

**THE
CONSTITUTION
OF**

KWARA STATE ASSOCIATION OF NIGERIA, NORTH AMERICA, Inc.

PREAMBLE AND OBJECTIVES

WHEREAS:

A. We, the citizens of Nigeria from Kwara State of Nigeria, residing in North America and concerned about our welfare here in America and the state of affairs in Kwara State, Nigeria, have come together to find ways and means of improving ourselves and of contributing to the development of our country, Nigeria, Kwara State, and our respective host communities. It is our conviction that in unity lays strength. With this we form the Kwara State Association of Nigeria, North America, Inc.

B. The members of KWARA STATE ASSOCIATION OF NIGERIA have formed this association known as KWARA STATE ASSOCIATION OF NIGERIA, NORTH AMERICA, Inc. (hereinafter referred to as KSANG) for purposes and objectives, which shall include the following:

- i) To promote dialogue, understanding, and cooperation for social, economic, and educational development that furthers the well being of all its members, Nigeria, and its host communities respectively;
- ii) To be compassionate and provide assistance to the needy and to encourage, support and facilitate the creation of a sense of community among individuals and organizations committed to peace, social justice and sustainable development in Nigeria and elsewhere in the world;
- iii) To promote and advance the science, process and art of non-violent conflict resolution, Community and grassroots empowerment through public enlightenment and educational means, including research, publication, and discussion and community participation;
- iv) To provide opportunities to meaningfully contribute to the promotion of rule of law, respect for human dignity, realization of the economic and social growth potentials in Kwara State of Nigeria, entrenchment of accountability and transparency in governance, promotion of cultural awareness and greater understanding of Nigeria overseas, promotion of healthy relationship between Nigerians and peoples of other nations;
- v) To liaise with other organizations for the purpose of pursuing the objectives of KSANG.
- vi) To engage in such other activities or programs that is intended to promote and advance any of the objectives and goals of KSANG.

NOW THEREFORE, we, the members of KSANG Chapters wishing to be bound hereunder hereby make and ordain for ourselves this Constitution.

CHAPTER ONE GENERAL PROVISIONS

Part 1: Name of the Organization

Section 1.1.1. This organization shall be known as Kwara State Association of Nigeria, North America, Inc., (otherwise shortened to KSANG). This name shall be used by the organization in all its business transactions, including its dealings with any or all of its members or with any government or other organizations.

Section 1.1.2. The organization shall hold the exclusive right to the name above-mentioned and shall own the trademark or service mark to that name, or any logos thereof.

Section 1.1.3. No member of KSANG or a group thereof shall have the right to appropriate the name of the organization in whole or in part for personal use. All use of the name must be in furtherance of the purposes or objectives of the organization and consistent with this Constitution.

Section 1.1.4. Change in the name of this organization shall require 2/3 majority of the members voting at every stage of all required proceedings connected with this process.

Section 1.1.5. KSANG shall own and maintain a Website or other Internet platforms for its operational needs, as well as its communication and networking requirements.

Section 1.1.6. The Website, logo, trademark, and name of the organization shall be treated as the most valuable intellectual property of KSANG, and these valuable resources shall be used only in the interest of the organization and for its purposes, and in accordance with this Constitution. The leadership of KSANG shall be accountable for the use of these resources in no less strict a manner than in the use of the funds of the organization.

Section 1.1.7. The Organization has the sole and inalienable right to acquire and register its Intellectual Property Rights, namely, the trademark of the wording KSANG and the associated organizational logo; Copyright and Copyrightable works prepared and/or sanctioned by the Organization is sole and inalienable property rights of the organization.

Section 1.1.8. Infringement of Organization's Intellectual Property rights may result in, fines, lawsuits, and/or suspension as deemed appropriate or necessary by the governing organs of KSANG.

Part 2: Location of the office of KSANG

Section 1.2.1. The National Headquarters of KSANG shall be located in such a place within the continent of North America, as the National Executive Council shall determine.

Part 3: Venues for the activities of KSANG

Section 1.3.1. National and international activities of KSANG may be held in any city and at such venues, as the National Executive Council shall from time to time determine. In making such determination, the Executive Council shall take into consideration factors such as: The convenience of participating Chapters of KSANG.

Section 1.3.2. The term “national activity” refers to any activity organized by the National Secretariat or the National Convention and the National Delegate Conference.

Section 1.3.3. In all cases involving the selection of venue for KSANG activities, the following conditions shall apply:

- (a) The term “National Activity” in this part of this Constitution covers all regular meetings, extraordinary meetings, and any other activities that require the formal gathering of the KSANG members or Committee; and
- (b) With respect to the executive or any committee the venue for the executive or committee meetings shall be determined by two-thirds majority of members of the committee.

Part 4. MEMBERSHIP OF KSANG

Section 1.4.1. KSANG National shall comprise of all Chapter members that are legally registered with KSANG. A person is a member of KSANG if such a person:

- (i) Is a Nigerian national or married to a Nigerian national of Kwara State origin and is affiliated to a chartered KSANG Chapter.
- (ii) No person shall be a member of National KSANG unless such a person is also a member of KSANG Chapter at the local level.

A. Individual Membership

1. Registration of membership to the Association shall be made to the KSANG-National through the chapter with a fee to be stipulated by the National Executive Council (NEC) and National Advisory Council (NAC), and be approved by the general house.
2. Every registered member will be assigned a unique Identification Number (KSANG-ID Number); a proper (government-issued) photo ID – matching the name of member assigned ID - would be required for a proof of membership registration.
3. Regular annual membership fee (into KSANG National) will be set up and implemented through the chapter machinery. This will be in addition to the levies by each KSANG chapter.
4. None remittance of annual fees to KSANG-National for two years shall warrant a termination of the individual membership and privileges. However, such membership can be re-instated by the payment of outstanding fees plus a penalty of 10% of the total amount owed.

5. Only the duly registered members will be allowed to speak at the KSANG Delegate Conference; while duly registered members and invited guests will be allowed to speak during the KSANG National Convention.

B. Chapter Membership

1. Application for chapter membership can be obtained from a local chapter. Chapter membership of the national KSANG shall be made to pay a non refundable application fee of \$1000 must be paid by prospective chapter. Application fee must be remitted to KSANG national account. Annual Fees to be determined by the NAC and NEC.
2. Membership in the National Body shall entitle chapters to moral, technical, and financial assistance; useful information, and accessibility to national resources whenever the need for such benefits arises. However, these privileges are subject to compliance to the Association's rules and regulations as well as approval by the NEC.

Part 5: Position in the Organization other than Membership

Section 1.5.1. KSANG shall have the power to establish and maintain strategic partnerships and structured relationships with other organizations and institutions. Moreover, as part of the terms of such strategic relationship, KSANG may grant to certain members of such other organizations or institutions certain privileges, which may include, but not limited to attending certain meetings and functions of KSANG. Provided that:

- a) The granting of such privileges shall be done through a process that is transparent and standards that are verifiable,
- b) Privileges thus granted do not entitle the grantee to the full rights of membership;
- c) The granting of such privileges does not hold office in KSANG and does not vote in any KSANG deliberation; and
- d) Such privileges do not vest in the granting of permanent rights or impose upon KSANG a permanent obligation towards the grantee.

CHAPTER TWO ORGANS OF KSANG AND FUNCTIONS

Part 1: Organs of KSANG and Committees and their Functions

Section 2.1.1. There shall be the following organs of KSANG:

- (i) The National Advisory Council, NAC which is only statutory in nature.
- (ii) The National Executive Council, constituting of duly elected members.

Section 2.1.2. There shall be the following committees:

- a) Standing committee:
 - (i) Finance/Economic Development Committee,
 - (ii) Audit Committee,
 - (iii) Convention Committee.
- b) Ad hoc committee:
 - (i) Constitutional Committee,
 - (ii) Election Committee
 - (iii) And any other Ad hoc Committees as deemed necessary and approved by the NEC.

Part 2 The National Advisory Council, NAC

Section 2.2.1. National Advisory Council shall be the highest governing organ for KSANG and shall have the following provisions:

- a) All references to the term “NAC” under this section shall mean National Advisory Council.
- b) In all its actions, the NAC shall comprise of Chapters’ Presidents and one other person from each chapter.
- c) A member of the National Advisory Council may be removed by the respective local Chapter.
- d) The Chairperson of the National Advisory Council is chosen within the Council
- e) The Chairperson of the National Advisory Council shall become and also be known as the chairperson of NAC. Shall preside over the meetings of and oversee the activities of NAC only.
- f) The term limit for the chairperson of the National Advisory Council shall not be more than two terms of two (2) years per term.
- g) The vice chairperson is chosen within the Advisory Council and shall have the term limit of not more than two terms of two (2) years per term. He/ She shall assist the NAC Chairperson in carrying out duties as may be directed by the NAC chairperson from time to time. In the absence or disability of the chairperson, the vice chairperson of the council shall assume the powers, duties and responsibilities of the chairperson.
- h) The Secretary shall be appointed among the council members.

Section 2.2.2. Functions of National Advisory Council, NAC.

- i. The NAC has ordinary responsibility for settlement of disputes or disagreement between one chapter and another, and between a member and a Chapter, where such dispute or disagreement arises in connection with matters covered in this Constitution, or otherwise in

connection with the performance of functions or enjoyment of rights arising in connection with this Constitution.

- ii. The power of the NAC to resolve disputes includes the power to call for a meeting of the members of a Chapter where as a result of a dispute the Chapter Executive Committee is not disposed to calling a meeting. Where the National Secretariat calls a Chapter meeting, the NAC may select the venue and may direct any member of the National Advisory Council to preside over the proceedings of such a meeting.
- iii. The NAC has the exclusive responsibility of determining the eligibility or otherwise for membership in respect of new Chapter applicants.
- iv. The NAC shall have the final responsibility for the enforcement of any penalty against any member of KSANG if such penalty results or has the likelihood of resulting in the suspension or expulsion of such member or otherwise in the incapacity of such a member to retain his membership status.
- v. The NAC has the responsibility of policy overseeing and advisory to guide the activities of KSANG and all its organs. In addition, in the performance of its functions hereunder, the NAC shall endeavor to inform and provide advisory to the NEC and leadership of various Chapters and give consideration to any options of the chapter leadership in respect of the policy under consideration.
- vi. The NAC shall be the primary guarantor of the sanctity of this Constitution and the integrity of KSANG and shall have oversight responsibility over all organs, committees and members of KSANG to ensure that this Constitution is obeyed. Provided that the powers of the NAC under this sub-paragraph shall not be construed or exercised in such a manner as to undermine the oversight responsibilities of the Nation Executive.

Part 3: The National Executive Council, NEC

Primary Functions of NEC

Section 2.3.1. The NEC has the responsibility of policy initiative, formulation and administrative leadership necessary to guide the activities of KSANG and all its organs. In addition, in the performance of its functions hereunder, NEC has the authority to create or appoint the committees and members necessary to effectively run the organization. Further, in the performance of its functions hereunder, the NEC, shall endeavor to inform the leadership of various Chapters and give consideration to any options of the chapter leadership in respect of the policy under consideration. When it is deemed necessary, the last clause of this provision may be assigned to another organ, namely, National Advisory Council, for administrative convenience and effectiveness.

Section 2.3.1(a). The National Executive Council shall be the executive branch of KSANG which shall consist of duly elected members and shall have representation of all duly registered chapters; The President of the NEC shall be known as the President of KSANG. No NEC member's term shall exceed two terms of two (2) years per term, however, any national officer could run for another office different from the expired term of the current position, and shall comprise of:

National President

- i. Shall preside over the meetings and deliberations of the National Executive Council.
- ii. He/she shall approve vouchers for payment in accordance with the constitution;
- iii. Preside over meetings; have the power to over-rule in matters which can also be over-ridden by two-thirds majority of the Executive Council members;
- iv. Report to the Annual General Meeting;
- v. Have a casting vote;
- vi. Be a signatory to the bank account;
- vii. Have the authority to appoint members to committees, sub-committees and special assignments;
- viii. May authorize the use of the logo, website and trademark;
- ix. May represent KSANG at external functions or appoint other members to do so, and be the Chief Executive of the Kwara State Association of Nigeria, North America, Inc. (National).
- x. The National President shall has the power to sign treaties, contracts and other documents on behalf of KSANG and/or KSANG subsidiary with consultation with NAC and NEC.

National Vice President

- i. The Vice President shall serve as the deputy to the national president;
- ii. Shall assist the President in carrying out the constitutional duties as may be directed by the President from time to time, and,
- iii. In the absence or disability of the President, shall assume the powers, duties and responsibilities of the President.

The National Secretary General

- i. Shall be responsible for the documentation and recording of the activities of the National Secretariat, the deliberations of the National Convention and the overall activities of KSANG; and submit Annual Report to the General Meeting;
- ii. Shall be responsible for directing communication among members and organs of KSANG.
- iii. Be a signatory to bank account.

The Assistant Secretary General

Shall assist in carrying out the Secretary General constitutional duties. When the Secretary General is unavailable, he/she will assume the responsibilities of the Secretary General and may perform any functions that may be assigned by the National Executive Council.

The Social/Cultural Officer

Shall be responsible for coordinating all national social events in conjunction with other relevant officers and members of the Association; create and distribute relevant information such as flyers, invitation cards; establish contact with participating cultural groups; assist in securing venues, mobilizes members and other persons in obtaining assistance for members who need help. She/he will head the Cultural Working Group.

The National Treasurer

Shall be responsible for handling the moneys, Checks, promissory notes, or evidence thereof belonging to KSANG; She/he shall deposit moneys in his/her custody in Bank account of the Association within 24 hours of receiving the money; Any money properly deposited in the Bank account of the Association is deemed to be in the custody of the Treasurer. She/he shall present cash account at the general meetings of the association.

The National Financial Secretary

Shall keep record of all dues-paying members, send bills to all members; make provisions for collection of dues not yet paid by member chapters at meetings and turn over collected monies to the Treasurer who shall sign as having received such monies. The Financial Secretary shall sign and keep duplicate copy of dues collected for record purposes, prepare and submit annual financial statements to every chapter every year and before the convention on a convention year; issues receipts for funds received; keeps checks and account books, and vouchers for all payments for auditing purposes; submit Annual Budget to the National Executive Council, and maintain ledgers. The financial secretary shall be the principal disbursement and accounting officer of KSANG, and shall be the Chairman of the Finance Committee and be a signatory to the bank account.

The National Public Relations Officer

Shall be responsible for creating awareness on activities of the organization, and advise the leadership of KSANG on matters concerning the various activities regarding the public. The Public Relations Officer shall be the Chairperson of the Public Relations Committee.

The National Legal Advisor

Shall be the principal legal officer of KSANG and provide legal advice to KSANG on legal matters. In addition, the Legal Advisor shall be the key institutional memory of KSANG and ensures that all legal matters of KSANG are executed within the confines of the law.

The National Auditor

Shall undertake periodic auditing of KSANG books to ensure probity and accountability? This function should be carried out at least once annually, prior to the National Convention and Conference.

The National Chief Whip

Shall act as a liaison between the organization and individual members, He She shall be responsible for the enforcement of discipline, Shall keep the records of disciplinary actions against members; Chief Whip shall keep records of disciplinary actions against members, shall collect all disciplinary fines and shall turn collected fines over to the financial Secretary for proper record keeping. The Chief Whip shall be timekeeper at all meetings of KSANG

Section 2.3.2. **DISTRIBUTIONS OF NATIONAL POSITIONS:** Effort should be made by all possible means to see that the National Executive Offices are distributed among the registered chapters to reflect composition of KSANG unless it is a position requiring special expertise that may not be filled based on the aforementioned requirement.

Election Guidelines:

1. Election of KSANG National Executive would be held every two years during the National Delegate Conference or Convention. There shall be no limit for a member to contest for national position; however NEC member shall not be eligible to re-contest for the same position having served in same position for two terms.
2. Only the registered individual member and the delegate of a properly registered KSANG chapter with valid KSANG-issued identification number shall be allowed to vote and be voted for in an election.
3. Voting Delegates shall be equitably assigned to each chapter according to the population of their duly registered members.
4. Formulae for apportionment of chapter (voting) delegates will be determined as follows:
 - a. Every Registered Chapter in good standing shall be allocated five (5) base voting delegates for the initial individual registered members of up to ten (10) members.
 - b. Extra delegate voters to be assigned shall be one (1) delegate voter for every additional five (5) individual registered members in each chapter.
5. Election of NEC members shall be conducted every two (2) years during the National Delegate Conference or Convention.
6. Voting and handing over to the new executive shall take place at every conference (or convention) following the laid down rules and regulations.
7. A minimum of six (6) months of registered membership is required to be eligible to vote. A minimum of two (2) years registered membership is required for eligibility to seek election into NEC and be voted for.
8. Offices of the National President and Vice President shall not come from the same chapter, as well as the treasurer and financial secretary.
9. No Chapter shall produce more than two (2) representation at KSANG NEC during a 2-year term period. An exemption may be granted for a position requiring special expertise that may not be filled based on the aforementioned requirements - as stated in Section 2.3.2.

10. Announcement of elected offices shall proceed in the following order: Auditor, Chief Whip, Social Secretary, Public Relations Officer, Treasurer, Financial Secretary, Assistant Secretary, Secretary, Vice President and President.

11. In addition to being a registered member, delegate member shall not be less than 18 years of age on the date of election, in order to vote or be voted for.

Section 2.3.3. Members of the National Executive Council shall be elected in a National Delegate Conference or Convention gathering every two (2) years. The election guidelines shall be provided by the National Election Committee. If there is no election in an election year, chapter presidents shall be care-taker of the affairs of the association for a period of six months.

The following additional conditions shall apply for the purpose of election of the members of National Executive Council:

(a) To be eligible and to be voted for in respect of any of the offices of the National Executive and to become a member of the Executive Committee, a person must:

- (i) Be a member of KSANG Chapter for a period of at least two 2 years for all national executive positions. In addition, he/she must be a registered member of National KSANG (with a valid KSANG-ID Number), and in good standing for at least two (2) years.
- (ii) Be from a Chapter that is in good financial and corporate standing with the National;
- (iii) Shall not be member of the NAC or if interested in a position, resigns his position in NAC and another person will be appointed from his/her chapter for replacement.
- (iv) Be willing, capable and ready to take up the position for selfless service not just for the purposes of adding the position to his/her resume or the adulation of the position;
- (v) Be ready to subject himself/herself to efficiently performing duties, to transparencies and accountability and be ready to face peer sanctions should he/she be in violation;
- (vi) Have resigned or been on leave from any full-time employment with the Nigerian or State Government.
- (vii) Maintains a residence in North America for at least a cumulative period of 6 months in any given year.
- (viii) Any member seeking National office shall be recommended by the respective local chapters.
- (ix) Any member seeking a National office shall possess a good moral character and be free of scandal and of disciplinary actions by KSANG for a period of at least 2 years unless otherwise waived by the organization.

(b) Furthermore;

- (i) Where the office of a member of the National Executive Council, other than the President and the General Secretary become vacant for whatsoever reason before the expiration of the two-year tenure, the Executive Council can appoint any person to fill such vacant office. Provided that the person so appointed meets all conditions for contesting election for an office of the National Secretariat and remains in office only for the period remaining out of the two-year tenure of the officer whose absence resulted in the vacancy.
- (ii) Where the office of the President/General Secretary becomes vacant for whatsoever reason, the Vice President/Assistant Secretary General automatically assumes the responsibilities of the President/Secretary General to complete the term.
- (iii) If the offices of the President and the Vice President become simultaneously vacant, the Secretary shall assume the responsibilities of the President but only for the purpose of organizing a national election to fill such vacancies.

Section 2.3.4. The following conditions shall govern the proceedings and the exercise of the functions of the National Executive Council:

- (i) All reference to the term “NEC” in this section refers to the National Executive Council.
- (ii) The President shall preside over all meetings of the National Executive Council, except where he or she has duly delegated the duty to the Vice President.
- (iii) The President shall have one vote in cases where there is a tie in votes cast.
- (iv) The President may delegate responsibility for presiding over the proceedings of the executive council to the Vice President, that is, if the President is absent from the proceedings.
- (v) The National Executive Council may hold a meeting through a telephone conference or video conferencing mechanism. However, NEC may also hold meetings through other methods or media when it is deemed necessary, appropriate, and convenient for the smooth running of the organization.
- (vi) When and as often as instructed by the President, the National Secretary shall call a meeting of the Executive Council and determine the venue of such meeting.
- (vii) To call a meeting of the National Executive Council, a notice of not less than two weeks and not more than two months shall be given to all members of the Council. Provided that where all members of the Council agree, a notice of less than two weeks shall suffice.
- (viii) A notice of the National Executive Council meeting is good if given through any verifiable means of communication acceptable for interstate commerce, including but not limited to hand-delivery of a written notice of meeting.
- (ix) A notice of NEC meeting may specify the agenda for the meeting; however it shall suffice if the agenda is described in any manner relating to ordinary affairs of KSANG.

- (x) No NEC meeting shall be held unless a quorum of 2/3 existed at the inception of such meeting and a meeting shall end unless a quorum remained throughout the proceeding.

Part 4: The KSANG Chapter

Section 2.4.1. There shall be a Chapter of KSANG in various states within North America where there are sufficient number of members (at least 4 “FOUR” families) of KSANG and if the National Secretariat recognizes that such members may constitute themselves into a Chapter of KSANG, if such Chapter is duly registered in their respective States.

Section 2.4.2. Each Chapter of KSANG shall be associated with a clearly defined geographical area and have a clear list of who its members are. No member KSANG shall be a member of more than one Chapter at the same time. Where a member of one Chapter wishes to register as a member of another Chapter such a member must notify the former Chapter of his intentions to cease being its member and to become a member of the second Chapter. Upon ceasing to be a member of one Chapter as a result of a decision to become a member of another Chapter, the member involved shall not be entitled to refund of any money or any assistance from the first Chapter in order for him to satisfy the registration requirements of the second Chapter. In addition, no such member shall be entitled to any credit from the second Chapter for anything done by such member for the first Chapter while a member of the first Chapter.

Section 2.4.3. No person shall be a member of a Chapter unless such a person has satisfied the general requirement of his or her Chapter and has duly been admitted into KSANG as a member. Upon ceasing to be a member of a chapter, such a person shall automatically cease to be a KSANG member. Only a member of KSANG Chapter can be admitted into the KSANG National.

Section 2.4.4. In order to become a member of the Chapter, a member must comply with reasonable membership requirements for the applicable Chapter, including the payment of Chapter membership fees that have been established by the Chapter Executive Committee. Provided that: (I) where it is a one-time membership fee, such fee must have been established before such a person applies for membership of the Chapter, unless such a new member otherwise agrees to such fee, and (ii) the fee must not be, either by the amount involved or the means of payment of such amount, contrary to the objectives or manifest values of KSANG.

Section 2.4.5. In maintaining a National roster each chapter shall furnish to National Secretary of all its members.

Section 2.4.6. Each Chapter shall represent KSANG and constitute a unit and an organ of KSANG in the geographical area in which it is located. A Chapter shall have the following functions:

- (a) To implement the policies of KSANG in its State;
- (b) To organize the members of KSANG within its State;
- (c) To mobilize the membership of KSANG in all manners consistent with this Constitution and the directives of the NEC; and
- (d) To account to the National Secretariat as to the activities and performance of KSANG within its area.

- (e) KSANG local chapter to assist chapter member(s) by making available a financial contribution for child birth and toward funeral arrangement of an immediate family of a member, such as father, mother, children. Additional contribution shall be raised through membership's donations and or levy.

Section 2.4.7. The administration of the affairs of the KSANG Chapters shall be carried out by the Chapter Executive Council, which shall be headed by a Chapter President. KSANG Chapters have the authority to write their own constitutions to suit their local environments. However, such constitutions shall not, in anyway, contradict any provision of the National Constitution.

D. Youth and Children Activities

1. There shall be activities geared towards our children and youths. NEC would direct more details on the implementation of Youth and Children activities.
2. Age-appropriate activities and programs shall be incorporated into KSANG National Convention planning. Host chapter shall explore locally available activities for children and youth to be incorporated into convention planning and programs.

Part 5: Relations between National Advisory Council, National Executive Council, and KSANG Chapters

Section 2.5.1. It is the intent of this Constitution that there is a harmonious relationship between the National Advisory Council, National Executive Council and the Executive Committee of the KSANG Chapters, based on the principles of good governance, administrative efficiency, and ethics of inclusiveness, responsiveness and due consultation, and strong commitment by all concerned to managerial professionalism and institutional integrity of KSANG. In addition, the following non-exhaustive standards of good relationship are suggested:

- (a) The NEC has the responsibility for policy and administrative leadership of the entire KSANG.
- (b) The Chapter Executive has administrative and managerial responsibilities over the activities of the chapter. The Chapter leadership shall not exercise the above functions in a manner or form that is contrary to this Constitution, calculated, or likely to undermine the collective interest of KSANG or undermine the coordinate status of other Chapters.
- (c) The National and Chapter Executive Council shall keep minutes of all meetings, setting forth the issues addressed by each meeting and the positions taken by the Committee on each issue raised. The National Executive Council shall forward to the Chapter Presidents electronically the minutes of its meetings within two weeks after the meeting.

Section 2.5.2. In case of a total breakdown of authority or a dysfunctional situation in a registered local chapter; the local chapter President or a representative from the local chapter shall work with the NAC in order to bring about the needed change or reorganization.

The main goal of the association is to restore the chapter to immediate normality. The following steps must be implemented; a) an ad hoc committee consisting of 3 members must be appointed by the NAC Chairperson to investigate, monitor and oversee the running of the chapter through a caretaker

committee. The ad hoc members must i) identify the problems of the chapter, ii) investigate wrong doings if applicable; and iii) proffer alternative solutions and make recommendations to the President.

Section 2.5.3. Members of the ad hoc committee may be appointed from the current members of the NAC. The ad hoc committee must only exist for a period of 3 months. However, an extension of not more than 3 months may be granted when necessary and requested by the committee or based on NAC Chairperson's evaluation.

In accomplishing its goals, the ad hoc committee may take the following steps;

- i) Create a Caretaker Committee comprising of 4 members from the defunct chapter.
- ii) Appointed or chosen members must be based on fairness, past contribution to the chapter, enthusiasm, organizational skills or ability and abundance of energy
- iii) The appointed members must be able to work within a time frame or deadline
- iv) The chosen members will hold the following positions;
 - 1) Chairman 2) Vice Chairman 3) Secretary 4) Treasurer.
- v) Members must be able to run the chapter effectively until formally elected officers are installed, instituted or empowered.

Section 2.5.4. The committee must work with the NAC in order to set up a new election and install a new working administration for the chapter. The caretaker committee must only exist for 3 months. However, a period of extension not greater than 6 months may be considered and granted by the NAC Chairperson when necessary.

Part 6: National Convention & Delegate Conference of KSANG

1. KSANG Convention shall be held every four (4) years.
2. KSANG Delegates Conference will also be held every four (4) years – but at alternate midterm of the convention.
3. KSANG National Executive Council (NEC) will collect all proceeds generated from, and be responsible for all expenditures arising from both the Delegates Conference and the Convention.
4. The prospective host chapter for National Convention and/or the National Delegate Conference shall be determined, and announced at the preceding convention or conference respectively.
5. Planning committees will be set up at the conference or convention on a two year rotation respectively.

6. If for any reason the prospective Hosting Chapter would not be able to execute a Convention or a Delegate Conference, it shall provide advance notice -to NEC - at least one (1) year before scheduled start date of the convention or the Delegate Conference. Failure to do so without reasonable justification shall attract imposition of sanction (including a fine) to be decided by NEC & NAC. However, in case of an emergency cancellation (for reasons beyond human controls), NEC and NAC shall decide an appropriate actions; including but not limited to postponement, cancelation, selection of alternative location, and etc.

Section 2.6.1. There shall be the National Convention of KSANG, which shall be held on last weekend in May of Convention year or as determined by the NEC. Also, there shall be National Delegate Conference of KSANG, which shall be held on last weekend in May of the election year or as determined by the NEC. Every members of KSANG shall have the right to participate in the deliberations of the Convention and Delegate Conference.

Section 2.6.2. The venues for the Convention and Delegate Conference shall be determined by the NEC, headed by the President and who shall be known as the Chairperson of the National Convention or the Delegate Conference when acting in that capacity.

Section 2.6.3. The National Convention and Delegate Conference Committee shall comprise all members of the NEC, Chapters' Presidents and one other member from each chapter.

Section 2.6.4. The National Convention or the Delegate Conference Committee shall have the responsibility of preparing an agenda for national conventions; financial costs of the events, and decisions of the National Convention and/or Delegate Conference Committee shall be by a simple majority.

Section 2.6.5. The KSANG National Convention and the Delegate Conference are the responsibilities of the KSANG National. Therefore, the KSANG national should provide all the financial support and other supports for the smooth running of the convention. The National Convention and/or the Delegate Conference Committee must liaise with the Local Chapter Convention or the Delegate Conference Committee formed by the hosting chapter.

Section 2.6.6. All income generated at the Convention and the Delegate Conference belongs to the KSANG National. After all expenses are deducted, KSANG National will and must compensate the hosting chapter with 10% from the net profit.

Section 2.6.7. The National Delegate Conference shall have the following functions:

(a) Hearing from the President of the National Executive Council a presentation as to the state of the Organization, and asking questions pertaining thereto,

(b) Hearing appeals against any decision of any officer of any organ of KSANG, provided that the person making such appeal has sent a written petition to the NAC or a Committee duly setup by NAC and the Committee has duly presented the appeal to the Delegate Conference.

c) Amendment of this Constitution, provided that the mover of the motion for amendment has duly notified the members of the NEC and the Committee has duly informed all the chapters within 30 — 90 days.

(d) Hearing of disputes between a Chapter and the NEC. Provided that the complaining party has duly tabled the complaint before the National Delegate Conference Committee and such complaint has been included in the agenda for a national conference in which it is to be deliberated; and

(e) Election of the National Executive Council

Section 2.6.8. No one shall preside over impeachment proceedings if such person is the target of the impeachment. Where both the National President and the National Secretary are targets of impeachment proceeding at the same time, the National Delegate Conference or Convention shall first elect one member, who is deemed neutral, impartial and possess qualification needed to become National President to preside over the instant proceedings.

CHAPTER THREE DISCIPLINARY

Part 1: Members Expectations

Section 3.1.1. Members are to have mutual respect for each other at every time either during verbal conversations or in written communications.

For best governance, respect, love and care for each other and KSANG in general and especially during meetings.

Part 2: Officers Expectations

Section 3.2.1. NAC and NEC Obligations:

- i) Must attend at least 75% of their regularly scheduled meetings per year.
- ii) Must show respect and obligation to the chapter he or she represent and communicate with them.
- iii) Must be active on the local chapter.

Section 3.2.2. Members of the NAC can be removed by their respective local chapter since they were appointed by the local chapter.

Section 3.2.3. If a local chapter wants to remove an officer from the National office for any reason, the recommendation must be submitted to both and the NAC and the NEC in writing.

Section 3.3.1.

Where the office of a member of the National Executive Council, other than the President, Vice President, and the General Secretary become vacant for whatsoever reason before the expiration of the two (2) year tenure, the Executive Council in collaboration with the National Advisory Committee will appoint any member to fill such vacant office. Priority must be given to the chapter whose member created the vacancy.

Part 3: Consequences for Violations

There will be consequences for the violations of any of the above rules and regulations.

These are: First occurrence: Calls for a reminder and verbal warning.

Second occurrence: Calls for warning, written/further action.

Third occurrence: Will results in a fine (between \$50.00 and \$100.00, plus the cost KSANG may incur if any), suspension and or expulsion.

Overall, members are to respect the meeting at all time by arriving on time, set cell phone on vibration during meetings, and excuse themselves out of the meeting when it is necessary. These rules and regulations would be reviewed when such need arises.

Any member found in violation of this constitution shall be subject to disciplinary action. Depending on the nature and severity of such infraction, disciplinary measure shall range from a mere sanction to an expulsion from the organization. Also, any member engaged in criminal activities – such as fraud and embezzlement of the organization’s fund – may be referred to appropriate law enforcement agencies for prosecution.

- Anyone accused of violation shall be presumed innocent until proved guilty.
- Anyone accused of or suspected of an infraction shall be referred to the NAC. The NAC chairperson shall constitute a Disciplinary Committee that would thoroughly investigate such offence.
- The Disciplinary Committee shall issue a report of its findings and make recommendations of disciplinary measures no later than 3 months following the date of its inauguration. An extension of up to 3 months may be granted if necessary.
- Anyone accused of an offence/infraction must be notified in writing of the specific offence of infraction committed against the organization.
- An accused person must be given opportunity to explain and/or defend him or herself in writing and in person (if necessary).

Recommendation/s of Disciplinary Committee shall be subject to approval, disapproval, or revision by joint session of NAC and NEC members. The subsequent disciplinary decision must be ratified by 2/3 majority of members of NAC and NEC, and shall be final.

CHAPTER FOUR ADDITIONAL PROVISIONS

Part 1. Dealings between the Organization (KSANG) and governments and other organizations

Section 4.1.1. Dealings between KSANG and any government or any other organization shall be conducted in a manner that protects and promotes the independence of KSANG or otherwise demonstrate the ability of KSANG to function as a non-partisan organization.

Part 2 Penalties for Violation of this Constitution

Section 4.2.1. If the National Advisory Council determines that this Constitution has been violated by any officer or member of KSANG, the Chairperson of the Advisory Council may recommend to the NEC that the offending officer or member be impeached, suspended, fined, or expelled from KSANG. The National Advisory Council shall then vote on such recommendation.

Part 3: Procedure for disbursement of the funds of KSANG

Section 4.3.1. All financial transactions by KSANG shall be carried out in a transparent manner and every official of KSANG shall endeavor to ensure that the highest standards of integrity and transparency are observed in the disbursement of the funds of KSANG.

Section 4.3.2. The National President, Gen. Secretary, and Financial Secretary shall be the signatories to the checks of KSANG National. In all instances, a minimum of two signatories must sign the check which must include the president and one of the other signatories. In occasion where the president is not available, his approval must be sought and documented which would allow the other two signatories to sign the check(s). The Financial Secretary shall make copies of all signed checks and forward them to the Treasurer within ten (10) business days after the issuance of the checks.

Section 4.3.3. KSANG shall maintain one or more bank accounts in North America and/or anywhere else it so pleases for its banking and transactional needs or use a bank that has branches all over North America.

Section 4.3.4. In all cases, the officials of KSANG shall maintain a written record of all transactions in which the funds of KSANG has been or is likely to be disbursed. Such record shall include, but not limited to, the nature of the transaction, the time and identities of parties to such transaction.

Section 4.3.5. In all cases, procurement of goods and services for the purposes of KSANG shall be in manner and form that conform to integrity, transparency, global best procurement practices, and the best interest of KSANG.

Section 4.3.6. Subject to the majority approval, members of NAC or NEC may institute or request internal financial auditing as situation requires. This request must be grounded or substantiated with clear, credible and reasonable facts prior to approval. This is to maintain financial confidence and stability that is necessary for transparency.

Section 4.3.7. All contracts that shall be awarded by KSANG shall require a minimum of five bids to be tendered for consideration by the National Executive Council.

Section 4.3.8. Financial officers must provide financial statements to the Chapters 4 times a year (quarterly), i.e., March 31st, June 30th, September 30th, and December 31st; this disclosure will include all financial transactions and accompanied with information listing organizational assets and liabilities, plus expenses and earnings. National financial officer must also include other pertinent financial information that is necessary to make informed judgment regarding organizational solvency. Leading officers of Chapters may have access to the Organization's financial standing upon due request with a reasonable notice.

CHAPTER FIVE PROJECTS, VENTURES, AND CONCERNS

KSANG shall establish projects, ventures, and concerns as and when deemed necessary, for the benefit of the Association and its members, in accordance with the following rules and regulations.

1. Projects/ventures/concerns to be established by KSANG shall be in accordance with the laws of countries wherein such projects/ventures and concerns shall be located.
2. Negotiations on any projects/ventures/concerns of KSANG shall be jointly done by the NAC and the NEC, which shall submit its recommendations to all Chapters of the Association for consideration, modification and final approval.
3. KSANG shall be the sole overseer of the operational modalities of its projects/ventures/concerns. Consequently,
 - a. The Association shall have majority representative in the governing authority of its projects/ventures/concerns.
 - b. KSANG's Representatives shall be appointed at a joint sitting of both the NAC and the NEC.
 - c. Unless specifically approved (by NAC & NEC), only a KSANG member in good standing at a registered local chapter shall be appointed as KSANG's representative.
 - d. Every administrative, departmental and procedural decision on KSANG's projects/ventures/concerns shall be submitted to KSANG for consideration and approval.
4. Every instrument of establishment of KSANG's projects/ventures/concerns shall be submitted to KSANG for vetting, ratification and approval. Copies of such shall be kept at the national secretariat. All members of the Association shall have access to these documents through their individual Chapters.
5. The governing body of KSANG's projects/ventures/concerns shall submit quarterly reports of activities of the project/venture/concern under its authority to the NAC and NEC.
6. All financial records of KSANG's projects/ventures/concerns must be submitted to the Association quarterly.
7. KSANG shall make appropriate decisions on proceeds from the projects/ventures/concerns in accordance with the provisions of this constitution.
8. No person or group of persons, whether within or outside of KSANG, shall make any decision or take any measure contrary to the provisions of this section of the constitution.
9. No person or group of persons, whether within or outside of KSANG, shall overtly or covertly divert KSANG's projects/ventures/concerns - wholly or any portions thereof, or any proceeds thereof - for their personal gains, interests or benefits.
10. No person or group of persons, whether within or outside of KSANG, shall appropriate or hijack KSANG's projects/ventures/concerns; or convert such into ventures other than the original purpose of establishment.
11. Violation of any of the rules and regulations contained in this Chapter shall be punishable in accordance with Chapter three of this constitution.
12. Any decision taken by any individual or group contrary to the rules and regulations herein spelt out in this Section of the constitution shall become null and void.

CHAPTER SIX

Part 1: Distributions of Earnings

Section 6.1.1. No part of the net earnings of the organization shall inure of, or be distributable to its members, directors, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in this Constitution. When the business of the Organization is conducted at locations exceeding outside an elected officials of the Association, the Association shall reimburse 60 cents per mile for use of personal vehicle, up to \$50.00 per day for meals, and not more than \$110.00 per day for accommodation. Car rental and other means of ground Transportation such as taxis expenses, toll gates and parking shall be reimbursed as per receipt tendered. In the event of air Transportation is required the association shall pay for economy class ticket only. All reimbursements Shall be in American Dollars amount, and must be pre-approved by the National Executive Council with Proper support documentation tendered at all times to make payments and distributions if furtherance of Section 501[c](3) purposes. Notwithstanding any other provisions of the Constitution, KSANG shall not carry on any other activities not permitted to precede under the Internal Revenue codes for non-profit Organizations.

Section 6.1.2. Notwithstanding any other provision of these articles, this organization shall not engage in any activities or exercise any powers that are not in furtherance of the purposes of this organization.

Section 6.1.3. All payments, refunds, and other such transactions made by KSANG shall be supported with receipts and other appropriate documents as specified by the Financial Secretary for accountability.

Part 2. Dissolution

Section 6.2.1. Upon the dissolution of the organization, net assets will be transferred to a charitable, educational, or other similar organization that is qualified as a charitable organization under section 501 (c) (3) of the Internal Revenue Code.

Section 6.2.2. Upon the dissolution of the organization, where the association has net liability, the provision of 501 (c) 3 will be applied.

CHAPTER SEVEN
MEETINGS / ORDER OF BUSINESS

**Part 1. KSANG OATH, PRAYERS, NATIONAL ATHEM, NATIONAL PLEDGE,
MEETINGS / ORDER OF BUSINESS**

Section 7.1.1. OATH

All elected officials of Kwara State Association of Nigeria, North America shall audibly take the following standard Oath of Office during the swearing-in at both local and national levels:

“I...(name)... do solemnly swear that I will support and abide by the Constitution of the Kwara State Association of Nigeria USA, Inc. and that I will faithfully and impartially discharge all the duties incumbent on me as ...(position)...to the best of my ability. So help me God.”

Section 7.1.2. PRAYERS

KSANG National official functions will commence with an opening prayer and ends with a closing prayer. Each chapter shall determine its own format of prayers prior to the commencement of its official functions.

Section 7.1.3. PLEDGE

All members shall recite the Nigerian National Pledge, Nigerian National Anthem and the host country’s National Anthem at any national events after prayers, prior to the commencement of meetings and other official functions. The Nigerian Pledge reads:

“I Pledge to Nigeria my Country, to be faithful, loyal and honest. To serve Nigeria with all my strengths, to defend her unity, and uphold her honor and glory, so help me God.”

Section 7.1.4. MEETINGS / ORDER OF BUSINESS

The meetings of the NAC shall be held at least quarterly or as need arises while the meetings of NEC shall be monthly; Special meetings may be called by the President of KSANG for all NAC meetings; the president of KSANG may call for all meetings of the NEC. The President of KSANG may call meetings between the NEC and NAC if the need arises. The NAC can also call meeting between the NAC and the NEC if the need be.

A quorum, consisting of two-third (2/3) of the members of NAC and or the NEC shall be required for conducting business at any KSANG meetings. In case of an emergency meeting, if no such quorum is present at a meeting duly announced, members present may proceed to transact business only with consent of the president of KSANG or whoever is designated to preside over such meeting and also a majority of members present at such meeting.

Order of Business of the KSANG meetings shall include the follows:

- 1). Opening Prayer
- 2). Meeting Call to order

- 3). Roll Call
- 4). Chairperson's Opening Remarks
- 5). Read Minutes of previous meeting
- 6). Financial Report
- 7). Committees/Subcommittees Report
- 8). Pending Matters
- 9). Other Matters
- 10). Closing Prayer
- 11). Adjournment

CHAPTER EIGHT

Part 1: RATIFICATION AND ADOPTION

Section 8.1.1. RATIFICATION AND ADOPTION

This Constitution shall take effect only after having been duly ratified by all registered KSANG chapters in existence at the time of ratification. Ratification adoption shall take place during the National Convention or the Delegate Conference of the Association.

CHAPTER NINE

Part 1: AMENDMENTS

Section 9.1.1. CONDITIONS TO AMENDMENT

The National Constitution of KSANG shall be subject to amendment(s) only under the following conditions:

- (a) Must have been in full operation for at least 4 years.
- (b) Written notice of the proposed amendment(s) shall be given to the Secretary General of the Association three months before the General Assembly Meeting in which a final vote on the proposed amendment shall be taken.
- (c) Notice of the proposed amendment(s) shall be in writing, and shall contain a precise statement of the amendment(s), and reasoning for it.
- (d) Constitution Committee must be formed.
- (e) Copies of the proposed amendment(s) shall be distributed to chapters for onward transmission to their members within 30 – 90 days prior to the date of the meeting at which the proposed amendment(s) is/are to be considered.
- (f) The proposed amendment(s) shall be ratified and adopted at a General Meeting.

(Name)
President, Signature and Date

(Name)
Secretary General, Signature and Date

(Name)
Legal Advisor, Signature and Date