convention

The association shall have an annual convention at a location or place chosen by the Executive Secretary with the simple majority approval of the Executive Council. The location and time of each annual convention shall be conveyed to the members in a timely manner, preferably at the convention proceeding the announcement.

Section 4: Conduct of Members/Association with Respect to Bylaws

The conduct of members and that of the association shall be governed by this constitution and by the bylaws established by the Board of Directors as defined in Article VI, Section 1, Clause III.

Section 5: Voting Rights

A full member in good standing shall have the right to vote. Each full member shall have one vote. An honorary member shall participate in debate and discussions of issues but shall not have the right to vote.

AMENDMENT: May 24, 2008

- New Members will be on probation for the first year; while on probation a new member MAY NOT:**
 - 1. Contest Elections**
 - 2. Vote**

- Delinquent Members will be on probation for one year after the delinquency is cured; while on probation a delinquent member MAY NOT:**
 - 1. Contest Elections**
 - 2. Vote**

Section 6: Proxy Vote

Proxy votes when necessary addressed to the Executive Secretary shall be accepted. The Executive secretary shall arrange for such proxy votes as may be required.

Section 7: Members in Good Standing

Members in good standing are members who are not in default beyond the allowable grace period in the payment of their annual dues, other fees or any fines sustained. To be eligible to vote or run for an office, a member must have

paid their dues, other fees and/or fines at least 90 days before the election date.

Section 8: Quorum

At any scheduled association meeting or Executive Council meeting, except for Board of Directors meetings, a quorum consisting of one-third of its registered members is required in order for the outcome of such meeting to be binding in situation that do not require two-thirds majority vote. For Board meetings to be binding a minimum of five members are required to be in attendance.

ARTICLE VI: OFFICES AND DUTIES

Section 1: Established Offices

The following offices/officers are established:

- a) The Board of Directors
- b) The Executive Secretary
- c) The Assistant Executive Secretary
- d) The Treasurer
- e) The Financial Secretary
- f) The Executive Council
- g) The Provost or Whip
- h) Publicity Secretary

Section 2: Compensation

Neither the Board of Directors nor any other office/officer shall receive salaries or compensation for their services to the association. Approved expenses incurred for the Association will be reimbursed.

Section 3: Duties and Definition of Offices

The duties of each of office is as follows:

Clause 1: The Executive Secretary

The Executive Secretary shall be chosen by a vote every third year at the annual convention by the general assembly with no term limit.

AMENDMENT: May 24, 2008

To be Eligible for the Position of Executive Secretary:

- You must be a full member as defined by our bylaw

- **You must attend 2 of 3 conventions in the years immediately preceding the election**

The powers and the duties of the Executive Secretary shall be:

- 1) The executive officer, and shall supervise and control the businesses and affairs of the association.
- 2) The chief administrative officer of the association.
- 3) Shall run the day to day activities of the association.
- 4) Shall be responsible for all the secretarial duties of the association.
- 5) Shall keep and maintain in current status all records of the association.
- 6) Shall maintain all correspondence on behalf of the association in consultation with the Board of Directors.
- 7) Shall summon the Executive Council meetings and annual convention and keep records of such meeting.
- 8) Shall authorize all Association expenditures and be signatory to all checks in conjunction with the treasurer.
- 9) Shall coordinate the activities of all the standing committees. May initiate by-laws to be considered by the Board of Directors and Executive Council
- 10) Shall prepare the state of the union address regarding the association to be presented at the annual Executive Council meeting and at the annual convention.
- 11) Shall maintain a data bank of members and update the data bank from time to time. The data bank shall include the names, addresses, and membership status, places of work, and telephone numbers of members.
- 12) Shall advise members of the association on matters relating to the affairs of the association on timely matter.
- 13) Shall nominate candidates subject to the Board of Directors approval to fill vacancies created in the office of the Treasurer, Financial Secretary, Publicity Secretary and Whip for approval. Shall also serve in the Executive Council. Shall select members to chair the standing committee of the association, and forward reports to the Board and the Executive Council.
- 14) Shall execute all projects that have been approved by the Board

of Directors.

- 15) Shall serve as the liaison officer between the association at the national level and the local chapter affiliates.
- 16) Evaluate projects and proposals submitted by the various standing committee for funding and making recommendations to the Board of Directors and Executive Council for consideration and probable implementation.
- 17) Shall perform some functions as prescribed by the Board of Directors from time to time.
- 18) Resolve conflicts between members and between chapters.

Clause II: The Office of the Assistant Executive Secretary

The Assistant Executive Secretary shall be chosen by a vote every third year at the annual convention by the general assembly with no term limit.

The Powers and duties of the Assistant Executive Secretary

- 1). Shall be the same as that of the Executive Secretary in the event that the Executive Secretary is incapacitated to carry out the functions of that office.
- 2). Shall assist the Executive Secretary in all matters cited in Clause 1 and to take over the office of the Executive Secretary, in event of incapacitation.

Clause III: The Board of Directors and the Composition

The Board of Directors shall be composed of seven members chosen every third year at the annual convention by the general assembly. The Board of Directors shall after their inauguration elect or choose one of their members to serve as the chairperson of the Board. The term of such office for the chairperson shall be one year but he or she may be re-elected as the chairperson at the end of his or her term of office.

AMENDMENT: May 24, 2008

To be Eligible for the Position of Board of Director:

- You must be a full member as defined by our bylaw
- You must attend 2 of the 3 conventions in the years immediately preceding the election

The Powers and the duties of the Board of Directors

- (1). All legislative Powers shall be vested on the Board of Directors.
The Board of Directors shall also have the general charge and management of the association including funds, property, and all other matters not herein provided for. The Powers of the Board are however, limited by this constitution.
- (2). The chairperson of the Board of Directors must convene a meeting of the Board members semi-annually with at least five members in attendance as a quorum. The objective of such meetings shall be to conduct the business of the Association.
- (3). The Board members shall discuss and vote to approve or disapprove project proposals, certain office appointments, and planned Association activities initiated by the Executive Secretary, various standing committees, or individual members.
- (4). The Chairperson shall preside over the Executive Council meeting and shall be supported by other Board members and the Executive Council members where feasible.
- (5). The chairperson shall conduct the meetings cited in item number 5 above according to all adopted by-laws and in accordance with this constitution.
- (6). The Chairperson shall not vote in meetings cited in item #5 above, except in the event of a deadlock or tie.
- (7). The chairperson shall by himself or herself, or with, his/her delegates, or fellow Board members, represent the association from time to time as the need may arise subject to the condition that:
 - (1) Such delegates appointed by the chairperson shall be subject to the approval of the Board members or of the Executive council members in some situation.
 - (2) Any commitment made on behalf of the Association shall be subject to the approval of two-thirds majority vote of the Board of Directors.
- (8). The Board of Directors shall appropriate funds for expenditure and approve or disapprove budgets as submitted by the Executive Secretary, the Treasurer or the Standing Committee

- (9). The Board of Directors in conjunction with Executive Secretary, members of Executive Council, appoint member to an adhoc committee except otherwise limited by this constitution.
- (10). The Board members as well as all other officers of this Association shall take an oath of office to faithfully execute the decisions of the general assembly in accordance with the provisions of all adopted by-laws and this constitution.
- (11). The Board of Directors shall endeavor to resolve disharmony and disputes between members, any problem between local chapters and the national organization, by the application of due process. Due process implies that one or all of the parties concerned shall first request hearing by writing to the Executive Secretary for resolution. The issues may be brought to the Board if satisfactory resolution is not reached. The Board of Directors decision in any case shall be final except for conflicts between local chapters and the national. The final decision for conflicts between local chapters and the national rests on the Executive Council.

Clause IV: The Executive Council and the Composition

The executive council shall be composed of the following officers:

- (a) The Board of Directors
- (b) The Executive Secretary
- (c) The Assistant Executive Secretary
- (d) The Treasurer
- (e) The Presidents of each of the affiliated chapters
- (f) The Financial Secretary
- (g) The Whip
- (h) The Publicity Secretary
- (i) The Immediate Past Executive Secretary

The Executive Secretary shall convene a meeting of the Executive Council once a year preferably during the annual convention. The chairperson of the Board of Directors shall chair the meeting. The purpose of the meeting shall include but not limited to the state of the union report by the Executive Secretary outlining the vision and the direction of affairs for the years ahead for the association. Members shall have the opportunity to render their input regarding issues relating to the association's agenda for both the current and the future annual conventions.

Duties of the Executive Council:

- a). Shall settle any conflicts between any chapter and the national if the decisions of the Executive Secretary and the Board of Directors are not

acceptable to any of the parties.

- b). Provide input to the Board of Directors regarding which project should be approved by the Board. The final approval of the project rests on the Board of Directors.
- c). Provide input and suggest direction to the Executive Secretary regarding the management and leadership of the Association.
- d). Forward specific recommendation to the Board of Directors on any item that requires attention by either Board of Directors, The Executive Secretary or any other office of the association.

Clause V: The Treasurer

The treasurer of the association shall be chosen by a vote every third year by The general assembly at the annual convention and shall have no term limit.

The Powers and Duties of the Treasurer

The Treasurer:

- (1). Shall be signatory to all checks in conjunction with that of the Executive Secretary.
- (2). Shall receive all association money from the Financial Secretary and deposit it in the association bank.
- (3). Shall cooperate with any external auditor(s) appointed on yearly basis by the Board to audit the financial books of the association.
- (4). Shall be a member of the Executive Council.
- (5). Shall prepare in conjunction with the Executive Secretary and Financial Secretary the annual budget of the Association to be submitted to the Board of directors for approval/appropriation. In the event an annual budget is disapproved by the Board; the Board must send the budget back with comments detailing what needs to be done for a re-submission. In the event of a deadlock, a vote at a special meeting of the Executives Council with two-thirds majority votes of the council members shall be required to over-ride the decision of the Board. The annual budget presented to the Board of Directors a month before the annual conventions so that the Board members have enough time to review the budget before a decision regarding rejection or adoption is reached at the national convention. In the light of the above, the convention should have a two-day duration with the first day as the

working day for Board members and various other committees.

- (6). Shall forward a copy of the associations bank statements to the Financial Secretary.

Clause VI: The Financial Secretary

The financial secretary of the association shall be chosen by a vote every third year by the general assembly at the annual convention and shall have no term limit.

The powers and duties of the Financial Secretary

The Financial Secretary:

- 1) Shall receive all association money and forward it to the treasurer.
- 2) Shall record all payments made by the Executive Secretary and the Treasurer
- 3) Shall send to the Board every six months a statement of all monies received, payments made by the treasurer and Executive Secretary and balance of all association accounts in the bank.
- 4) Shall maintain all the financial records of the association and make semi-annual financial statements to the Executive Secretary and to the Board of Directors. The semi-annual report shall show the summary of the balance sheet statement of the association's assets and liabilities.
- 5) Shall cooperate with any external auditor(s) appointed on yearly basis by the Board to audit the financial books of the association.
- 6) Shall in coordination with the Executive Secretary send bills to members for the purpose of collecting annual dues, registration fees, fines and any fees owed to the association by members, individuals and other organizations worldwide.
- 7) Shall be a member of the Executive Council.
- 8) Shall prepare in conjunction with the Executive Secretary and Treasurer the annual budget of the Association to be submitted to the Board of directors for approval/appropriation. In the event an annual budget is disapproved by the Board; the Board must send the budget back with comments detailing what needs to be done for a re-submission. In the event of a deadlock, a vote at a special meeting of the Executives council with two-thirds majority votes of the council members shall be required to over-ride the decision of the Board. The annual budget presented to the Board of Directors a month before the annual conventions so that the Board

members have enough time to review the budget before a decision regarding rejection or adoption is reached at the national convention. In the light of the above, the convention should have a two-day duration with the first day as the working day for Board members and various other committees.

- 9) Shall maintain record of members payment history and publish it to members at a minimum during the annual convention.

Clause VII: The Provost or Whip:

The provost or the whip shall be nominated by the Executive Secretary and presented for confirmation to the Board of Directors. In the event of a nominee failing to receive the approval of the Board to serve, the Executive Secretary shall be asked to re-nominate another individual. The Executive Secretary shall work with the members of the Board in the nomination process in order to ensure that an individual so nominated is one that can be confirmed by the Board. This is true for all nominations the Executive Secretary shall make. The purpose of the Provost or the whip is to maintain order and enforce fines for any disturbance of peace during meetings and conventions held by the association.

The Powers and duties of the Provost or Whip:

- (1). The Provost or the Whip shall maintain order during the general assembly, Executive meetings and any emergency or special meetings.
- (2). The Provost or the Whip shall take roll calls at such meetings and note late comers and those absent.
- (3). The Provost or the Whip shall enforce the by-laws relating to orderly conduct at the meetings, lateness and unexcused absenteeism on the part of members.
- (4). The Provost or the Whip shall not engage in any open confrontation or verbal exchange(s) with members at any meeting(s) but observe and record what he or she sees as violations of the by-laws during any meeting and to politely request that order be maintained in situations where there is excessive noise at meetings.

Clause VIII: The Publicity Secretary:

The Publicity Secretary of the association shall be chosen by a vote every third year by the general assembly at the annual convention and shall have no term limit.

The powers and duties of the Publicity Secretary

The Publicity Secretary:

- 1) Shall in coordination with the Executive Secretary produce the association's newsletter and/or flyers.
- 2) Shall in coordination with the Executive Secretary create and maintain the association WebPages.
- 3) Shall publish articles in other magazines, here in the US and Nigeria that fosters the image of the association.
- 4) Shall be responsible for all media releases to the public that affects the association.
- 5) Shall maintain and update all media related materials of the association, like logo, stationary, WebPages. However, any changes on the logo will require a two third approval of the Board.

Section 4: Who shall be Officers:

Full members in good standing shall be officers. Good standing implies financial members or members not in default in the payment of their dues/fees.

Section 5: Term of Each Office:

The term of each office shall be for three years.

Section 6: Election of Officers:

Election of officers shall be held every three years during the annual convention.

Clause I: Assumption of Office:

Officers shall officially assume their respective offices at the convention following the year of the election. However they will participate without voting rights in all Board, or executive council meetings starting the day they are elected.

Section 7: Removal of Officers:

Any elected officer shall be removed by impeachment which shall be supported by two-third majority vote of the Executive Council.
The

impeachment process shall first receive the support of the Board of Directors with a two-third majority vote or a deadlock, before proceeding to the Executive Council. The vote of the officer involved does not count at either level.

Section 8: Vacancies:

In the event of any vacancy occurring whether due to resignation, death or impeachment, the Executive Secretary shall nominate a member to fill the position subject to the Board of Directors approval. In case the Board does not approve the submission of the Executive Secretary, the Chairperson of the Board of Director shall nominate a replacement but shall be subject to confirmation by the Executive Council members. Other vacancies shall be filled subject to the procedures set forth in this constitution.

Section 9: Organizational Meeting, convention and the format:

Clause I: The Board meeting and the format:

The chairperson of the Board, in consultation with other members, may develop their format, agenda, venue, and the duration of the meeting. The proceedings of each meeting shall be documented.

Clause II: General Meetings, Annual Convention and the Format

- (1) The Executive Secretary shall work with hosting chapter and shall disseminate information to all members regarding the agenda of the annual convention three months in advance of the scheduled convention.
- (2) The Executive Secretary shall in conjunction with the standing committees, and hosting chapter, develop the format and the agenda for the general assembly meeting at the annual convention, subject to the approval of the Board of Directors.
- (3) The duration of the general meeting during the annual convention shall not exceed eight (8) hours excluding standing committee meetings.

ARTICLE VII: STANDING COMMITTEES

The following Standing committees are established by the association:

- 1) Education and Cultural
- 2) Finance and Economics
- 3) Planning and Membership
- 4) Health and Social

Section 1: Standing Committee Purpose

Each standing committee is going to be guided by a chairperson appointed by the Executive Secretary. The committees are to perform functions to aid the officers in the day to day running of the organization. Membership to the committees is open to all membership categories.

Clause I: Education and Cultural Committee

This committee is charged with developing projects relating to education cultural areas in consultation with the Executive Secretary. They will develop an outreach program in education and cultural areas.

Clause II: Finance and Economics

This committee is charged with the development of the fundraising and financial strategic plans in consultation with Executive Secretary. This committee is also an advisory committee to the Treasurer.

Clause III: Planning and Membership

This committee is charged with overall strategic plans of the association including project implementation membership drives and retention in consultation with the Executive Secretary.

Clause IV: Health and Social

This committee is charged with development of projects lists in health and social areas in consultation with the Executive Secretary.

Section 2: Ad hoc committee

The Executive Secretary and/or the Executive Council can request for the formation of an ad hoc committee to the Board of Directors. The Ad hoc committee can be created with a simple majority vote of the Board of Directors. Ad hoc committees can only be alive for a maximum

of twelve months. If more time is required a simple majority vote of the Board of Directors is required. Ad hoc committees shall be created to address specific issues and shall be immediately dissolved once their final report is submitted. Membership to ad hoc committee is by invitation only.

ARTICLE VIII: COMPLAINTS AND RESOLUTION PROCEDURE

Section 1: Who may file a Complaint

Any member or parties at both the local and the national organizations may file a complaint in writing first to the Executive Secretary, detailing the situation and requesting a hearing and redress or resolution. The Executive Secretary shall respond in writing indicating when he or she will hear the case and the need for the parties concerned to be present. There may be instances where the Executive Secretary will attempt to resolve the problem without a formal hearing. In the case of an unsuccessful resolution, the matter may be referred to the Board of Directors for resolution through the process of appeal. The Board's decision shall be final except for conflicts between the Association and a local chapter, in which case the Executive Council decision is final.

Section 2: Appeal Procedures

To appeal the decision reached by the Executive Secretary, the party (ies) shall write to the Board of Directors through the Executive Secretary indicating why he/she (they) feel(s) that the resolution as rendered is unfair and the need for the matter to proceed to the Board of Directors for hearing. The appeal must be submitted to the Executive Secretary within 30 days of the Executive Secretary's decision. The Board shall render a decision which shall be communicated to the party(ies) if the party(ies) is or are unable to attend the Board's session on the matter.

ARTICLE IX: CHANGES AND AMENDMENTS TO THE CONSTITUTION

Section 1: Changes/Amendments

Changes or amendments to this constitution may be initiated either at the Board of Directors' level, at the local chapter or individual member level.

Section 2: Requirements for Changes or Amendments

- a) Any amendment or change to the constitution shall be sent to all members a minimum of three months before being voted on.
- b) Any amendment or change to the constitution shall be approved by two- third majority votes of the general assembly at the national convention.

ARTICLE X: NATIONAL AND LOCAL CHAPTERS

Section 1: National Organization

The National Association shall be the umbrella organization and the local chapters shall be required to be affiliated to the National Organization. The bylaws/regulations of the National Organization shall supersede that of the local chapters. If the conflicts is in the interpretation or the intent of the bylaws/regulations the interpretation of the National organization shall also supercede. The national organization shall have the power to censure a local chapter that violates the provision(s) of this constitution. The reparation for the censure shall be determined by the Board of Directors in consultation with the Executive Council.

Section 2: The Local Chapters

In order to form a local chapter, there shall be a minimum membership requirement of three Enugwu-Ukwu indigenes. In order to meet the minimum membership requirement, indigenes of Enugwu-Ukwu in close proximity cities may join for the purpose of forming a local chapter organization as earlier indicated.

Section 3: Name for Local Chapters

Any local chapter's name shall be **ASSOCIATION OF ENUGWU-UKWU INDIGENES (AEI)**, in their respective cities or locale. Local affiliates can use chapter, branch or section to associate themselves to the national.

Section 4: Local Chapter Bylaws

Local chapters shall develop their own bylaws; detailing their officers, meeting sequence, local dues and others. They shall make their membership open to all, in accordance with the provisions of this constitution. They shall be headed by a President or an equivalent. The President or head of each chapter shall be members of the National Executive Council.

Clause I: Local Chapter Finances and Filing

Each local chapter shall keep good and efficient record of their finances. The Treasurer of each chapter shall, before the end of January, forward the record of their previous annual finances (balance statement) and transactions to the National Association treasurer for the purpose filing with the tax authorities.

Clause II: Projects

Local chapters can only undertake projects on cooperation with the National Association. Local chapters can perform projects on their own only with the National Executive Secretary's permission which shall be authorized by a two-third majority vote of the National Board of Directors.

Clause III: Local Chapter registration with National

To be a local chapter the President or head of the chapter shall write to the Executive Secretary stating the formation of chapter and the chapter willingness to abide by the national association constitution. A copy of the local chapter bylaws and list of members shall be included. However, only the letter of intent is a prerequisite for being a chapter, branch or section.

Section 5: Local Chapter Presidents

Local chapter presidents or heads shall assist and work cooperatively with the National Executive Secretary and the Board of Directors during the convention selection process and when their chapter is selected as a venue in order to ensure an orderly and successful annual convention.

Section 6: International Affiliates

No international chapter, section or branch will be authorized at this time. In the event of such a request, the initial decision rests with the Executive Secretary. If the Executive Secretary favors the opening of the chapter, such recommendation shall be forwarded to the Executive Council. If the Executive Council approves the recommendation of the Executive Secretary, it shall be forwarded to the Board of Directors for final decision. The appeal process shall follow the same procedures should the Executive Secretary decline a request for said international affiliate/s. In either case, the decision of the Board of Directors is final.