NDI IGBO NA GRANDE REGIONE

(Luxembourg & France)



**CHAPTER 1**

1. **PREAMBLE**

We, the members of the Ndi Igbo community in the Grande Region, a cultural body comprising of Igbos originating from Nigeria, not excluding those who could trace their origins to Ndi Igbo through their biological parents are granted equal membership status by the Association.

This move is to strengthen the brotherly/sisterly relationship amidst us, to encourage members to be of good behavior and to promote our cultural heritage, do hereby establish these rules and regulations to guide and direct the affairs of this honorable association.

1. **NAME OF THE ASSOCIATION**

The Association shall be known, be addressed and called ‘Ndi Igbo Grande Region”.

1. **MOTTO/SLOGAN**

The motto of the Association shall be “Ihunanya, Oganihu na Idi N’otu”

1. **GREETINGS**

Members shall greet themselves in igbo and in this manner:

Addresse says “Onyem” or “Onye Nkem”

Respondant reponds with “Udo”

**CHAPTER 2**

1. **AIMS AND OBJECTIVES**

The Association shall have the following aims and objectives:

1. To promote unity, peace, love, progress and mutual understanding among members
2. To educate members on the igbo customs, traditions and culture from Nigeria
3. To enhance the cultural integration of Ndi Igbo with other cultures, groups and associations.
4. To check and fight the injustice meted out its members by within and foreign bodies
5. To act as a forum and platform where issues concerning ‘Ndi Igbo’ shall be discussed.
6. To engage in social and cultural activities that are beneficial to the Ndi Igbo and its surrounding communities
7. To help resolve conflicts among members
8. To help members in urgent and sincere need
9. To celebrate with celebrants and grieve with the bereaved.
10. To form a strong liaison between its members and the Nigerian Embassy.

**CHAPTER 3**

1. **COMPOSITION**

Members of the Igbo community shall be composed of:

1. All males or females of Igbo Origin
2. Person(s) whose biological or adopted parents are of Igbo origin
3. Person(s) related to an indigenous member of the Association through birth, marriage or mutually recognized relationship
4. Person(s) granted special membership status by the leadership of the Association
5. **TYPES OF MEMBERSHIP**
6. **ASSOCIATION MEMEBRSHIP**

Association membership shall be granted to person(s) married to a member as defined in the section 3, sub section 3, described above.

1. **HONORARY MEMBERSHIP**

Honorary membership shall be granted to a person(s) who by virtue of his/her proven commitments, deeds and assistance given to the community. The candidate will be recommended and ratified by a two-third majority vote of the members present at presided general meeting.

1. **FULL MEMBERSHIP**

Full membership shall be ascribed to a “financially up-to-date member” and who is physically present minimum atleast 5 times a year. A financially up-to-date member refers to a member who has registered and has paid his/her monthly dues for more than seven (7) months.

**CHAPTER 4**

1. **REGISTRATION**

Registration shall be open to all those described in Chapter 3, above, sub-sections A, B and C

1. **REGISTRATION FEE**

Registration fee shall be 20€

1. **LATE REGISTRATION**

A probationary period of 2 months is given to new members. However, this is discretionary whereby the new member may choose to immediately and patriotically assume his financial obligations to the Association.

**CHAPTER 5**

**OFFICES AND DUTIES**

1. **OFFICERS**

The Officers of the Association shall consist of the following:

1. President
2. Vice President
3. General Secretary
4. Assistant General Secretary
5. Publicity/Social Secretary
6. Financial Secretary
7. Treasurer
8. Provost
9. **DUTIES OF THE OFFICERS**
10. **PRESIDENT**
11. The President shall preside over all meetings
12. He shall call for debates on issues under discussion, call for votes when there is a division on any matter and the final ruling shall be in line with the opinion of others.
13. He shall have a voting right just like any other member
14. He shall delegate and assign responsibilities to members and officers when necessary.
15. He shall call for both emergency and executive meetings when necessary
16. He shall play a role in the banking of the Association’s funds
17. **VICE PRESIDENT**
18. The Vice President shall act in the absence of the President
19. He shall carry out duties as may be delegated by the President
20. **GENERAL SECRETARY**
21. He shall ensure the accurate written recording of all the proceedings of the meetings.
22. He shall account for all secretarial property of the Association
23. He shall summon meetings as may be directed by the President
24. He shall be in charge of all correspondence of the Association
25. **ASSISTANT SECRETARY**
26. He shall act in the absence of the General Secretary
27. He shall assist the General Secretary in his duties
28. **TREASURER**
29. He shall be in charge of the safe keeping of the interest Accounts and his role in the accounts/banking of the Association’s money shall be defined in chapter 12 of the constitution, whereby the cash interest under his custody shall not exceed 50€.
30. He shall keep a cash book in which income and expenditures shall be correctly noted.
31. He shall keep custody of the Association’s Bank documents
32. He shall run a cash voucher for disbursement of cash and shall sign all vouchers for money paid to him by the financial secretary, and pay out money through vouchers from the financial secretary, and counter signed by the President.
33. **FINANCIAL SECRETARY**
34. He shall be in charge of all financial transactions of the Association
35. Keeps records of all incoming and outgoing money of the Association
36. Serves as one of the signatories of the Association’s bank account
37. **PROVOST**
38. Shall maintain law and order during all our meetings
39. Shall collect fines from late comers and noise makers, and finally hand the money over both to the financial secretary and treasurer.
40. **PUBLICITY/SOCIAL SECRETARY**
41. Shall publicize all activities approved by the Association
42. Shall be in charge of organizing social events as approved by the Association.

**CHAPTER 6**

 **AUDITING**

1. Auditing of the Association’s Account shall be done yearly
2. A committee of persons shall be appointed as auditors

**CHAPTER 7**

**ELECTION OF OFFICERS AND TENURE OF OFFICE**

1. Only financially up-to-date members are eligible to vote and be voted for.
2. Election shall be by secret balloting and the winner shall emerge by scoring a simple majority vote.
3. Tenure of office shall be for a period of two (2) calendar years. Any officer can be re-elected after the expiration of his/her tenure of Office.

**CHAPTER 8**

**MEETINGS**

1. General meetings
2. Shall be held eleven (11) times annually, usually on the last Sunday of every month, except December.
3. Time shall be 3PM
4. Emergency meetings

Shall be summoned by the President and General Secretary, as and when the need arises.

1. Executive meetings

Shall be held by all elected officers at a time and venue convenient to all.

1. Venue/Hosting

Shall be held at a venue chosen by the Association, whereby hosting shall be by voluntary choice of any member(s)

1. Quorum

Two (2) executive officers and five members shall form a quorum for any general meeting, while three (3) officers shall form a quorum for an executive meeting.

1. Language

The language of interaction, communication and expression, shall be both Igbo and English during all meetings and activities of the association. English shall only be spoken if the member agrees to pay a token for the number of English words used. The amount shall be decided by a simple majority.

**CHAPTER 9**

**DISCIPLINE**

1. **NEGLIGENCE OF DUTY**

Any officer who falls short of the expected standards shall be deemed unfit to continue in office, and therefore shall be voted of out by a 2/3 majority vote of members present at a general meeting, after examination.

1. **RESIGNATION**

Any officer wishing to resign his/her appointment shall give a month’s advance notice in writing stating reason(s) for his/her resignation. Failure to do so shall be liable to a fine 50€.

1. **MISAPPROPRIATION**

Any member who misappropriates funds or properties entrusted to him/herself shall be liable to immediate fine and reimbursements.

1. **EMBEZZLEMENT**

Embezzlement of the Association’s funds shall be deemed a ‘Criminal Offence”. All proper, possible and legal measures shall be taken to recover any stolen funds.

1. **ABSENTEES**

Absence from any meetings without genuine reason(s) 48H before the meeting attracts a fine of **5€** (euros)

1. **LATENESS**

Lateness to any meeting carries a fine of **3.50€.** Lateness counts will be defined as absence 30 minutes after scheduled time, irrespective of whether a quorum is formed or not.

1. **NOISE MAKING**

Carries a fine of **3.50€.** Noise making can be defined as the interruption of a fellow member or executive who has been given the right to speak. It is also the answering of phone calls during meetings or noisy ringing tunes from a members’ phone after a quorum is formed. It is advised to set mobile phones to “silent” or “vibration” mode for emergence cases while personal dialogues on these devices should be done outside the meeting hall. Any violation to this rule carries a fine of **5€**.

1. **INSULTS/FOUL/DEROGATORY LANGUAGE**

Any member who insults or uses derogatory or foul language against fellow member(s) shall pay a fine of **25€.** The House, by a simple majority vote of members’ present may increase the fine if the offence is considered to be of extreme nature.

1. **MISINTERPRETATION**

Any member suspected of misinterpreting or misrepresenting any member(s) or the Association to the outside world with the intent to ridicule, expose, undermine or discredit the interests of the Association or its members shall be referred to the disciplinary Committee for sanctions, and if found guilty, shall pay a fine starting from **50€** depending on the gravity of the offence.

1. **FIGHTING/QUARELLING**

Fighting is forbidden in all ramifications. In an evet that occurs, the matter shall be referred to the disciplinary committee. The disciplinary committee has the right to report the Police authorities, suspend, expulse or fine the member(s) based on the gravity of the offence.

1. **DRINKING/SMOKING/DRUGS**

Neither drinking alcohol nor smoking are allowed during meeting sessions. Members drunk or under influence of drugs are not allowed entry/participate during meetings. All defaulters shall pay a fine of 5€

1. **EXPLUSION**

The Association reserves the right of dismiss or expulse any member(s) found constantly guilty of violating the Association’s rules. A 2/3 majority vote is necessary to effectuate this decision after thorough investigation and hearings have taken place.

**CHAPTER 10**

**BENEFITS**

The following benefits shall accrue to financial members, **on the condition that they are financial members for atleast 20 months**.

Financial member is defined as any member(s) who is not owning any form of monetary dues, levies and fines to the Association as at the time his/her benefits are due.

1. **WEDDING or PRIESTLY ORDINATION INVITATIONS**

Such invitations shall be honored with cash present of 300€, this cash present will be levied on all members. To qualify for this cash gift, the celebrant shall extend his/her invitation to the Association 30 days before the event. The invitation will be accompanied with beer or hot drinks or cola nut, etc as the Igbo tradition demands.

1. **NAMING OR FUNERAL CEREMONIES**

Such invitations shall be honored with cash present of 200€, this cash present will be levied on all members. To qualify for this cash gift, the celebrant shall extend his/her invitation to the Association 30 days before the event. The invitation will be accompanied with beer or hot drinks or cola nut, etc as the Igbo tradition demands.

1. **SICKNESS**

If a member is sick and admitted in a hospital for more than 4 days, a delegation from the Association shall pay him/her visit, also the delegation shall determine appropriate benefits for the ailing member as recommended by the welfare committee.

1. **DEATH OF A MEMBER**

In the event of the unfortunate and sad demise of a financial up-to-date member, the Association shall honor the bereaved with a condolence visit and cash present of 500€, of which the said sum is subject to be levied on all members of the Association.

1. **DEATH OF MEMBERS’ WIFE, HUSBAND OR CHILD**

Shall be same as in Chapter 10, sub-section D, above, while the variant shall also be in the amount of money paid, in the tune of 300€, which is also subject to be levied on all members of the Association.

1. **DEATH OF A MEMBER’S BIOLOGICAL/ADOPTIVE PARENTS**

Shall be same as in Chapter 10, sub-section D and E, above, while the variant shall also be in the amount of money paid, in the tune of 200€, which is also subject to be levied on all members of the Association.

1. **INVITATION FROM OUTSIDE THE ASSOCIATION**

Such invitation shall be discussed at a General Meeting, and each considered on its own merit, while taking into consideration the interests of the Association.

**CHAPTER 11**

**FINANCE**

1. The primary source of financing the Association shall remain monthly dues, whereby the monthly dues shall be 10€, while 20€ shall be stipulated as Registration fees, as stated and amended, and paid by all members as listed in Chapter 9.
2. Special sources of finance shall include levies agreed on by members for specific purposes, (as in all sub-sections of chapter 10 above), including donations and income realized from Social activities.
3. **Financial vs Non-financial members: C(a),** A financial is one who has paid and met all his/her financial obligations as listed in Chapter 3 above, sub-section D, and Chapter 11, sub-section A, respectively**. C(b),** A non-financial member is one who has not met the requirements of his financial obligations, as stated above.

**CHAPTER 12**

**BANKING**

1. **Account:**

The Association shall operate a savings account with a bank of choice.

1. **Withdrawals:**

The President of the Association, in conjunction with an additional two (2) members of the Executive, shall be physically/virtually present at all cash withdrawals from the Association’s bank account. The Treasurer shall be in possession of pass/cheque books whilst the President shall be the sole custodian of the bank’s secret pin code for the Association’s cash withdrawal bank card. The Financial secretary and Treasurer shall be both co-signatories to any cash withdrawal via cheques/pass books.

1. Additionally, it is highly recommended that an anonymous member of the Association shall be privy to, and in liaison with the President, of the secret pin-code to the bank account. This person will then act as a stale-mate for the President and also deputize for the President in cases of non-availability or incapacity to function.

**CHAPTER 13**

**SOCIAL & CULTURAL ACTIVITIES**

1. ‘Igbo Cultural Day’ shall discretionary hold sometime in the month of August or September. This day shall also be set aside for the celebration of **‘Iri Ji Ndi Igbo’**
2. **End of the Year Meeting:** The last Sunday in the month of November shall be reserved for the Association’s last Meeting of the year. The Association shall provide the refreshments needed on this day. However, members could show goodwill & ‘Santa-Klaus’ spirit by free & hearty donations of food, cash or kind, to add more pomp and pageantry to the occasion.

**CHAPTER 14**

**SPECIAL PROVISION**

Should any matter arise which is not embodied in the rules and regulations as stated above, the Association shall make appropriate decisions by a simple majority vote. Such a decision shall thereby be embodied and as binding as all parts of this constitutional document.

**CHAPTER 15**

**AMENDEMENTS**

Amendments to nay part of this constitution shall be affected after due deliberation has been made and passed by a 2/3 majority votes of the financial members present in the General Meeting.

**Signed**

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**The Constitution Drafting Committee (CDC)**