

NDI-IGBO NATEES VALLEY ENGLAND

(An association of the Igbo community living in Tees Valley England)

THE CONSTITUTION

DRAFT

Administration:

Subject to the matters set out below, the Association and its property shall be administered and managed in accordance with this constitution by the Executive Committee.

Changes to this constitution can be made with the consent of a minimum of two-thirds ($\frac{2}{3}$) of the members of the Executive Committee present at an Executive Committee Meeting, subject to ratification at a General Meeting.

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1. NAME

1.1. The Association shall henceforth be known and addressed as:

"NDI-IGBO NA TEES VALLEY ENGLAND" (NINTV)

1.2. The Association shall be a non-profit making organisation and shall seek to promote equal opportunities amongst its members.

1.3 The Association shall not affiliate or align itself with any political party or religious organisation.

1.4. The inaugural meeting was held on 2nd December 2023.

2. ADDRESS

2.1 See Appendix A below.

3. MOTTO: Ofu obi na oga n'iru (Meaning: Unity and progress)

4. MISSION STATEMENT

4. 1. To support social integration and cohesive community amongst Igbo people within a multi-cultural environment of Tees Valley areas and promote their rich cultural heritage, goodwill and values.

5. OBJECTIVES

- 5.1. To promote and maintain the IGBO culture and tradition.
- 5.2. To inculcate the Igbo culture, tradition and values in our children, so that they can reflect it positively in our multi-cultural environment.
- 5.3. To offer support and assistance to members in time of need.
- 5.4. To provide an avenue for networking and social exchange between members and the wider community.
- 5.5. To share the Igbo customs, tradition and values with the community we live in.

6. MEMBERSHIP

6.1. The Association is open to all Igbos resident in Tees Valley region, who are Igbos by birth, marriage, or adoption.

6.2 A prospective member shall complete an appropriate membership application form.

6.3 Membership shall be on an individual basis.

6.4 A member is defined as a registered member of the Association.

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6.5 A registered member shall be one whose name is recorded in the register of members and has paid a non-refundable membership fee.

6.6 A financial member is a registered member who is financially up to date with regards to all approved dues and levies.

7. REGISTRATION FEES AND ANNUAL DUES

7.1. There shall be a membership registration fee of £10.00 for adults aged 21 and above; this shall be one-off and non-refundable, which shall be subject to review from time to time, **by the Executive Committee.**

7.2 Every registered member shall pay an annual dues of £20.00 (per person per year); this can be paid in instalments; people aged under 21 years of age are exempted. The Association shall from time to time review the amount of the annual dues.

7.3 There shall be an annual Welfare Levy of £10 per person; this levy shall be optional; however, those who are not paying their Welfare Levy or who not up to date with their Welfare Levy shall not be entitled to the Associations' Welfare benefits.

7.4 The Association can charge other levies, determined by the Executive Committee, to cover the cost of the Association's events and celebrations.

8. TERMINATION OF MEMBERSHIP

8.1. Membership shall cease upon the death of a member, subject to the Association fulfilling any welfare benefit that a deceased member or their family are entitled to.

8.2. Membership shall terminate by resignation in writing to the Executive Committee.

8.3. Membership may be terminated by expulsion from the Association at a special ad hoc meeting by a resolution carried by the votes of two thirds of the members present.

8.4. Membership shall be deemed to have elapsed after a period of two years absence without satisfactory explanation. This shall not apply if the member remained a financial member during the time of absence.

8.5. RE- ADMISSION

8.5. 1. Where a person has been granted re- admission, such a person shall comply with the requirements for new membership and shall also be liable for previous debts to the Association.

9. ASSOCIATION'S STRUCTURE

9.1. The Association's structure shall include the following.

9.1.1 The Executive Committee

9.1.2 Ad hoc Committees

9.1.3 Groups

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9.2 Ad Hoc Committees

The Ad hoc Committees shall be standing committees, as constituted, when necessary, by the Executive Committee, as the need arises.

9.3 Groups

The groups shall comprise the following and any other groups as established in furtherance of the Association's broader aim and related objectives. The groups shall be guided by their bye-laws and regulations subject to the Associations' constitution.

These groups include:

- 9.3.1 Men's Cultural Group
- 9.3.2 Women Group
- 9.3.3 Youths/Children Group

The membership of the Association's groups shall be open to all registered members in line with section 6 above and their children by birth, adoption or fostering.

10.EXECUTIVE COMMITTEE AND THEIR POWERS

10.1 The following elected officers of the Association shall form the Executive Committee of NINTV.

- i. The Chairman
- ii. The Vice Chairman
- iii. Women Leader
- iv. Assistant Women Leader
- v. The General Secretary
- vi. The Assistant General Secretary
- vii. The Financial Secretary
- viii. The Treasurer
- ix. The Public Relation Officer
- x. The Welfare Officer
- xi. Assistant Welfare Officer
- xii. Provost
- xiii. Director of Socials
- xiv. Youth Leader

10.2 CHAIRMAN

The Chairman shall:

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10.2.1 Preside over all meetings of the Association and may delegate responsibilities as necessary to the members of the Association.

10.2.2 Be responsible for the effective management and operation of NINTV.

10.2.3 Direct the Secretary to summon meetings of the Association.

10.2.4 Convene special meetings of the Association in accordance with Section 11.3.1.

10.2.5 Be responsible for representing the Association in all matters concerning external bodies. The chairman may choose to delegate this responsibility.

10.2.6 Be responsible for conducting meetings in an orderly manner.

10.2.7 Not vote during meetings but shall have a casting vote at motions in the case of a tie.

10.2.8 Be a co-signatory to the Association's bank account along with the Treasurer and Secretary.

10.2.9 The Chairman, in the event of conflict in the interpretation of the constitution, shall appoint a committee to deliberate on the issue and advise accordingly.

10.2.10 Help to deal with disputes among members.

10.2.11 Ensure that relevant items on the agenda are discussed and that members have opportunity to make contributions.

10.2.12 The chairman shall be the custodian of the Association's 'seal' (where applicable)

10.3 VICE CHAIRMAN

The Vice Chairman shall:

10.3.1. Assist the Chairman in maintaining and ensuring the orderly conduct of meetings.

10.3.2. Oversee the affairs of the Association in the absence of the Chairman, including presiding over meetings of the Association.

10.3.3. The Chairman may, delegate any of their duties to the Vice Chairman.

10.4. GENERAL SECRETARY

The General Secretary shall:

10.4.1. Be responsible for the general and administrative functioning of the Association.

10.4.2. Be responsible for sending out notices and circulars for meetings to members of the Association.

10.4.3. Be responsible for keeping an up-to-date Membership Register.

10.4.4. Be responsible for corresponding with all external organisations, and individuals under the direction of the Chairman.

10.4.5. On instructions from the Chairman, compile an agenda for General Meetings and Executive Meetings, and circulate to members.

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- 10.4.6. Keep an inventory of the properties of the Association (Assets Register); the properties are to be managed by a property manager who will be the Assistant Secretary, or any person designated by the Executive Committee.
- 10.4.7. In the event of resignation or absence from office, the General Secretary, shall hand over all Associations' records and properties to the Assistant Secretary or the Chairman.
- 10.4.8. Circulate the auditor's reports and accounts to members prior to Annual General meeting.
- 10.4.9. Keep all the Association's documents including audited accounts.
- 9.4.10. Be a signatory to the association's bank account.
- 10.4. 11. Maintain a written record of proceedings at meetings (minutes).
- 10.4.12. Prepare agenda in consultation with the Chairman and distribute notices of meetings with any background papers.
- 10.4.13. Summon meetings of Executive Committee, Association meetings, and General meetings on the instruction of the Executive Committee or as otherwise provided by the constitution.

10.5. ASSISTANT SECRETARY

The Assistant General Secretary shall:

- 10.5.1. Act in the absence of the General Secretary.
- 10.5.2. Assist the General Secretary in his or her duties if and when required.
- 10.5.3. The General Secretary may, delegate any of their functions to the Assistant Secretary except that the General Secretary will be answerable to the association for the proper execution of such duties.
- 10.5.4. Act as the Property manager; and manage the properties of the Association including storage, hiring and maintenance or co-ordinate with any Property Manager designated by the Executive Committee.

10.6. FINANCIAL SECRETARY

The Financial Secretary shall:

- 10.6.1. Keep proper records of all financial transactions of the Association. They will have online viewing access to the Association bank accounts.
- 10.6.2. Be responsible for advising on all financial matters regarding membership.
- 10.6.3. Be responsible for presenting financial reports at meetings and preparing annual account.
- 10.6.4. Be responsible for collection, recording and the issuing of receipts for all monies.
- 10.6.5. Be responsible for collection of levies and dues.
- 10.6.6. Hand over all monies received to the Treasurer within 3 working days of receipt.
- 10.6.7. Collaborate with the Treasurer and appointed auditors in preparing the Annual Accounting Report of the Association.

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10.6.8. To collaborate with the Treasurer as part of the NINTV

10.7. TREASURER

The Treasurer shall:

- 10.7.1. Pay into the Association's bank account all monies received not later than three working days of receipt.
- 10.7.2. Collaborate with the Financial Secretary and appointed auditors in preparing the Annual Accounting Report of the Association.
- 10.7.3. Be responsible for the safe keeping of the Association's bank documents.
- 10.7.4. Be responsible for all monies paid out by the Association.
- 10.7.5. Be responsible for advising on all banking matters.
- 10.7.6 To collaborate with the Financial Secretary as part of the Association's financial team.
- 10.7.7 Shall be a co-signatory to the Association's bank account.

10.8. PUBLIC RELATIONS OFFICER (PRO)

The PRO shall:

- 10.8.1. Be responsible for all Public Relations activities of the Association.
- 10.8.2. Work in close liaison with other officers of the Association in connection with publicity matters.
- 10.8.3. Be responsible for the administration of the social networking sites/platforms.
- 10.8.4. Be responsible for corresponding with all external organisations, and individuals under the direction of the Chairman.
- 10.8.5. Publicise on behalf of the Association all social events.
- 10.8.6. Seek guidance from the Executive Committee to ensure that the aims and objectives of the occasion are achieved.

10.9. WELFARE OFFICER

The Welfare Officer shall:

- 10.9. 1. Be a liaison with all the members of the Association by way of maintaining contacts through visits, phone calls, and social media platforms.
- 10.9.2. Shall report any welfare concerns to the Executive Committee.
- 10.9.3. Work with the Director of Socials, Vice chairman, Assistant Welfare Officer and the Public Relations Officer in all the Association's social events.
- 10.9.4. Have responsibility for refreshments at meetings.
- 10.9.5 Provide full account of any unused food, drinks and items purchased for refreshments at meetings.

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10.9.6 To be part of any committee associated with the Welfare Officer role.

10.9.9 Shall support the production and implementation of a Welfare Policy for the Association.

10.9.10 The Welfare Officer may, delegate any of his/her functions to the Assistant Welfare Officer except that the Welfare Officer will be answerable to the association for the proper execution of such functions.

10.10. ASSISTANT WELFARE OFFICER

The Assistant Welfare Officer shall:

10.10.1. Shall in the absence of the Welfare Officer.

10.10.2. Act with the Welfare Officer as part of the Welfare team.

10.10.3. Work with the Director of Socials, Vice chairman, Welfare Officer and the Public Relations Officer in all the Association's social events

10.10.4. Be part of any committee associated with the Welfare Officer role.

10.11. PROVOST

The Provost shall:

10.11.1. Be responsible for the membership register at meetings or other events.

10.11.2. Be responsible for induction of new members.

10.11.3 Be responsible for the maintenance of order and decorum at meetings.

10.11.4 On the Chairman's instructions request a member to comply with decisions at meetings.

10.11.5 In the absence of the provost, the Chairman shall appoint a member to act at meetings.

10.12 DIRECTOR OF SOCIALS

The Director of Socials shall:

10.12.1 Lead and coordinate all the Association social events.

10.12.2 Work with the Vice chairman, Welfare Officer, Assistant Welfare Officer and the Public Relations Officer in all the Association's social events.

10.12.3. Provide full account, backed by receipts, of all expenditures incurred at all social activities approved by the Association.

10.13. YOUTH LEADER

The Youth Leader shall be appointed by the Executive team from persons recommended to the team. The person shall be a member of the executive team following the appointment.

10.13.1 The person to be appointed shall be acceptable by the majority of the youths.

10.13.2 The person shall be an active participant in Association events.

10.13.3 The person shall be between 12 years to 21 years of age.

10.13.4 The person shall be the liaison person for the youth wing of the Association.

10.13.5 The person shall work with the coordinator of the youth members of the Association.

10.14 WOMEN LEADER

10.14.1 The Women Leader shall report to the Chairman

10.14.2 Preside over all women's wing meetings and may delegate responsibilities as necessary to the members of the women's wing.

10.14.3 Ensure that relevant items on the agenda are discussed and that members have the opportunity to make contributions.

10.14.4 Be responsible for the effective management and operations of the women's wing.

10.14.5 Nominate any member of the women's wing to summon in writing all meetings of the women's wing.

10.14.6 Convene special meetings of the women's wing when required

10.14.7 Be responsible for representing the women's wing in all matters within the association and to outside bodies when required and as directed by the chairman.

10.14.8 Not vote during women's meetings but shall have a casting vote at motions in the case of a tie.

10.14.9 Help deal with disputes among the members of the women's wing.

10.15 ASSISTANT WOMEN LEADER

10.15.1. Assist the Women Leader in maintaining and ensuring the orderly conduct of women meetings.

10.15.2. Oversee the affairs of the women wing in the absence of the Women Leader and assist the women leader in their duties.

10.15.3. The Women Leader may, at their discretion, delegate any of their duties to the Assistant Women Leader but shall be answerable to the association for the proper execution of such duties.

11. MEETINGS

11.1. GENERAL MEETING

11.1.1 The Association's meeting shall be called General Meeting.

11.1.2 The General Meetings shall take place quarterly: March, June, September and December. The General Meeting in September shall be the Annual General Meeting (AGM) of the Association. In an election year, the election will take place during the AGM in September.

11.1.3 The Chairman shall be responsible for calling General Meetings on behalf of the Executive Committee. However, where the Chairman fails to arrange for the General Meetings, at least 3 members of the Executive Committee can call for the General Meetings.

11.2. EXECUTIVE COMMITTEE MEETING

11.2.1 Executive Committee meetings shall be held as often as its members deem necessary in a calendar year.

11.2.2 The Executive Committee shall meet at least once prior to any General Meeting.

11.2.3 The quorum for the Executive Committee shall be constituted by 50 percent of the Executive Committee members.

11.2.4 Any executive member who is absent in the monthly executive meeting for three consecutive times without a prior notice may reconsider his or her position.

11.3. EMERGENCY MEETING

11.3.1 The Chairman may call a meeting of the Association at any time to discuss matters of extreme importance.

11.3.2 A quorum shall be 40% of the registered members of the Association

11.4. CONDUCT OF MEETINGS

11.4.1 The Chairman shall be responsible for the conduct of meetings.

11.5. AGENDA

11.5.1 All meetings shall have an agenda.

11.5.2 A member may request that a matter be put as an agenda item subject to the approval of the Chairman, provided that the Chairman shall not unreasonably refuse such request by a registered member.

11.6. MINUTES

11.6.1 Proceedings of meetings shall be recorded in writing and called the "Minutes".

11.6.2 The minutes of each meeting shall be approved at the next meeting and signed by the Chairman.

11.6.3 All minutes of meeting shall be recorded in English language.

11.6.4 Minutes of a meeting shall be disseminated to members accordingly via all approved platforms, prior to the next meeting.

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11.6.5. The conduct of the meeting shall be in Igbo and/or English language as applicable but translation may be required where necessary.

11.7.DECISION MAKING

11.7. 1. Decisions at meetings shall be put to a vote; methods of which shall be at the Chairman's discretion.

11.8. ATTENDNCE AND QUORUM

1 11.8.1. Ten (10) percent of registered members of the Association shall form a quorum at a General Meeting/AGM.

11.8.2. Where there was no quorum, members present may decide by majority opinion to continue with the meeting, but decisions taken shall not be binding unless ratified at a subsequent general meeting of the Association.

11.9. MOTIONS

11.9. 1. Motions shall only be moved by any member through the Chairman.

11.9.2. The Chairman shall not unreasonably refuse a member's motion.

11.10 EVENTS

11.10.1 Members are expected to attend all events as required or invited.

11.10.2 The Association and members are not obliged to honour any invitation from any person or organisation to an event which coincides with the Association's calendar event.

12. CONDUCT OF MEMBERS

12.1. Members are expected to conduct themselves in an appropriate manner at meetings.

12 .2. The Chairman may order the removal of any member causing disruption to the proceedings at a meeting.

12 .3. Members are required to declare any conflict of interest in matters under discussion where there are potential financial benefits to the member directly or indirectly.

12 .4. Members are to always conduct themselves honourably in affairs relating to the Association and not bring the Association into disrepute.

12.5. MISCONDUCT

12.5.1. Misconduct is any wilful act or omission by a member, which is against the interests of the Association.

12.5.2. The Association reserves the right to impose cautions or fines for acts of misconduct.

13. TENURE OF OFFICE

13.1 The term of office of any member of the Executive Committee shall be two (2) years but shall be eligible to contest for the same office for another term of two (2) years; Thereafter, shall not be eligible to contest for the same office until after 2 years.

13.2 The Executive Committee shall retire at the end of its term at an Annual General Meeting (AGM) in September.

13.3 A new Executive Committee shall be elected at the same Annual General Meeting.

13.4 All financially up to date members of the Association shall be eligible to hold the same ~~any~~ position for a maximum of 2 consecutive tenures; thereafter, s/he shall not be eligible to hold the same office until after 2 years.

14. ELECTIONS

14.1 Candidates for elections must have been members of the Association for not less than six (6) months.

In exceptional circumstances, this may be waived by a resolution carried by a simple majority vote of the registered members present.

14.2 Candidates for election shall be financially up to date members of the Association.

14.3 A registered member shall be eligible to vote provided s/he is financially up to date.

14.4 A member shall be eligible to vote and/or be voted for on the Election Day while absent, subject to (Section 14).

15. ELECTION PROCEDURE

15.1 Candidates shall be nominated and seconded by members of the Association.

15.2 Members may nominate themselves as candidates for elections but must be seconded.

15.3 A nominated candidate must accept the nomination before standing for the election.

15.4 Voting shall be by secret ballot or via online ballot as determined by the electoral committee and approved by the Executive Committee.

15.5 Electoral Committee shall be set up 90 days before Election Day.

15.6 Nominations for posts shall open 45 days before the Election Day

15.7 All nominees shall be eligible for re-nomination on the Election Day for other positions.

15.8 Every nomination must be seconded for it to be valid.

15.9 Nominations shall be suspended 48 hours to the Election Day.

15.10 All electoral campaign shall stop on the Election Day.

15.11 On the Election Day, in the event of a tie for any post, there shall be a run-off between the two (2) candidates with the highest votes.

15.12 In the event that the run-off does not produce a winner, there shall a lucky draw.

16 VOTING RIGHTS

16.1 Each registered member shall have one vote only.

16.2 Candidates for elections may vote for themselves.

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16.3 Voting can be in person on the day of election and by any other alternative method determined by the Electoral Committee.

16.4 Eligibility to vote see Section 14

17. TERMINATION OF OFFICE

17.1 An office may become vacant on the following grounds:

- a. Resignation from office by an Executive Committee Member. This shall, preferably, be made in writing informing the Association of his / her intention to resign.
- b. Resignation of membership of the Association by an Executive Committee member. This shall, preferably, be made in writing informing the Association of his / her intention to resign.
- c. Removal of an officer from office.
- d. Death or incapacity of an officer.

17.2 An officer may be removed from office on grounds of gross misconduct or by a vote of no confidence by a two-thirds majority of members present at a special meeting.

18. FILLING OF VACANCIES

18.1 A vacancy for an office shall be filled at the next General Meeting of the Association.

18.2 The term of office shall expire at the same time as that of the existing officers of the Association.

18.3 Where necessary, a registered member shall be co-opted to fill a vacancy until the next general election is due.

19. FINANCE

19.1 The Association shall have a bank account.

19.2 The Executive Committee shall determine the Association's bankers, ensuring that the bank is licensed as a clearing bank by the Financial Conduct Authority of the United Kingdom or similar regulatory body with equivalent powers.

19.3 The Executive Committee shall annually review the Association's banking arrangements.

19.4 The Executive Committee shall be responsible for the management of the Association's finances.

19.5 The following officers shall be the signatories to the Association's bank account: the Chairman, Treasurer and Secretary. However, If any of the stated officers have not served for up to six month, same shall not be eligible to be a signatory, and a replacement will be nominated by the executives.

19.6 The following officers shall have access right and oversight to the Association's bank account: the vice chairman, and Financial Secretary.

19.7 The Chairman, Treasurer and Secretary shall be signatory to all cheques issued by the Association.

19.8. The Association's financial year shall run from 1st April to 31st March of every year.

20. RECEIPTS AND EXPENDITURE

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20.1 The funds of the Association, including all donations, contributions, grants and bequests, shall be paid into the Association's bank account.

20.2 The funds belonging to the Association shall be applied only in furthering the Association's objectives.

20.3 The funds of any group within the Association shall be paid into the Association's bank account.

20.4 The funds belonging to the groups paid into the Association's bank account shall be made available to the group on request to the Treasurer.

21. AUDIT

21.1 A member of the Association who is not a member of the Executive Committee shall be appointed at the General Meeting in June of every year to examine the Association's finances and books and report to the membership at the Annual General Meeting (AGM) in September.

21.2 The Association may appoint an external person to scrutinise the accounts of the Association.

22. WELFARE OF MEMBERS (INDIVIDUAL MEMBERSHIP BENEFITS)

22.1 The Association shall give moral, financial, physical support and assistance to financial members.

22.2 Entitlement to the Association's welfare benefits is open to members with minimum of 6 months membership and who shall be financially up to date with their Welfare Levies. will be agreed and documented in the association's welfare policy document.

22.3 Entitlement to the Association's welfare benefits shall be limited to members who are financially up to date with their annual dues and Welfare Levies.

22.4 The Association shall recognise the following events for the purposes of the Welfare Benefit:

(a). Wedding: Marriage of member or Marriage of a member's child

(b). Childbirth by a member.

(c). Hospital admission lasting more than one (1) week

(d). Death / Bereavement: Death of a member; Death of a member's spouse (where spouse is a non-member); Death of a member's child; Death of member's parent

22.5 The amount of financial benefit to be given at any one occasion of the above events shall be as defined in the Association's Welfare Policy document.

23. PROPERTY

23.1 The Executive Committee shall take steps to protect and safeguard the property of the Association. Any outgoing official shall be asked to return all property in his or her custody. Loss of any property must be reported to the Chairman without delay.

23.2 All documents relating to the Association must be kept by the Secretary or as otherwise approved by the Executive Committee. The Secretary shall keep an up-to-date record of members who have any of the Association's property in their custody.

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23.3 The Assistant Secretary shall act as the Property Manager and maintain an inventory of the Association's property including their locations.

24. AMENDMENT TO THE CONSTITUTION

24.1. Subject to the following provisions, the constitution may be amended by a resolution passed by not less than two thirds of the Executive Committee members present and voting at an Executive Committee meeting. The notice of the Executive Meeting must include notice of the resolution, setting out the terms of any amendments proposed. Decision by the Executive Committee shall be subject to ratification at the General Meeting.

25. DISSOLUTION

- 25.1 If the Executive Committee decides that it is necessary or advisable to dissolve the Association, it shall call a General Meeting of all members of the Association, of which not less than 21 days' notice (stating the terms of the resolution to be proposed) shall be given.
- 25.2 If the proposal is upheld by two-thirds majority of the members present and voting, the Executive Committee shall have to realise, and distribute accordingly amongst the financial members, any assets / liabilities held by or on behalf of the Association.

26. ADOPTION/APPROVAL

This constitution, produced by NINTV Constitution Drafting Committee (NCDC) is adopted by NINTV members on Day/month/2025 in the witness of the following authorised signatories:

Mr Samuel Okorie....., (Chairman NINTV)

.....(General Secretary, NINTV)

Dr Peter Okey (Chairman, NCDC))

Bar Udo..... (Member, NCDC)

Appendix A: The official address of the Organisation shall be Suite 1, Boho Zero, 21 Gosford Street, Middlesbrough, TS2 1BB. Any change of the address shall be determined by the Executive Committee.