

*(Revised version as of February 29, 2020)*

We of Edo State in the Greater Kansas City, USA, hereby resolve to constitute ourselves into the Edo State Association of Greater Kansas City, USA.

**ARTICLE I** **NAME**

Sec. 1. This organization shall be known, called, addressed, and referred to as Edo State Association of Greater Kansas city

## ARTICLE II OBJECTIVES OF THE ASSOCIATION

## Purposes

***Said organization is organized exclusively for charitable, religious, educational, and scientific purposes including, for such purpose, the making of distributions to organizations that qualify as exempt organizations described under section 501 (c) (3) of the internal revenue code, or corresponding section of any federal tax code.***

Sec. 1. To inspire cooperation among the people of Edo State

Sec. 2. To work together in harmony with other Nigerians on any project affecting National Unity

Sec. 3. To arouse enthusiasm towards the success, and progress of our state and country

Sec. 4. To create a forum for public discussions

Sec. 5. To foster unity among the Edos

Sec. 6. To collectively initiate and execute any viable project considered beneficial to all Participating members

## Dissolution or Organization,

*Upon the dissolution of the organization, assets shall be distributed for one or more exempt purpose within the meaning of section 501 (c) (3) of the internal revenue code, or corresponding section of any federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not disposed of shall be disposed of by a court of competent jurisdiction in the county in which the principal office of the organization is then located, exclusively for such purpose or to such organization or organizations, as said court shall determine, which are organized and operated exclusively for such purposes.*

## ARTICLE III

## MEMBERSHIP

- Sec. 1. Membership shall be open only to Edo State citizens  
(By birth or marriage all over the world)
- Sec. 2. Membership shall be granted upon the completion of an application form and a  
payment of  
**\$25.00** registration fee
- Sec. 3. Members shall be required to pay a monthly due of **\$10.00**. (*Amended July 10,  
2011, with effect from January 2011.*)
- Sec. 4. All members shall be encouraged to participate in any of the Association's  
committees as  
the need arises.

## ARTICLE IV

## ACTIVE MEMBERSHIP

- Sec 1. An active member is one that has attended at least seven general meetings in the  
calendar  
year, and is current in dues payment.

Sec. 2. **Long Distance/Non-Active Members**

To become a long distance/non-active member of the Edo State Association of Greater  
Kansas City, Missouri, a prospective long distance/non-active membership applicant  
must meet one of the criteria in **article IV section 2**; must agree to all criteria in **article  
IV section 3**.

**Qualifications for long distance/non-active membership**

- Any member residing outside of 50 miles radius of Kansas City, Missouri
  - Any member with a continuous work schedule conflict with the Edo State  
Association meeting day which is the 2<sup>nd</sup> Sunday of every month
  - Any member in good Standing (current on dues payment, attendance  
satisfactory) who relocate out of the State of Missouri and chooses to  
continue his/her membership
- Sec. 3.

- Agree to pay a long distance/non-active monthly dues of \$35.00
- Agree to attend minimum of 2 out 12 Association meetings in a calendar year (attendance does not include the Association activities like Kid's day out and Christmas party)

Sec. 4. Long distance/non-active members are entitled to the same benefits as the active members.

Sec. 5. **Long distance/non-active membership application process**

- Any prospective long distance/non-active membership applicant shall submit an application with supporting documents to the General Secretary of the Edo State Association.

**Type of supporting documents required by the Association approval process**

- Work schedule supporting the conflict with the Association meeting day
- Any utility bill that will support your residence address outside of 50 miles radius of Kansas City, Missouri (**bill must show address**)

**Long distance/non-active Membership Approval process**

- The General Secretary shall present the prospective applicant's application to the house for consideration within 2 consecutive monthly meeting days from the day an application was received.
- The applicant must be present on the day the house review his/her application for approval
- The house must vote by simple majority to approve or decline the application
- Upon approval the long distance/non-active membership will be effective immediately

Sec. 6. A returning old member shall be required to complete a new application and pay a registration fee of \$25.00 and any outstanding dues, (if however a returning old member wishes to retain his/her old membership status)  
If gone more than 12 months, the inactive member shall be required to reapply as a new member. Such requests shall be forwarded to the membership committee for consideration.

Sec. 7. A non-active member shall neither run for any office nor be voted for.

Sec. 8. The Publicity Secretary shall contact any member who is absent from the meeting two consecutive times without reasons.  
Three consecutive absences without acceptable reasons shall result in a \$20.00 fine. NO Call NO Show shall result in a \$5.00 fine.

Sec. 9.

**FINANCIAL SUPPORT: For any member to receive financial support, he/she must be in good standing.**

## **ARTICLE V**

### **RESPONSIBILITY AND RIGHTS OF MEMBERS**

- Sec. 1. A member is expected to pay his /her dues and any levy decided by the house.
- Sec. 2. A member has the right to bring his/her grievances to the general meeting.  
A member has the right to bring to the attention of the general body any matter of concern.
- Sec. 3. It is the responsibility of the member to maintain peace and tranquility during general/executive meetings.
- Sec. 4. A member has the right to question the financial position of the association at any time.  
A member can ask for a financial audit of the association's records if he/she doubts the credibility and accuracy of the financial records.

## **ARTICLE VI**

### **HOUSE PROCEEDURES AND RULES**

- Sec. 1. Every general meeting shall commence with an opening prayer.  
The President may lead the house in prayer or ask any member to lead the prayer.
- Sec. 2. The executive committee shall meet to produce an agenda before the general meeting.
- Sec. 3. Members shall avoid derogatory statements.
- Sec. 4. Members may direct questions to any officer/member, so long as it is related to matters affecting the organization. Such questions shall be answered as objectively as possible.
- Sec. 5. Any member who resorts to aggression in a meeting shall be fined. The general body shall determine the fine.

- Sec. 6. A member wishing to contribute an idea in a general meeting shall do the following:
- Raise a hand.
  - Waite to be recognized by the presiding officer.
- Sec. 7. A disruptive member shall be warned twice. The third warning shall result in a fine of \$1.00.
- Sec. 8. A member who comes in late at a general meeting shall pay a fine of \$2.00 after the meeting has been in session for 30 minutes, except in case of an emergency.
- Sec. 9. Attendance shall be taken in every meeting and shall be included in the minutes.
- Sec. 10. A latecomer in a general meeting shall not speak on any prior discussed items on the agenda. The member may bring up such matters in general discussion.
- Sec. 11. INTRODUCTION OF GUESTS: The Social Secretary shall introduce guests/new members after the opening prayer.
- Sec. 12. Non-members and visitors shall not deliberate in a general meeting. However, the presiding officer has the authority to allow the guest to address the house during general discussion.

## **ARTICLE VII THE EXECUTIVE COMMITTEE**

- Sec. 1. The executive committee shall consist of all elected officers.
- Sec. 2. The Executive Committee shall coordinate the activities of the Association in accordance with the By-laws and principles recommended by the general body.
- Sec. 3. Any member of the Executive Committee may be voted out of office in the event of a non-confident vote by 2/3 majority of the members present at the general meeting.
- Sec. 4. The President shall preside over Executive meetings. In the absence of the President, the Vice President shall take charge of the meeting. In the absence of the Vice President, the Executive members present shall decide among themselves who among them should preside over such meeting.

## **ARTICLE VIII**

### **CARETAKER COMMITTEE (*Added June 12, 2011*)**

#### **DEFINITION:**

- Members who volunteer to be Interim Executive Council.
- Must meet all qualifications of the Executive Committee.

#### **THE INVOCATION:**

- In the event there is no functioning Executive
- Executive Body dissolved by a vote of no-confidence by members
- Mass resignation by the Executive Committee
- Any combination of the three conditions.

#### **AUTHORITY:**

- It shall be empowered to assume full responsibilities of the Executive Committee.
- It shall have 30 days to come up with a plan of action to address the prevailing circumstances.
- It shall have up-to 90 days to conduct an election.

#### **SIZE OF COMMITTEE:**

- Chairman
- Secretary
- Treasurer.

## **ARTICLE IX**

### **MEETINGS**

- Sec. 1. General meetings shall be held once every month. The meeting shall be held on the second Sunday of the month.  
The President shall call the meeting to order as soon as a quorum is formed.
- Sec. 1(b). QUORUM: the members present under the guidance of the President shall decide upon a quorum with membership tally in mind or minimum of 6 members present.
- Sec. 2. The general meeting shall be held in a specified location.
- Sec. 3. Only the President shall have the authority to summon emergency general meeting.
- Sec. 4. The general meeting shall start at 6:00 p.m. The meeting shall be no longer than Two hours.

- Sec. 5. A member shall be allowed a few minutes to share with the general body a matter deemed to be of interest to the citizens of Edo State.

## **Article X**

### **OFFICERS TERM-LIMIT**

- Sec.1. The elected officers will serve for a one-year term, all or any of the officers can be re-elected for a second term and no officer shall serve for more than three consecutive years.

However, any officer serving in the capacity of Vice President/Treasurer, General Secretary and Social Secretary/Assistant Secretary can run for President and Vice President/Treasurer positions or can move from one position to another. Any member who once served in a position of the President or served for three consecutive years as president of the Edo State Association is eligible to run for any officer's positions after 3 years from the date he/she last held the position of the president of the Association.

## **ARTICLE XI**

### **ELECTION OF OFFICERS**

- Sec. 1. **QUALIFICATION**

For any member to vote, be nominated or be voted for, he/she must meet the entire requirements list below:

- He/She must have paid all applicable dues/fines.
- Candidates should make their intentions known to the general body why they should be considered for the position.

- Sec. 2. **PROCEEDURES**

- There shall be one vote per member.
- Proxy vote is allowed only if the member is active. [See Active Membership.] It must be in writing.
- Election of officers shall be held once a year in the month of June.
- Elected officers shall assume office in the month of August.
- In the event of a vacancy in the executive body, a special election shall be held in a general meeting.
- A candidate receiving a simple majority vote shall be declared the winner.

- Sec. 3. **SWEARING IN OF NEW OFFICERS**

The new cabinet shall be sworn in at the August general meeting after the opening prayers.

The Chairman of the Board of Trustees shall conduct this swearing in ceremony.  
The new President shall thereafter conduct his/her first meeting.

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## **ARTICLE XII**

## **DUTIES OF OFFICERS**

### **THE PRESIDENT SHALL:**

- Summon all emergency meetings.
- Preside at all general and executive meetings.
- Be the chief spokes person for the Organization.
- Have the authority to request for an audit.
- Have a vote in all elections.
- Deliver a written address on the state of the Organization.
- Have the authority to regulate deliberations at all meetings.
- Have the ability to generate and solicit funds in the community.
- Delegate authority to members to represent the Association.
- Have a key to the Post Office Box as does the Secretary.

### **THE VICE PRESIDENT/TREASURER SHALL:**

- Assume duties of the President in his absence.
- Work closely with the President.
- Be in possession of the Associations financial and banking records.
- Be obligated to submit all necessary records to the audit committee upon request.
- Be prepared to brief members at general meetings on the Association's banking, business, and dues/levy status.
- Be willing to answer financial questions from members' at all general meetings.
- Make prompt bank deposits of all moneys collected.

### **THE GENERAL SECRETARY SHALL:**

- Email out minutes and next meeting information to members.
- Take the minutes at all general meetings.
- Be responsible for all correspondents.
- Have a key to the Post Office Box as does the President.

### **THE SOCIAL SECRETARY SHALL:**



- Be responsible for all social events approved by the general body.
- Take the leadership in organizing all social events for the organization.
- Be in charge of all publications on behalf of the Organization.
- Assume the responsibilities of the General Secretary in his/her absence.
- Initiate social events and recommend to the house for consideration.

## **ARTICLE XIII**

### **BOARD OF TRUSTEES**

- The Board shall be comprised of the President, the Secretary, and any three non-executive members.
- A non-executive member shall always chair the Board.
- BANKING:
  - There shall be three signatures in the bank.
  - The three signatures shall comprise of: The President, Vice President/Treasurer, and the Chairperson of the Board of Trustees.
  - Any two of the three signatures shall be needed for withdrawal.
  - All three signatures MUST be informed of any withdrawal before it is made.

## **ARTICLE XIV**

### **COMMITTEES**

**FINANCE:** To monitor the financial progress of the Treasury and make recommendations to the general body.

**BUDGET:** To plan, budget, and make recommendations on the project at hand.

## **ARTICLE XV**

### **OBLIGATIONS OF THE ASSOCIATION TO MEMBERS**

#### **BEREAVEMENT & RECOGNITION – Amended August 12, 2012**

**Childbirth:** Parent(s) of the newborn should make a formal announcement by contacting the President or Secretary of the Association either in person or by phone call. The gift shall have a

**budget of \$50.00 only.** The Social Secretary and two other nominated members shall deliver the gift (**a \$50.00 check.**) The delegation shall include one female (at the minimum.)

**Graduation:** A formal graduation invitation/announcement card should be received by either the Secretary or the President of the Association via postage or hand delivery. Recognitions shall be for the following degrees/diplomas:

- High School
- LPN
- RN
- Any professional diploma
- Bachelors
- Masters
- Doctorate.

\* Pre-college Associate degree/diploma shall be excluded.

\* Recognition shall be limited to **members and their immediate family (FATHER, MOTHER, CHILD, and SPOUSE.)**

\* You will only receive one gift for one degree/diploma. (If you have two Bachelor's degrees, you will receive a gift for one only.) **A \$50.00 gift (in the form of a check)** shall be presented in the next general meeting.

**Death/Bereavement:** The bereaved or a representative of the bereaved shall inform the Secretary or the President by phone or word-of-mouth.

\* Per ARTICLE XIII, SECTION-2 of the By-laws, **Half of the \$500.00 benefit shall be levied to members.**

\* In an event a member loses a relative (**non-immediate** family member), the association shall send delegation, but **without financial obligation.**

**Birthday:** There shall be **only** an announcement in a general meeting. This is limited to members and their immediate families.

**\*In case of an emergency in Delivery, Illness or Bereavement:** If the member is incapacitated, a designated person should inform the Secretary or President. However, should a member choose to keep the Association out of it, the privacy will be respected and the benefits will not be extended.

\*The Secretary or President is expected to transmit all announcements to all members as promptly as possible.

\*The benefit clock starts ticking when the Association's Secretary or President is informed of an event or activity. **End of amendment.**

Sec. 1. An emergency executive meeting shall be summoned by the President to discuss necessary plans to aid a member in trouble with the law (Except for drugs and fraudulent illegal activities).

Sec. 2. A member faced with bereavement of his/her parent(s) or guardian shall receive the sum of \$500.00 only **once in a life-time** from the Association. (*Amended June 12, 2011.*)  
Half of the \$500.00 shall be levied to members.

DEFINITION OF PARENTS: If a member loses one or both parents before joining the Association, he/she will still be entitled to the bereavement fund under the following conditions: When a member loses that person they look up to as a mother or father, the member shall be entitled to the bereavement fund.

A member shall be entitled to only two bereavement funds. (Your father, your mother or your guardian)  
(\*\* See article 4 for membership qualification \*\*)

## Article XVI

## BEREAVEMENT OF A CHILD

Sec. 1. If a member child is deceased, all members shall pay a levy of fifty dollars (\$50.00) in contribution to the support of the member. Each member shall support the bereaved family. The association shall immediately form a support committee.

## Article XVII

## LIFE INSURANCE

Sec. 1. The Association shall assist financially and emotionally the immediate family of a deceased member. To accomplish the Association financial obligations to a deceased member immediate family, the Association shall assist in obtaining life insurance policy for all due paying members. Immediate family mentioned above is here by defined as follows:

- The designated beneficiaries of the Association Group Life Insurance policy by the member
- The member surviving spouse and children

Members have the right to specifically designate a primary and secondary beneficiary or whom the Association shall be communicating with upon the member's death. This will ensure that the Association will be communicating with the right person(s).

- The Insurance policy shall be a minimum of **\$10,000**

- The insurance policy shall be a 10-year term
- The association shall contribute five dollars **(\$5.00)** towards each member life insurance premium
- The association shall use the life insurance benefits for the burial of the deceased member.
- All members shall pay their premium to the association while the association pays the premium for all members to the insurance company.
- Any leftover amount (insurance policy benefit) after burial expenses shall be given to the deceased member family (designated beneficiaries).

**Sec. 2. Who is Eligible?**

All due paying members are eligible (active and non-active members) and shall participate in the association group life insurance policy.

**Sec. 3. Non-Participating Members**

The Association shall have no financial obligations to any deceased member family if the deceased member was not participating in the Association life insurance policy. However, members are encouraged to assist the deceased member family.

**Sec.4. Member's Insurance Premium Defaults**

Any member, who defaults on the insurance premium, the Association shall not be obligated to pay the member's insurance premium. Default is here by defined as 1 or 2 months late premium payments.

**ARTICLE XVIII**

**FINANCIAL RECORDS & AUDITS**

**Sec. 1.** The Treasurer/Vice President shall have custody and maintain the Association's financial records at all times.

**Sec. 2.** The Treasurer shall give a financial report at every general meeting.

**Sec. 3.** The Treasurer shall be prepared to answer questions from members, so long as such questions are related to the Association's finances.

**Sec. 4.** The financial records shall be open to members upon request. Such viewing of the financial records shall be done in the presence of the Treasurer.

**Sec. 5.** **AUDIT:** There shall be an audit of the financial records at any given time by an appointed auditor.

**Article XIX**

**TERMINATION OF MEMBERSHIP**

**Sec.1.**

- In case a member quit the association
- A member stop coming to the meeting for a period of 3 months with no dues payment and without notifying the association
- The association shall notify the member in writing requesting the member intentions and this letter shall be the final official notification to the member.

Upon receiving the member responses to the final notification letter, if the member response is **No** that he/she is not coming back to the association, then the association shall terminate the said member insurance policy, effective immediately.

## **Article XX 2015)**

### **A RETURNING MEMBER (*Amended April 12,***

- Sec. 1. A member who wishes to separate from the Association for a period of time due to personal matters, should inform the general body of the intention. The member **MUST** be up-to date on all financial obligations to the Association before departure. The member should state the intended time of return (if known) to the Association. The member will **NOT** be entitled to benefits in the period of absence.
- Sec. 2. A returning member who did **NOT** follow the SEPARATION PROCEDURE stated in **Sec-1**, **MUST** complete a new application form and **MUST** meet all outstanding financial obligations before reinstatement.
- Sec. 2a. A returning member who did **NOT** follow the SEPARATION PROCEDURE stated in **Sec-1**, **MUST** be up-to-date on all financial obligations for a minimum period of **12 consecutive Months** to qualify for benefits or hold any office.

## **Article XXI**

### **NEW MEMBERS**

- Sec. 1. All new members shall complete an application form in accordance with **ARTICLE III, Sec-2**. This law shall be enforced with no exemptions.
- Sec. 2. All new members must wait 3 months before qualifying for any association benefits.

## **ARTICLE XXII**

## **SOLICITATION**

- Sec. 1. No member shall solicit for fund in the name of the Association for personal gains.  
Any member found to be in violation of this policy will be dismissed from the Association.

## **ARTICLE XXIII**

## **BY-LAWS AMENDMENT PROCEDURES**

- Sec. 1. Any member can propose an amendment by presenting it in writing through the Secretary to the general body.
- Sec. 2. A 2/3 majority vote of the members in good standing at the general meeting shall be required to accept the request for an amendment.

The President shall then forward the requested amendment to the By-Laws committee for deliberation and proper wording. The committee shall later present a final draft of the amendment to the general body for circulation.