



CONSTITUTION OF

IKORODU PROGRESSIVES ASSOCIATION UNITED KINGDOM

Read, Debated and Adopted, this 3rd day of October 2020.

PREAMBLE

Whereas, we the indigenes of Ikorodu town of Lagos State, Nigeria, have found a common ground for embracing ourselves and appreciated the value of a concerted efforts towards the co-ordination of socio-cultural activities geared at the development of our people and town.

Whereas, it has been decided that for the ultimate reason of realising the objectives which we set ourselves and establishment of an organisational structure for the purposes of execution of intents, purposes and objects.

Whereas, we have decided to enact for ourselves, this governing document which shall take precedence in all matters to which it relates and shall form the nucleus of our rules and regulations, decisions and resolutions etc. and to that extent constitute the principal document which takes precedence over all other sources unless as provided hereunder.

1. NAME

The Association shall be known and refer to as “***IKORODU PROGRESSIVES ASSOCIATION UK***” (*I.P.A UK*).

2. OBJECTS

The objects for which the association is formed are:

- a. Promotion of all social, cultural, educational and welfare activities of our members, so far as they promise to develop the Ikorodu town of Lagos State.
- b. Seeking to promote and sustain the unity and co-operation of the Ikorodu town indigenes, resident in the United Kingdom.
- c. Initiating charitable projects whose main purposes are to improve the communal living standards and further the course of Ikorodu indigenes in Ikorodu town and the United Kingdom.
- d. Assertion and protection of members’ rights in all aspects of life, within the laws of the Federal Republic of Nigeria in so far as compatible with United Kingdom.

3. MEMBERSHIP

- a. Membership of the Association shall be opened to a UK resident, who is an indigene of Ikorodu town, by birth, to at least one parent, who is a native of Ikorodu town.
- b. Bona-fide membership shall be by completion of registration formalities as may be prescribed from time to time by the general house; payment of annual membership

subscription fee with other financial levies or commitments and the attendance of the Association meetings.

- c. The Membership/Disciplinary Committee shall be competent in all matters relating to admission, misconduct administration and termination of a person's membership provided its recommendation to this effect receives the approval of the Executive council.

4. GOVERNING STRUCTURE

The governing structure of the Association shall be:

- a. The General House
- b. The Executive Council
- c. The Standing Committees

5. STRUCTURAL COMPOSITION

A. THE GENERAL HOUSE

- 1) The General House shall be composed of the members of the Association sitting at the general meetings, annual general meeting or any special meeting for which the purpose is to discuss matters affecting the Associations affairs.
- 2) The General House shall be the supreme organ of decision making on constitutional matters and shall be vested with the power of ratification of any decision that may be brought to it by other constituted organs of administration.

B. THE EXECUTIVE COUNCIL

- 1) The Executive Council shall be the organ of decision making on administrative matters; as the sole administrator, in charge of the day to day running of the Association affairs, it shall be vested with the power of ratification of any decision that may be brought to it by other constituted organs of administration, including the admission / dismissal of members, disciplinary matters, enforcement of the constitution, code of conduct etc.
- 2) The Executive Council shall comprise of all elected officers of the Association and constituted by:-
 - a) President
 - b) Vice President
 - c) General Secretary
 - d) Assistant General Secretary
 - e) Treasurer
 - f) Financial Secretary

- g) Public Relations Officer
 - h) Welfare Officer
 - i) Social Affairs Secretary
 - j) Chief Whip
- 3) The Executive Council members shall be elected every 2 years from within the membership, and shall jointly and severally be competent in their respective designations and be collectively be accountable to the General House.
 - 4) The Executive Council shall be empowered to recommend the appointment of Patrons and Matrons to promote and facilitate the execution of the Association's objectives.
 - 5) The Ayangburen of Ikorodu shall be entitled to the Grand Patron-ship of the Association.
 - 6) The signatories to the Association's account shall be a combination of two (2) of below listed Executive Council Officers, (a) President, (b) Treasurer, (c) Financial Secretary; in the prescribed order of (a) and (b) or (a) and (c).

C. STANDING COMMITTEES

- 1 The following standing **committees** shall be constituted under this constitution and shall comprise of not less than three and not more than five members nominated by the Executive Council, save as prescribed by this constitution.
 - a) Membership/Disciplinary Committee
 - b) Social/Welfare Monitoring Committee
 - c) Projects Development Committee
 - d) Finance/Benefit & Audit Committee
 - e) Advisory Committee
- 2 Unless as prescribed under this constitution, the committees shall elect within their membership, their Chairperson and Secretary. This should be notified to the Executive Council and the General House accordingly.
- 3 The Executive Council may in addition constitute ah-hoc committees as and when required, charged with specific responsibilities for which they shall be accountable thereto.

6A POWER OF OFFICERS

A. PRESIDENT

- 1 Shall be the Chief Executive Officer of the Association, overseeing the activities of the association and co-ordinating the activities of his/her elected officers as well as Standing Committees.
- 2 Shall preside over all Executive council and General House meetings unless incapacitated by reasons of absence, personal health, or the mechanism established by this constitution.
- 3 Shall be a signatory to the Association's account and to this extent authorise withdrawal from the association's account with the concurrence of the Treasurer and Financial Secretary.
- 4 Shall be invested with the power of representation and authority to present the views of the association in all places and events to which the association is duly invited.
- 5 In collaboration with two-third Executive council officers, the President may grant waivers to a particular clause of the governing documents under special condition or circumstance.

B. VICE PRESIDENT

- 1 Shall deputise for the President in his/her absence with regard to all his/her functions.
- 2 Shall co-ordinate the membership/disciplinary committee in his/her capacity as its chairperson, unless when incapacitated by rules of conflict of interest, with respect to the discharge of his/her duties when the committee sits for disciplinary purposes.
- 3 Shall assume full responsibility for the office of the President in the event of his/her loss of office, until an election is held for that purpose.

C. GENERAL SECRETARY

- 1 Shall be the association's chief administrative officer and to this extent oversee the running of its secretariat.
- 2 Shall co-ordinate the issuance and reception of correspondence including the minutes of the Executive council and General House meetings as well as other records to which the association is privy.
- 3 Shall in consultation with the President and at least three other members of the Executive Council call emergency meetings of the association.
- 4 Shall present a comprehensive report of the association activities to its General meetings.

- 5 Shall have and keep up-to-date data of all members.

D. ASSISTANT GENERAL SECRETARY

- 1 Shall provide necessary assistance to the General Secretary in the dispensation of his/her functions as contained in this constitution.
- 2 Shall co-ordinate the activities of the Projects Development Committee in his/her capacity as its chairperson.
- 3 Shall assume full responsibility for the office of the General Secretary in the event of loss of office until a bye-election is held for that purpose.

E. TREASURER

- 1 Shall be a signatory to the association's account.
- 2 Shall ensure safe custody of association's funds, assets, and other treasures that may be entrusted to him/her from time to time and that proper record of accounts is kept.
- 3 The Treasurer shall ensure a proper disbursement system subject to the concurrence of the Executive Council.
- 4 Shall present a comprehensive report on the association's finances to the Annual General Meeting.

F. FINANCIAL SECRETARY

- 1 Shall be a signatory to the association's account.
- 2 Shall ensure propriety in the maintenance of financial accounts and statements.
- 3 Shall advise the association on all matters relating to generation of funds, and investment opportunities, and to this extent, must possess some knowledge and experience of a financial adviser.

G. PUBLIC RELATIONS OFFICER

- 1 Shall handle all public relations work and ensure that the activities of the association are sufficiently publicised.
- 2 Shall be responsible for press statements and releases subject to the consent of the Executive Council, and shall design promotional activities for improving the association's public image.
- 3 Shall undertake other duties as may be assigned by the President and the Executive Council.

H. WELFARE SECRETARY

- 1 Shall be responsible for members' welfare and recommend proposals for assistance to members from time to time.
- 2 Shall act as the Secretary to the Membership / Disciplinary committee.
- 3 Shall arrange and co-ordinate visitations to members who are sick or bereaved.
- 4 Shall liaise with outside bodies and organisations whose activities affect members' welfare with the consent of the Executive Council.

I. SOCIAL AFFAIRS SECRETARY

- 1 Shall be responsible for planning, execution and conduct of social activities.
- 2 Shall ensure proper refreshment and organisation of association meetings.
- 3 Shall ensure the association's representation at outer events and activities to which the association is duly invited.

J. CHIEF WHIP

- 1 Shall be the Association's Chief Disciplinary Officer, and to this extent serve as a member of the Membership / Disciplinary committee.
- 2 Shall ensure orderliness and comportment to decorum at meetings.
- 3 Shall prescribe and collect fines levied against members for behavioural offences.
- 4 Shall perform such other functions as may be assigned by the Executive Council.

6B STANDING COMMITTEES

A. MEMBERSHIP/DISCIPLINARY COMMITTEE

- a. Shall be responsible for admission, suspension and withdrawal of membership and other disciplinary duties associated with general membership.
- b. Shall be competent in recommending appropriate disciplinary measures on issues referred to it by either the Executive Council or the General House.
- c. Its recommendations shall be submitted to the Executive Council for ratification and where appropriate, to the General House.

B. PROJECTS DEVELOPMENT COMMITTEE

- a. Shall be responsible for initialising, deliberating and recommending development programme and means of assistance.

- b. Shall liaise with other organisations within the United Kingdom and in Ikorodu town of Lagos State of Nigeria on modalities for contribution to development activities.
- c. Shall be required to meet at least quarterly, and its findings and recommendations shall be forwarded to the Executive Council for its advice before presentation to the General House.

C. SOCIAL AND WELFARE MONITORING COMMITTEE

- a. Shall be responsible for social development and monitoring the welfare of members.
- b. Shall gather and circulate information which could enhance the welfare of members.
- c. Shall ensure proper planning and co-ordination of all social activities in co-operation with the Social Affairs Secretary.

D. FINANCE, BENEFITS AND AUDIT COMMITTEE

- a. The Finance, Benefits and Audit Committee shall be responsible for the formulation of financial policies geared toward the development of the Association.
- b. In collaboration with the Projects Development Committee, the Finance, Benefits and Audit Committee shall determine the affordability, viability and the benefits of any particular projects prior to its approval.
- c. The Finance, Benefits and Audit Committee shall prepare annual financial and audit reports.
- d. The Finance, Benefits and Audit Committee shall determine and administer financial benefits available to bona-fide members.
- e. The Finance, Benefits and Audit Committee shall carry out periodic audit of the Association's Finance and Accounts.
- f. The Finance, Benefit and Audit Committee shall be bestowed with full financial powers and authority to decide on all financial matters including donations and benefits.

E. ADVISORY COMMITTEE

- a. The Advisory Committee shall demonstrate and be seen as good role model.
- b. The Advisory Committee shall act in advisory capacity to the Executive Council.
- c. The Advisory Committee shall deliver competent and unbiased advices on matters refer to it by the Executive Council.
- d. The Advisory Committee shall give financial support to the Association on special cases.

7. FINANCE

1. The Association shall derive funds from the following sources;
 - a. Member's annual subscription.
 - b. Fines and Levies, if and when necessary.
 - c. Voluntary donations from members and non-members, individuals and organisations.
 - d. Proceeds of fund raising activities.
 - e. Income from investment activities.
2. The Executive Council shall be empowered to consider other means of revenue generation as they may deemed necessary provided authorisation is sought, before implementation at the general meeting.

8. PROTECTION OF FUNDS AND OTHER ASSETS

- a. The Executive Council shall act as the custodian and trustees of the Association. The Association as a body or at least two-third of the Executive Council members acting jointly have the right under this constitution to take any action including legal proceedings for the recovery of misappropriated fund or assets.
- b. In the event of dissolution of the Association, its assets and funds shall devolve on and held in trust by the holder, for the time being; of the title of Ayangburen of Ikorodu or his accredited nominee.

9. ELECTION AND TENURE OF OFFICES

- a. Elections into Executive council offices shall be held every 2 years at a general meeting called for that purpose.
- b. Election shall be conducted on a one man, one vote basis, by secret ballot.
- c. An electoral committee of two to three persons shall be constituted to conduct the elections not later than one calendar month before the agreed day of election. It shall elect its Chief Returning Officer who shall be disqualified from seeking election during his/her term in office.
- d. Every bona-fide members shall be eligible for office except where there is an objection by at least ten bona-fide members, which must be discussed by the electoral committee and decision made accordingly.

10. LOSS OF OFFICE

- a. An office shall be vacated on the resignation, death, removal and expiration of term of the office.
- b. An Officer shall be removed from office when a vote of no confidence is passed consequent upon inefficiency, gross misconduct, incompetency and for acts which are found to be contrary to the interest of the association by at least two-third of members of the Executive Council and simple majority of the General House.
- c. Resignation of office shall be in writing to the Secretary General with at least one month's notice. On receipt of such letter, the Secretary General shall in consultation with the President and others, call an emergency meeting to determine acceptance or refusal of such resignation.

11. MEETINGS

- a. The period and place of meetings shall be decided by the General House and the Executive Council as the case may be, provided sufficient notice is given as prescribed by this Constitution.
- b. The notice required for holding a monthly General meeting shall be 14 days, Annual General Meeting is 21 days and Emergency meeting is 7 days. The Executive Council shall be competent to decide on the notice required for its meetings.
- c. At least a third of the membership of the association shall form a quorum at all meetings accept an emergency general meeting where a third of the Executive Council and at least ten bona-fide members shall duly constitute a quorum.

12. AMENDMENT TO THE CONSTITUTION

- a. The power to amend, suspend, vary or add to this constitution shall be vested on the Annual General Meeting. A General meeting shall only be competent in these matters if at least 21 days' notice has been given with sufficient notification of the amendment proposal.
- b. A motion to the effect of sub-section (a) above should have been laid before the Secretariat at least 28 days before the Annual/General meeting at which the details are to be debated.

13 GOVERNING LAW

This Constitution shall be governed by the laws of the United Kingdom.

