

EKO CLUB AUSTIN, TEXAS BY- LAWS

CERTIFICATION

We hereby certify that the general membership has gone through the necessary steps, and that the guidelines herein printed represents the opinions of the organization, as required in the adoption process.

We therefore herein place our signature in the presence of the General House this.....day of.....2020.

Sincerely,

.....

President

.....

General Secretary

.....

Seal of Notary public

PREAMBLE

We, the members of EKO CLUB AUSTIN, TEXAS under the umbrella of Eko Club International (ECI), conscious of the need and the necessity of unifying all Lagos indigenes under one banner of the democratic value of our society, and of effective participation and galvanization of collective efforts in the service of our people and of all mankind, do hereby make our commitment and thus adopt these By-Laws as the legal instrument for the day-to-day running of the organization. This document shall be known as the By-Laws of the Organization and shall serve as the authority that governs the members of the Organization.

ARTICLE I NAME AND STATUS OF THE ORGANIZATION

- 1.1 Name of the organization shall be **“EKO CLUB AUSTIN, TEXAS INC.”** Duly registered under laws of the State of Texas, hereinafter referred to as the “Organization”.
- 1.2 The Organization shall be non-profit and shall be governed by its ByLaws, the laws of the United States of America and the State of Texas.

- 1.3 The Organization shall engage in charitable, educational and cultural activities, affecting and influencing the quality of life of Lagos Indigenes, our local and surrounding communities. These activities shall be consistent with the permissible under those activities permitted to be carried on by an Organization exempt from Federal Income Tax under Section 501(c) 3 of the Internal Revenue Code (as it may be amended) or by an Organization that may receive contributions that are deductible to their donors under Section 170(c) (2) of the Internal Revenue Code (as it may be amended).

ARTICLE II PURPOSE

- 2.1 To galvanize the efforts of all Lagos Indigenes residing in State of Texas, the contiguous counties, surrounding communities and cities towards improving the overall wellbeing of all Lagos Indigenes home and abroad including the needy in the society.
- 2.2 Involved in the community and to collectively harness our resources to make life more meaningful to the under privileged ones in the society.
- 2.3 To promote the economic, social, culture, education, and political development of Lagos State.
- 2.4 To assist members to achieve their collective and individual goals, and makes useful information available to members.
- 2.5 To strengthen the unity and understanding of all Lagosians in Nigeria and United States.
- 2.6 To create and promote an atmosphere appropriate for intertribal communication and to foster the cultural traditional and social welfare of its members
- 2.7 To rededicate us by showcasing the culture and tradition of Lagos State to our American friends and families, also continue to foster love and friendship within the Nigerian Community.

- 2.8 To act collectively in times of emergency to meet the need of our immediate members, including the community in which we are situated.
- 2.9 To assist and provide moral and financial support to members in needs, sickness, death and Social activities or wherever such need will be most wanted.
- 2.10 Serve as an advocate on behalf of members, and this community by seeking support and assistance on both cultural and social issues in events found averse to ensuring Civil liberty and other related rights.
- 2.11 To provide developmental community services that will enhance the quality of life for our members and the larger community.
- 2.12 To promote the rich culture and tradition of Lagos State in American and to continue fostering love and friendship with the Nigerian Community in Austin and its environs.

ARTICLE III:

Office of the Organization

- 3.1 Principle Office. The Principal Office/Secretariat of the ECAT shall be 8619 Leawood Blvd, Houston, TX. 77099.
- 3.2 Registered Office. The Organization shall have and continuously maintain, in the State of Texas, a registered office and registered agent whose office is identical with such registered office, as required by the Texas Non-Profit Corporation Act. The registered office may be, or need not be, identical with the principal office of the Organization, and the address of the registered office may be changed from time to time by the Executive Council of the Organization as may be required.

ARTICLE IV Membership

- 4.1 Active Membership refers to member that:

- a. Pays his/her monthly due and fulfills his/her financial obligation to the Organization.
- b. Fulfills duties assigned by the organization in a timely manner.
- c. Attends meetings of the Organization regularly and/or gives moral and physical support to the smooth running of the Organization.
- d. Abides by the rules and regulation of the Organization.

4.2 Classes: The Organization shall have four (4) classes of members as follows:

- a. Regular member: Membership shall be open to all men and women born in Lagos State or have a strong family root in Lagos State or have spent a minimum of ten [10] years working or schooling in any part of Lagos State.
- b. Transfer Member: Person transferring from another EKO Club Chapter shall receive automatic membership after duly executed application and recommendation in writing from the current President of the transferring chapter and compliance with Article IV section 4.3. Years of membership will date back to membership from the transferring Chapter. Interview is waived, but ECAT shall verify that the transferring member is in good financial standing with the transferring Chapter.
- c. Affiliate Member: Shall be defined as Group Organization, Corporate bodies, Associations seeking affiliation with Eko Club Austin Texas and can be admitted into the organization in accordance with Article IV section 4-2.
- d. Honorary Member: Person nominated by the Executive through a committee subject to approval by a simple majority of the House. Honorary member is a non-voting member and may attend ECAT meeting at the discretion and invitation of the President or Presiding officer, but shall not be entitle to any benefit accorded to a regular and active member.

- e. All members shall address each other respectfully as “Honorable” at chapter/ECI meetings and events. Any violation will be addressed by the Executive Council

4.3 Admission of New Members:

All prospective members shall complete the organization's application form for the record and attend at least two consecutive meetings as a pre-approval by the Disciplinary/Screening committee.

4.4 Disqualified or rejected Applicants for Membership:

Except for applicant under Article IV section 4.2(B), all applicants for membership are subject to screening by the Disciplinary/Screening Committee, which will notify the Executive Council in writing within thirty (30) days for further ratification & approval by the House.

4.5 Induction of New Members

All new members will be officially inducted at the EKO Club Annual End of the Year Party. However, after the Disciplinary Screening Committee approves an application, the applicant is considered to be a member eligible for all rights and privileges that may apply for regular members after **SIX (6) months** of probationary period, subject to Article IV section 4.2(B) and in accordance with Article IV section.

- 4.6 Effective date of membership Admission of new members becomes effective when the Secretary mails the letter of acceptance and in accordance with article IV section 4.5

4.7 Membership Size

The membership of the organization shall not be restricted in size.

- 4.8 Only regular members in good financial standing are entitled to benefit contained in Article 13.

4.9 Change of Status

- a. It is the responsibility of every member to officially inform the Organization in writing of any change of status, i.e. Marriage, address, phone numbers etc.
- b. Change of status should be submitted to the Organization by use of proper form provided by the Secretary General [A proper form designed and provided by the Secretary General].

ARTICLE V

MEETINGS

5.1 Dates and Time of the Meeting:

- a. On the third (3rd) Saturday of every month at such a place so designated by the President, and agreed on by the members, at 6pm.
- b. The President shall designate the time of the meeting. However

The General meeting shall start no later than fifteen (15) minutes after a quorum and end within two hours (2) thereafter, unless motioned, seconded and carried by two-third (2/3) majority vote of the quorum.

5.2 Quorum

Five (5) active members present shall form a quorum. Once a quorum is attained, it can never be lost at that particular meeting, by some members leaving early. This quorum requirement shall apply to emergency meetings.

5.3 Official Language of the Organization.

- a. The official and working language of the organization shall be English and/or Yoruba.
- b. The choice of use of either English or Yoruba shall be at the discretion of the member on the floor and the right of discretion shall not be denied.

5.4 Meeting Room Conduct

In order to maintain orderliness, time schedule, and respect for each other at the meeting, the following Rules will be enforced at every meeting:

- a. The President or Presiding officer shall start the meeting as soon as a quorum is formed.
- b. At the commencement of the meeting all pagers and telephones must be turned off or placed in silent mode. Failure to comply will result in a warning or fines not to exceed \$10.00 for each offense.
- c. **Only non-alcoholic drink** will be allowed during meeting.
- d. Murmuring, sidebar, interruption and disruption of a speaker on the floor will not be permitted. All speakers will address the presiding officer as "Honorable" and not address a member directly; the only exception is the President or Presiding Officer.
- e. The chief whip or presiding officer must recognize all Members before speaking or taking the floor.
- f. Any member having the floor shall not be interrupted or disrespected by other members. You can only ask a question when you have the floor or the speaker on the floor yield to you.
- g. All issues to be discussed and debated must be brought to the floor by the presiding officer. All motions to be voted on must be seconded before it is open to debate.
- h. Members must abstain from all personal references and confrontations in a debate. Address & direct all issues to "Mr. President".
- i. Member shall avoid disturbance and disruption in any way when a speaker is on the floor during the meeting.
- j. All speakers must discuss only subject at hand.

- k. All members are expected to be punctual at the meeting. Members arriving late shall be fined Five Dollars (\$5.00) and he shall not be recognized by the presiding officer or whip until the fine is paid in full.
- l. No member shall be served food or eat during the meeting nor before the adjournment and closing prayer is said at the end of the meeting. Violators will be fine \$5.00 for first offense and \$10.00 for subsequent offenses.
- m. The Social Secretary shall appoint 2 or more Rookies to assist him with the distribution of food.
- n. All members fined during the course of a meeting must pay all fines in full before he is recognized to speak by the presiding officer or whip nor permitted to participate in the meeting [i.e. discussion, debate or ask question etc.].
- o. Any member who has not paid a levy 90 days from the date it was imposed-charged shall not be recognized to speak by the presiding officer or whip nor permitted to participate in the meeting [i.e. discussion, debate or ask question etc.] until that levy is paid in full.
- p. LEVY: any money agreed upon by the house or by the majority vote must be paid within 90 days from the date it was voted on.

5.5 PENALTY FOR VIOLATION:

- a. First (1) violation will be a verbal warning; second violation will be a fine not to exceed \$10.00. Thereafter, all violations will result in a higher fine or suspension from the Club depending on the severity of the violation
- b. Any member who disrupts an ECAT meeting or function shall be fined \$25.00 and suspended for one meeting. The suspended officer shall not participate in any ECAT function or in his official capacity during suspension period.
- c. Any member found guilty of any misconduct committed during the course of a meeting or and ECAT function will be fined \$50.00.

5.6 Lateness for Meeting:

- a. Any member who arrives after the roll call is late and subject to \$5.00 fine
- b. Any member who is late to a meeting shall not be recognize to speak nor permitted to participate in any discussion, debate or ask questions until after he had paid in full all his lateness fines.

5.7 Notices for General Meetings:

There shall be at least a seven-day notice through circular, or an email or Text - voice message from the Secretary General regarding the general meeting. Failure to receive the notice of the General meeting is not an excuse for absence, except for Emergency meeting. All members must received notification of our General meeting pursuant to our By-law.

5.8 Proxies:

Members who want to express a particular view, but unable to attend a meeting may express such view in writing, mail, E-mail or Text message to the Secretary General not less than seven (7) days prior to the meeting.

5.9 Agenda The President shall set the Agenda for the General meeting.

- a. The Agenda shall be presented and discussed at the Executive Council Meeting for approval by the Executive members, prior to the date of the general meeting.
- b. The Secretary General shall make all revisions or additions to the Agenda, and Secretary General shall sign the final Agenda, copied and made available to the general membership.
- c. The President and Secretary General shall sign the final minute and archived it as part of the Organization record.

5.10 Standard Order of the Meeting

- a. The President, presiding officer or the Chief Whip shall have the responsibility to recognize speaker from the floor during the meetings.
- b. The Chief Whip may time individual speakers.
- c. Call to Order:
 - i. *The Chief Whip shall call the meeting to order in a loud voice at the request of the President or presiding officer.*
- d. Secretary General shall keep the official record of the meeting.
- e. Opening Prayer The President may designate a member from the floor to perform the opening prayer.
- f. Reading of the Minutes:
 - i. *The Secretary General or Assistant Secretary shall read the minutes of the previous meeting.*
- g. If the Secretary General and Assistant Secretary are absent, The President or Presiding officer shall appoint a member to read & record the minutes for that meeting.
- h. The Minutes shall be typed and Copies shall be made available to all members. The General Secretary shall keep a signed copy of the minutes and all Club documents for record purposes.
- i. Financial Report:
 - i. *The Treasurer and Financial Secretary shall give a comprehensive financial report at each General Meetings.*
- j. Collection of Dues:
 - i. *Financial Secretary shall call names of members for payment of monthly dues.*
 - ii. *Delinquent dues shall be announced and reflected in the minutes. Financial Secretary shall report all "three (3) months delinquencies" to the President for review.*
 - iii. *The President shall direct the Financial Secretary to write a "Warning Letter" to the delinquent members.*

k. Committee Report:

- i. *All committee Chairperson shall give a report of its meetings.*
- ii. *All reports shall be in writing.*
- iii. *All report shall be given without interruption from the members, questions may be asked and the report discussed after the report presentation.*

l. Matters Arising (MA):

- i. All other business, not included in the agenda, may be brought for discussion subject to the two (2) meeting rule. All unfinished MA may be submitted to the Secretary General.

m. President Closing Remark:

Consist of brief statement from the President, followed by a closing prayer.

5.11 EXECUTIVE COUNCIL MEETING

- a. The President shall hold an Executive Council meeting at least one week in advance of the general. Meeting to discuss the general meeting agenda.
- b. The committee is mandated to send in their reports in advance to the Executive cancel meeting. The Executive may decide to invite the chairman of the committee if and when the need arises.

5.12 EMERGENCY MEETINGS

The President shall have the power to call Emergency meetings whenever necessary from time to time at will and without written notice, contacting the members through an electronic media communication.

5.13 MONTHLY DUES

The monthly membership fee shall be twenty dollars (\$20.00) per person, and due at each monthly general meeting. Subject to amendment at any time by two third [2/3] or majority vote of the House.

5.14 YEARLY DUES PAYMENTS:

Members have the option to pay a one time yearly due and get a discount of one month payment. The onetime payment shall be due on the last day of March.

5.15 NEW MEMBERS ONE-TIME MEMBERSHIP FEE:

All new members shall pay a one-time membership fee of \$150 after approval of membership and are also subject to Article 5.13. The one-time membership fee must be paid within three (3) months of becoming a member and can either be paid once of in three (3) installments as agreed upon during membership screening.

ARTICLE VI BOARD OF DIRECTORS

6.1 AFFAIRS OF ORGANIZATION

The Board of Directors shall outline the affairs and general objectives of the organization.

6.2 MEMBERS, QUALIFICATION, AND TENURE

- a. The number of the Board of Directors shall be five (5) consisting of the incumbent President, two (2) male and two (2) female members of the organization.
- b. Each member of the Board of Directors shall serve for two years, with the opportunity to seek re-election.
- c. Term Limitation: A Director is eligible for two (2) consecutive terms and must step down for one term to be eligible for another two (2) consecutive terms.

6.3 NOMINATION OF DIRECTOR

In January, prior to the election year, new Board members are nominated as follows: one (1) shall be appointed by the President, one (1) by the Executives and two (2) by the general membership.

6.4 ELECTION OF BOARD OF DIRECTOR

In July of the Election year, the membership shall vote on the Board of Directors, and the five directors with the most votes shall join the incoming president of the club to constitute the board of director. However, the outgoing president that wants to serve on the board must be subjected to the same scrutiny as other members. The Board's term begins in July of the Election year.

6.5 OFFICERS OF THE BOARD

Members of the Board shall meet as soon as practicable to elect the officer that shall consist of at least the Chairman and Secretary.

6.6 FUNCTION OF BOARD The Board shall:

- a. Sets the policies of the organization.
- b. Exercises fiduciary role to ensure that the organization is properly managed.
- c. Maintains the corporate status, ensures that proper paperwork is submitted to governmental agencies.
- d. Approves mission statements and program direction for the organization. Reviews program plan and progress. Conducts or reviews evaluation plan.
- e. Introduces the Executive Council Officers.
- f. Evaluates the performances of the Executive Council.
- g. Provides resource development by establishing fund raising and participating in fundraising efforts, determines feasibility of fund-raising goals.
- h. Serves as custodians of the By-laws of the Organization.
- i. Holds periodic meetings to formulate policies and to ensure that the objectives and policies of the Organization are facilitated.

- j. Recommends, evaluates and administers the progress of the Organization.

6.7 QUALIFICATION

Board members must have been a member of the club for at least one year before appointment or election and must be in good financial standing.

ARTICLE VII EXECUTIVE OFFICERS

7.1 The Executive Office shall consist of the following:

- President
- Vice President
- Secretary General
- Treasurer
- Financial Secretary
- Public Relations Officer (PRO)
- Chief Whip
- Social Secretary
- Chief Liaison Officer
- Auditor

7.2 ELECTIONS AND TERM OF OFFICE

Officers shall be elected for a term of two (2) years.

- a. New officers shall assume office at the September meeting of the election year.
- b. A member who holds an office for two [2] Terms shall no longer contest or be elected to the same office, until one year

have elapsed. He/she shall however be eligible to run for another office.

c. Any executive member that resigns his/her position for any reason before the expiration of his/her tenure will wait for 2 years before contesting for any executive position.

7.3 FUNCTION THE PRESIDENT SHALL:

- Serves as the Chief Executive Officer, responsible for the overall guidance of the Organization.
- Have the power to appoint an active member to act temporarily for a vacant office for a period not exceeding thirty-one (31) days, or until the next general meeting, whichever occurs first, at which time an election for the vacant office will be held.
- Have the power to summon, cancel or adjourn all general and emergency meetings in consultation with at least two-third (2/3) of the executive members.
- Have the power to create special committees.
- Sign or be the co-signer for all financial, legal or any other official transaction of the Organization, except where other members or Executive members in specific offices have been so designated and charged with such responsibility.
- Have the power to authorize the disbursement of funds not exceeding Five Hundred Dollars [\$500.00] in the event of any emergency.



Perform duties not specifically stated herein under functions but in consistent with the Organization's purpose and principles.

- Report on the state of affairs of the Organization on a semiannual basis or by the request of two-third of majority vote of the general membership.
- Provide information to the Board of Directors in timely manner to demonstrate that the Organization is well managed.
- Compile information with the assistance from the Board of Directors for annual filing requirements.
- The President shall use discretion in declaring an emergency.
- Oversee preparation of periodic financial reports and implements proper financial controls.
- Implement policy
- Be accountable to the Organization.
- Vote to break ties in situation where voting on issues results in a tie, except for ties in an election process.

Limitations:

Presidential powers are limited to the following:

- The President has no veto power over the decision of the 2/3 House majorities.

2. VICE -PRESIDENT

Qualification /Tenure/Limitations

- The Vice-President shall act in the absence of the President and shall be vested with all Presidential powers and functions.
- In the event that the President receives a vote of non-confident or medically certified as being incapacitated, the Vice-President shall complete the remaining term of office and shall become eligible for re-election following the successful completion of the President's term of office.

- The Vice- President who successfully completes the President's remaining term of office shall be eligible for re-election to two (2) consecutive terms.

SPECIAL QUALIFICATION FOR PRESIDENT AND VICE PRESIDENT:

- To be President or the vice President, a member must have been in active participation in the club activities and good financial standing.
- Member must have been admitted to the club for at least one (1) year

3. SECRETARY GENERAL

- Be the head of the Organization's Secretariat.
- Announce the venue, date and time of all functions.
- Be responsible for recording and reading the minutes at all the meetings.
- Be responsible for maintaining accurate records of all pertinent documents.
- Make available a copy of the Constitution and By-Laws to all registered members and shall secure acknowledgement of receipt in writing.
- Be charged with the responsibility of communicating with inactive members.
- Take immediate steps, not to exceed thirty-one (31) days or by the next general meeting, whichever occurs first, to apprise inactive members of decisions taken to remedy their inactivity.
- Inform the members of the appraisal and response, or any further action taken and provide copy of records to the Executive Council.



- Maintain attendance records and up-to-date file records of all members of the organizations.

Maintain custody of corporate books, records, and files.

- Keep custody of all secretariat equipment and stationeries of the Organization.
- Make available to the members, circulars/notices for meetings, and the agenda after approval by the President.
- Send reports to governmental agencies that required such report by law.
- Perform such duties as directed by the President or the Executive Council.

4. ASSISTANT SECRETARY GENERAL

- In the absence of the Secretary General, be vested with the powers and authority of the Secretary General, and shall perform all functions so designated.
- Perform such duties as directed by the Secretary General.

5. TREASURER

- Serve as the Chief Custodian of the Organization's treasury.
- Deposit in the Organization's bank account, all funds of the Organization within 72 businesses hours of receipt.
- Keep copies of all bank transaction receipts while providing the Financial Secretary with the original of such receipts.
- Cooperate with auditing Committee whenever the examination of the Organization's account is needed, including obtaining an independent agent to review the books if necessary.
- Receive all monies of the Organization and disburse thereof.
- Exercise the powers and perform such other duties usually incidental to the office of Treasurer and shall exercise such

other powers and perform such other duties as may be assigned
by the President

➤➤ Be in charge of the Organization's funds.

6. **FINANCIAL SECRETARY**



Keep books of accounts, which shall show all original financial transactions documentation, summarizing and reporting of all assets and liabilities of the Organization

- Work with the President in preparing a yearly budget for the Organization. The budget serves as a financial blueprint for the Organization, and should be based on program plans and goals.
- Carefully track revenues to demonstrate to the Internal Revenue Service that the Organization has met its requirement of receiving public support
- Collect all fees, levies and donations and hand it over to the Treasurer and obtain receipt thereof, hand-over shall be completed within seventy-two hours (72 hr - 3 days) of collection
- Co-operate with Auditing Committee whenever the examination of the Organization's account is needed
- Receive all appropriations and contributions made to the Organization and transmit to the Treasurer for deposit by the Treasurer
- Issue receipts on the Organization's stationery.
- Submit all banking records such as bankbooks, statements, credit/debit, memos, etc., to the auditors, Chairman of the Board of Directors and/or designated Board Member as requested within three (3) days - 72hours
- Give report of all financial transactions at monthly general meeting and the report are to be reflected in the Minute.

7 PUBLIC RELATIONS OFFICER (PRO)

- Performs function delegated by the President a. Liaison from time to time with the Cultural and Educational Committee
- Project the Good image of the Club both inside and outside the Club
- Makes Contact with the News Media on behalf of the Club

- Coordinate fund raising activities for the organization
- Solicit membership for the organization
- Spokes Person
- Conduit between the Organization and the community including Patrons: Matrons; and honorary members.

8 **AUDITOR**

- The Auditor performs financial as well as procedural audits quarterly (three times a year), or as in the judgment of the Executive Council when necessary.

9. **CHIEF WHIP**

- Serves as moderator and maintains order at all meetings.
- Calls the meetings to order in a loud voice at the request of the President or Presiding officer.
- Be empowered to impose fines not to exceed ten dollars [\$10.00] per conduct considered disruptive to the meeting.
- Control and modify behavior, which may impede deliberations.
- Give members a warning before a fine is imposed.
- Give the record of fines to the financial Secretary for collection.
- Keep records of all fines collected and demand a receipt from the Financial Secretary
- Greet and Admit all guest at the door.

10. **SOCIAL SECRETARY**

- Be in charge of all social activities Organization shall undertake.



- Work in conjunction with the educational and cultural committee when the event involves educational and cultural activities.
- Provide a comprehensive report of the Organization's activities
- Provide a projected yearly calendar of events for the Organization within 30 days of taking office from the month of January till December

12. CHIEF LIAISON OFFICER:

- Responsible for the welfare of members and report back to the House of any findings or information that can impact the well being of the chapter (ECAT)
- Assists Secretary General with communication with members
- Liaise between the members and the governing bodies.

ARTICLE VIII REMOVAL OF OFFICERS

8.1 IMPEACHMENT by a Vote of Non-CONFIDENCE of an Executive Council.

Member and Board of Directors:

- A. An Executive Council officers or a Board member shall be impeached for the following allegations: vote of NO CONFIDENCE shall be passed on an executive member and/or Board member in the general meeting on the grounds of:
 - i. Ineffectiveness, fraud, corruption, conviction of a felony and embezzlement
 - ii. Violation of the Code of Conduct as defined in Article XII.
 - iii. Acts not conducive to the interest of the organization or acts considered by the Nigerian Government and/or the United States Government to be illegal.

B. A Member in good financial standing shall file in writing a request for impeachment with the President, Secretary or Chairman of the disciplinary Committee and present it at the general meeting; the written request must state the following:

A member shall have a motion of NO CONFIDENCE on the executive member/board of director at the general meeting.

- The members making the request full name
- The accused officer full name
- The Allegations - offense etc.

8.2 Vote of NO CONFIDENCE Hearing

- A. The hearing of NO CONFIDENCE shall be conducted by the disciplinary/screening committee, which shall make recommendation for disciplinary actions within thirty (30th) days subject to the approval of the two-third majority of the house.
- B. Any member that made a frivolous vote of NO CONFIDENCE on an Executive Member or Member of the Board of Director shall be subjected to disciplinary action by the disciplinary/Screening Committee
- C. Vote of non-confident process shall be conducted by a private ballot vote.
- D. After the recommendation of the Disciplinary Committee of a vote of NO CONFIDENCE the affected member may voluntarily relinquish office before a vote by the general members. Such affected member shall not need to comply with Article VIII.

8.3 Duration of Vote of NO CONFIDENCE

- A. Executive or Board member who receives a vote of no confident from office, shall also be banned from running for or holding any office for a period of two (2) years from the date of the vote of NO CONFIDENCE
- B. Except for affected member under 8.2(4), after such period has passed, the member shall be reevaluated by Executive and be

declared eligible to run for office with 2/3d majority of the members.

ARTICLE IX Vacancy and Resignation

9.1 Resignation

Any officer may resign his/her post by giving notice of intent to resign in writing, and the effective resignation date must be at least one month except in case emergency. The notice should be given to the Secretary General who shall immediately inform the President.

- Notice of resignation of a President shall be submitted in writing to the Chairman Board of Directors at least one month in advance.
- Member's intent to resign shall be announced at the next general meeting following the notice of resignation.

9.2 Vacancy

Any vacancy created by resignation, removal or death of any officer of the organization shall be filled during a meeting following such resignation.

ARTICLE X COMMITTEES

10.1 Appointment of Committees:

The Executive council shall appoint committees in accordance with article 10 section.2.

10.2 Committee Formation:

A. The President shall form ad-hoc committees based upon the needs of the Organization and consistent with these By-Laws. B. The Committee shall have 2 to 5 members.

- C. The Executive Officers shall appoint two (2) Committees
Members and House shall elect three 3 member of a Standing
Committee.
- D. All standing committee are automatically dissolved along with
the Executive Officers under which it was constituted.

10.3 Officers of the Committee:

Each Committee shall select their own officers, which shall consist
but not limited to the following:

- i. Chair Person
- ii. Secretary

10.4 Committee Meetings:

Each Committee's chairperson may hold a meeting not less than one
week before the general meeting and give report of such meeting at
each Executive meeting and general meeting, unless determined
otherwise by the

Executive Council.

10.5 Minutes and Reports of Committees:

- a. Minutes of Committee meetings should be presented in writing
to the Secretary General at every general meeting
- b. Committee reports and minutes shall be type written by the
Committee Secretary.
- c. Committee Chairman shall give report at the general meeting or
by any member delegated by him ...
- d. No Committee Report shall be considered a Violation:
Committee Chairperson who does not submit a (written) report

prior to his/her presentation shall be constituted as violation of the bylaws and shall be recorded as a "no report".

e. No Committee report shall be considered a Violation:

Committee Chairperson who does not submit a (written) report prior to his/her presentation shall be constituted as violation of the bylaws and shall be recorded as a "no report".

f. Non-active Committee:

The Committee that does not give a written report for three (3) consecutive meetings shall be considered a non-active Committee. The Executive Council shall dissolve the committee and reconstitute a new one.

g. Members of a Committee may request replacement of any member that is tardy to another Committee; request shall be submitted to the Executive Council.

10.6 Quorum for Committees:

A two-third (2/3) majority of all Committee members present shall constitute a quorum.

10.7 Subcommittees:

Subcommittees may be formed for the expedition of certain duties as performed by each Committee provided that the main committee remains accountable for its activity.

10.8 Ad Hoc Committees:

The Executive Council shall form an Ad Hoc Committee for a special or temporary purpose to serve the need of the Organization.

10.9 Elders Forum

- Shall be coordinated by the oldest member of the Organization.
- Shall consist of members who are 60 years and above with minimum of 1years of active participation in the club.
- Must have maintained good conduct and exemplary leadership in the organization in whatever capacity in accordance to our code of conduct.
- Members of the Forum will carry out an admission.

Role of Elders Forum

- Shall advise the Executive council on issues that are pertinent to the development of the Organization
- Shall be part of the Governing Council.
- Shall assist when called upon in fundraising activities

10.10 Council of Presidents

- Shall be coordinated by the sitting President
- Shall comprise all the Past Presidents.
- Shall advise the President on issues relevant to the growth of the Organization
- Shall consult with the sitting President periodically.
- Shall work in concordance to better serve the Organization.

10.11 Council of the Board.

- Shall be coordinated by the sitting Chairman.
- Shall comprises past Chairman Board of Directors
- Shall work with the current Board of Directors on fundraising activities

- Shall advise the current Board.

10.12 Governing Council:

- Shall consist of the Council of Elders, Council of Presidents and Council of Board of Directors.
- Shall be coordinated by the Council Secretary
- Shall review all appeals including electoral appeal
- Shall advise the Executives
- Aggrieved members can approach the Governing council for intervention
- Shall be responsible for overall peace and unity of the Club.

ARTICLE XI ELECTION

11.1 Executive Election

Elections of the Executive Council shall be held every other year in September. Electoral process shall start two months (July) prior to elections. Elected officers shall assume office in September.

11.2 Election of Board of Directors

The election of the Board of Directors shall be held in July of the year of the election.

11.3 Voting Rights and Privileges:

All registered members all registered members in good standing are accorded due rights and privileges of the Organization.

These rights and privileges include:

- a. The right to vote and be voted for.
- b. The right to hold office.

11.4 Candidate Qualifications

- a. Candidate wishing to contest elections or declare intent for office shall declare his/her candidacy in writing at least two (1) months (in July) prior to general elections.
- b. Candidate must have maintained at least two-year membership in good standing with the organization to be eligible to run for office, except for the provision in 11.5

11.5. Special Qualification for President and Vice president:

- a. To be the President or the Vice President, a member must have been in active participation in the Club activities and good financial standing.
- b. Member must have been a member for at least one (1) year.

11.6 Member on Probation Who Wishes to Vote and Run for Office:

- Registered member on probation shall not be eligible to vote and be voted for.

11.7 Members with Unsettled Financial Obligation

- Any member who has not settled his/her financial obligation with the organization shall not be eligible to vote neither shall he/she qualifies for candidacy to an Executive position until all debts are paid in Full resolved.

- The Financial Secretary must announce all matters pertaining to delinquency in payment of Organization dues or levies at the general meeting of the Organization.

11.8 Electoral Commission

The Board of Directors shall appoint Electoral Commission.

- A. The newly elected Board of Directors and the sitting President shall appoint the Electoral Commission at least two (2) months prior to General elections (in July of the election year,).
- B. After the Electoral Commissioners have been appointed, the Committee shall not be influenced nor prejudiced by the Board of Directors. For a good cause, the Board of Directors if sanctioned by 2/3 House majorities may withdraw such appointment.
 - I. The Electoral Commission operates as an Ad Hoc Committee functioning independently of any governing body.
 - II. The Electoral Commission shall be sworn to an oath of secrecy by the Board of Directors and abide by such oath until after the elections and the new Executive Council are in office.

The Electoral Commission shall not consist of any of the following:

- Candidate running for office
- Candidate declaring intent for an office
- Member of the Board of Directors
- Member who has been suspended for violation of the code of conduct.
- The Electoral Commission shall consist of five (5) members.
- The Committee must have a Chairman and a Secretary.

11.9 Electoral Process

Electoral Commission shall organize the electoral process and work in accordance with the By-Laws independent of the Board of Directors or Executive Council's opinion. The Electoral process shall include:

- Making & enforcing the election rules for the candidates and general membership.
- Monitoring candidate statements/presentation.
- Establishing the election process-procedures for the candidates and general membership.
- Conducting the election process-procedures for the candidates and general membership.

Declaration:

- The Chairman of Election commission shall declare and certify all winners of the elections.
- The Chairman Board of directors shall swear in the President and the Executive Council Members on the day of concluded election and dissolve the electoral committee.

11.10 Electoral Debates

- The Electoral debates shall be conducted by the Electoral Commission and in the presence of the general membership.
- The Electoral debates shall be conducted a day before the general election.
- Members may provide manifesto towards the general election.

11.11 Nomination of Executives

- a. An active member shall nominate a candidate and another member shall second such a nomination.
- b. There shall be different nomination and different balloting for each office.
- c. In all cases, the majority carries the vote.
- d. A candidate shall be declared elected by acclamation where another candidate does not oppose his/her nomination.
- e. Any nominee shall have the right to decline a nomination at the appropriate time or a time specified by the Electoral Commission.
- f. Where there is a tie of vote, the Electoral Commission will conduct a runoff election.
- g. Second tie will be broken by a coin flip to determine the winner.

11.12 Nomination of Directors

Any Board member who intends to run for executive office shall resign the current position as Board member.

11.13 ECI ELECTION:

DELEGATES; There shall be three(3) Delegates and one (1) alternate Delegate to represent Eko Club Austin Texas at the ECI Convention for election.

F Delegation to the ECI biennial convention will be nomination from members in good financial standing.

F Active members with good attendance history.

- F The President shall nominate three (3) members who meets the above criteria and the house nominates one (1) member that also meet the criteria.
- F The house will vote on the nominees to elect the three (3) delegates needed for ECI convention.
- F The delegates shall act strictly under the mandate of the general consensus of the ECAT membership. Acting otherwise of the house mandate shall be deemed detrimental to ECAT. Such member shall face automatic dismissal from the Chapter.
- F The House shall determine by simple majority vote the ECI candidates our Delegates shall vote for.
- F Failure by any Delegate to comply with section 2 above shall result in immediate suspension of the Delegate for 3 months.

CANDIDATES FOR ECI ELECTED OFFICES;

Any ECAT member that wants to run for an ECI office shall submit a letter of intent to ECAT President or filed it with ECAT Secretary who shall present the request to the House in a timely manner for simple majority vote of approval.

ARTICLE XVIII

CODE OF CONDUCT AND DISCIPLINARY ACTIONS

- 12.1 The disciplinary committee shall develop the rules related to conduct remedial actions and fines for the organization. Any such rules shall be incorporated into the Bylaw of the Organization under Article 12 The Disciplinary Committee shall determine when violation of rules has occurred and then make recommendation on course of actions and fines to the House.

- 12.2 All complaint and appeals shall be reviewed by the Disciplinary Committee.
- 12.3 All complaints and appeals shall be in writing to the Disciplinary Committee except when a matter is referred by an officer of the club.
- 12.4 Statute of limitation: all complaint must be submitted to the Secretary or President or authorize Member no later than 60 day after the incident.
- 12.5 All appeals to the Disciplinary Committee decisions must be submitted to the Board no later than 60 day after the decision of the Disciplinary Committee.
- 12.6 Remedial actions, fines, suspension and /or termination shall be levied and instituted against members who violate the code of conduct as defined herein under each clause by two-third (2/3) majority vote of the General House member.

A. Fighting

- i. Shall constitute a violent physical contact with intent to cause member or
- ii. Non-member bodily injuries or harm during any meeting or function of the Organization.
- iii. The Club has zero tolerance for assaultive behavior hence such action shall be punishable by expulsion.
- iv. The Disciplinary Committee shall review each incident and make recommendation to the House for expulsion.

B. Obscene Language.

- i. Any member that uses disrespectful language, verbal and or physical assaultive threats to another member at any event or meeting will be suspended for 6 months.
- ii. The suspension will be lifted after the member has paid \$100 fine, writes letters of apology to the club and the member that was disrespected.
- iii. Failure to comply with any or all the above will lead to summary dismissal.

Insubordination

- Disobedience to constituted authority or refusal to obey order constitutes insubordination.
- This action is subject to a fine of \$50.00. Second and subsequent offense shall be fined \$100.00 and one-month suspension as a last resort. The Disciplinary Committee shall recommend issue a letter of reprimand and recommended actions to the member. Such reprimand shall be kept in the member's organization file for record.

C. Mode of Communication.

Members shall be notified of information's regarding ECAT through "Whatsapp", Website. The Secretary General may send text messages to members for privacy reasons as directed by the President or the Chapter.

- E Materials to be posted on the Chapter's (ECAT) Whatsapp Websites Only materials related to the chapter shall be posted on this website, no advertisements, no personal materials, no advertisements of any type shall be posted here. Violators will be fined and/or suspended, with repeated abuse.

- F Violation of Chapter's (ECAT) Whatsapp Websites First Offense: 2 weeks of suspension off whatsapp websites, email and Ilu Ogbon Second Offence: One month suspension, off of the websites above. Third Offence: Removed permanently from all the websites above.

G. Integrity

Members shall not knowingly perform an act that may diminish the integrity of the organization, including and not limited to verbal and written communication, misrepresentation and public appearance, the first offense shall be punishable by a fine of \$50.00., second offense shall be punishable by a fine of \$100.00 and two (2) months suspension and the 3rd offense shall be punishable by an immediate expulsion from the club.

H. Failure to Pay Dues

Any member's failure to pay dues for six (6) consecutive months shall lead to automatic suspension.

I. Failure to Attend Meeting

- Any member, who is unable to attend meetings, in person (if living in Houston or its vicinity), or over the phone (if not living in Houston), for a longer period must officially inform the President or the Secretary either at the meeting in writing or texting or any form of acceptable means of communication.
- Members that will be coming late to the meeting must inform the President or the Secretary through any of the acceptable forms of communication highlighted above.
- Any member, who fails to COMPLY with the above and who fails to attend three (3) consecutive monthly general meetings of the Chapter shall be suspended for thirty (30)

days subject to ratification by the house with a probation period of three (3) months or pay \$50.00 fine

- Failure to attend general meetings for six (6) consecutive months shall be subject to automatic dismissal.

J. Court Action/Criminal Conduct

- A legal action shall be instituted against any member (including Board members) who embezzles or misappropriate the organization's funds
- Member shall conduct him/herself in such manner not to be found guilty of a crime or create a commotion, which may create a criminal record after registration with the Organization.

K. Suspension

- Suspended members shall not in the course of the duration of their suspension be allowed to participate in meetings and functions of the Organization.
- Suspended Member shall lose all benefits and privileges, including financial social and moral support from the Organization.
- All Suspended Member shall be issued a notice of suspension, and if found guilty by the Disciplinary
- Committees of violating any of ECAT By-Laws, the Disciplinary Committees shall issue also a letter of reprimand to the offending member. A copy of the letter of reprimand & notice of suspension shall be kept in the member's organization file for record.
- Such suspended member shall return after the period of suspension have been fully served and:

- a. All Financial obligations [inclusive of fines, levies and dues] are paid in full covering the period before and during the suspension: Payment in full must be made prior to reinstatement of the suspended member.
- b. Suspended member shall make a public apology at the general meeting to the whole House.

L. Expulsion/Revocation

Member who has been suspended two (2) times shall be expelled as a member on the third suspension.

M. MISCONDUCT: Decision on mode and form of punishment can be decided the President or the Presiding officer at such meeting or gathering shall take any act of misconduct where a quorum is established.

12.7 Dismissal of Member.

- A. Any member, elected or appointed is subject to a vote of censure by members of the organization.
- B. Such vote of censorship can only be granted for the following reason and proof of the same made known to members:
 - Corruption
 - Embezzlement or theft
 - Ineffectiveness
 - Participation in any action considered by the Nigerian government, State of Texas and or the United States to be illegal.

C. Member's resignation

- Any member who resigns for any reason would have to wait for 2 years before rejoining ECAT

ARTICLE XIII

BENEFITS DISBURSEMENTS/BEREAVEMENTS

13.1 Disbursements:

- A. Members shall be registered for a minimum of six (6) months and in good standing with the organization before the member is entitled to any benefits or disbursements.
- B. All eligible members shall be treated equals in the issuance of benefits and any disbursements.
- C. New members may share the same rights and privileges as regular membership in receiving benefits and disbursements after 6 months of membership
- D. Members' family member shall not be entitled to any benefits of any kind, if family member is not listed on the initial membership application, or in the change of status form.

BEREAVEMENTS:

- E. Upon the death of an immediate family member therein referred to as biological children, foster children (by record), parents, foster parent, children under members care and spouse), benefits will be issued to EKO Club member as follows:
 - **\$150** to the Family Member of EKO Club
 - Private voluntary donations and contribution are **HIGHLY** encouraged. A bank trust fund may be set up to receive family's donation. Each member shall be levied fifty dollars (\$50.00) toward bereavement.

- The fifty dollars (\$50.00) levied must be paid within 30 days of the bereavement announcement.

SICK MEMBER

- Sick Member or Member's Family (hospitalized or bed ridden) receives a fruit basket, \$50 and a card on behalf of the Chapter.

13.3 Weddings, Christening/Child-Naming, and Graduation (University).

- All gifts or donation in respect to the above shall not exceed one Hundred U.S. Dollars (\$100) per member's verdict. Private /voluntary contributions or donations shall be utilize first.
- The choice of gift such as Picture frame shall not exceed \$200.00 for member reaching milestone.

13.4 Disbursements

- All benefits shall be disbursed to the member within 1 month from the time the secretary or president is officially notified.
- All monies owed to the ECAT inclusive of fines and dues must be deducted from all monies and the balance given to the member.

ARTICLE XIV Documentation and Transition of Documents

14-1 All documents relating to the Organization shall be in the custody of the Secretary General.

- A. All documents handled by any officer shall be carefully documented and when officers vacate office for any reason, such

documentation belongs to the Organization and shall be handed over to the next administration's President.

- B. The previous officers shall be held accountable for a smooth transition of documents.
- C. Transition of offices, documents and all-important matters pertaining to the organization's administration and operations shall take place before the next general meeting following elections.
- D. Failure to comply with any of the above clauses is tantamount to Insubordination and will result in disciplinary action.

14.2 Handing Over Process

- A. Following the dissolution of the executive, the following documents and Statue must be hand delivered to the Chairman of the board immediately
 - Staff of Office
 - Full term Financial Statement report
 - Auditors Report.
 - All financial documents and bank checks own by ECAT.
- B. The Chairman of the board will deliver all of the above documents to the newly elected president immediately after swearing in.
- C. The incoming executive officers will meet with the counterpart in the outgoing executive to do a detail handover notes and briefings and both officers in respective positions will sent a letter to the chairman of the board of director notifying him of task completion/ unresolvable issues no later than three months of the swearing in of new executive.

ARTICLE XV Operation Period

15-1 The Organization shall function on a fiscal year, from September to August.

ARTICLE XVI Amendment to By-Laws

16.1 Regular Amendment

- The secretary shall receive proposal for amendment to the ByLaws at least 90 days before the vote on the amendment.

16.2 Approval of Amendment

- Amendment complying with 16.1 shall be approved by 2/3 majority votes of the members.

16.3 Certification and Amendment of By-Laws

THESE BY-LAWS SHALL ONLY BE AMENDED, BUT NOT ABOLISHED.

THESE BYLAWS SHALL BE CERTIFIED BY THE PRESIDING PRESIDENT AND THE SECRETARY GENERAL AND SHALL NOT BE VAILD WITHOUT SUCH SIGNATURES FOR CERTIFICATION. IF AMENDING IT SHALL INCLUDE THE NAMES OF THE AMENDER.

ARTICLE XXVII MISCELLANOUS

17.1 Subject to All Laws the provisions of these By-Laws shall be subject to all valid and applicable laws, including, without limitation, the Texas Non-Profit Corporation Act as now or

hereafter amended, and in the event that any of the provisions of these By-Laws are found to be inconsistent with or contrary to any such valid laws, the latter shall be deemed to control and these ByLaws shall be deemed modified accordingly, and as so modified to continue in full force and effect.

17.2 Propaganda & Political Involvement

The Organization or any member on behalf of this Organization shall not expressively engage in propaganda or attempting to influence legislation in the United States of America, Nigeria or abroad.

The Organization or any member on behalf of this Organization shall not participate in or otherwise intervene in (including publish or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office, unless otherwise decided by the Executive Council.

No member shall engage in any activities for the purpose of representing this organization publicly or privately without consent of the President.

17.3 Disclaimer

All members of this Organization shall understand that the Organization is held harmless from any and all actions done in its name without written or expressed authorization of the Organization.

17.4 Relationship to Other Organizations

This Organization shall cooperate with other Nigerian Organizations in the United States and other friendly countries, to promote the general well-being of Nigerians and peace on earth.

17.5 Calculation of Quorum or Votes

When the number of votes required for an action results in a fraction, the required number of members is rounded to the next whole number. For example, a requirement on a vote of $\frac{2}{3}$ of a ten-member meeting with result in $\frac{62}{3}$. In the example, for the action to pass even members must vote for the action.

THE BY LAWS OF EKO CLUB AUSTIN Texas, USA

These By-laws were reviewed and edited by all the members of ECAT and signed by

Honorable Yetunde Konrad (President 2020)

Honorable Christie Okolie (Vice President 2020)

Honorable Udoka Esho (General Secretary 2020)