

CONSTITUTION OF IPETUMODU DEVELOPMENT FORUM

SECTION 1- PREAMBLE AND NAME OF THE FORUM

We, the willing indigenes of Ipetumodu, conscious of the need for unity and communal self - help towards the general socio-economic development of Ipetumodu Town and desirous of ensuring the general well being of each other which will ultimately guarantee the achievement of the goal, of our coming together in a Forum and to give ourselves this Constitution hereby form a Forum which shall be known and called IPETUMODU DEVELOPMENT FORUM' (hereinafter to be referred to as "the Forum"), and the Forum shall be a non-religious, non-political and non- profit making Forum and the Forum shall devote its activities towards achieving its aims and objectives stated in Section 2 of this Constitution.

SECTION 2 - AIMS AND OBJECTIVES OF THE FORUM

The objects of the Forum shall be:-

- i. The general development of Ipetumodu.
- ii. The promotion of co-operation and mutual help among members for the enhancement of social, economic and infrastructural development of Ipetumodu.
- iii. The institution and maintenance of a welfare scheme for the benefit of members and indigenes of Ipetumodu.
- iv. To do all such other things as are incidental or conducive to the achievement of any of the above objects.

SECTION 3- SUPREMACY OF THE CONSTITUTION

Subject to any other Law in force in Nigeria, this Constitution shall be supreme and its provision shall be binding on each and every member of the Forum irrespective of his/her status and any action or decision of any member or body of the Forum which is inconsistent with any provision of this Constitution shall be null and void to the extent of such inconsistency.

SECTION 4- MEMBERSHIP

- i. All indigenes of Ipetumodu that are concerned, committed and passionate about the development of Ipetumodu.
- ii. Every member shall meet his/her financial obligations to the Forum by paying as and when due, all dues, levies and contribution as may be imposed by the Forum.
- iii. A financial member is a member, who by the 31st of December of the relevant year has paid all dues, of subscriptions, levies, and other contributions imposed by the Forum from time to time.

iv. GOOD STANDING

A member is in good standing and, if he/she so desires, shall be entitled to a certification of that status signed by the Chairman of the Forum if:-

- A. In addition to his/her annual levy, he/she has paid all other financial obligation to the Forum as and when due for at least the immediate preceding three years.
- B. He/she has in the past one year in question participated in at least three or more activities of the Forum including attendance at Forum meetings or the sponsorship whereof.

SECTION 5- ANNUAL FORUM DUES AND LEVIES

Annual Forum dues and levies shall be as fixed by the Forum in General meeting on the recommendation of the Executive Committee of the Forum from time to time.

SECTION 6- OFFICERS AND MEMBERSHIP OF THE EXECUTIVE COMMITTEE

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- i. The Officers of the Forum shall be elected every three years in the month of December of the relevant year.
- ii. The officers of the Forum shall be as follows:-

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|---------------------------|--------------------------|-----------------------------|
| (A). Chairman; | (B). Vice-Chairman; | (c). Secretary; |
| (D). Assistant Secretary; | (E). Treasurer; | (F). Financial Secretary |
| (G). Social Secretary; | (H). Publicity Secretary | (I). Welfare Secretary (J). |
| Legal Adviser | (K). Provost | |

iii. No member of the Forum shall occupy the same office for more than three years (one term) except if it is satisfactorily proved that the Forum does not have requisite qualified persons to stand for election to any of such office or where no member of the Forum has shown interest in holding any of such office.

SECTION 7- DUTIES OF OFFICERS

(i). CHAIRMAN

- A. To preside at all meetings of the Forum and the Executive Committee meeting.
- B. To direct and motivate the Executive Committee and members generally towards the achievement of the aims and objects of Forum as set out herein or as may be determined from time to time.
- C. To provide direction and leadership to all Committees, officers and members of the Forum and ensure the efficient utilization of the resources of the Forum subject to the approval of the Executives Committee or the General Meeting and direct all other officers of the Forum in the performance of their duties.
- D. To serve as the official spokesperson for the Forum.
- E. To be ex-officio member of all committees of the Forum.
- F. To cause the summing of the monthly meeting or other meeting in accordance with the provision of this Constitution.
- G. To perform such other functions as may be in the interest of the Forum.

(ii). VICE-CHAIRMAN

- A. To, in the absence of the Chairman, preside at all meetings over which the Chairman, by this Constitution has power to preside.
- B. To perform all other duties which the Chairman, owing to ill-health or absence is unable to perform or as shall be delegated to him/her by the Chairman, the Executive Committee or the General meeting.

(iii). SECRETARY

- A. To summon, on the instructions of the Chairman or on requisition, the monthly meeting, the Executive Committee meeting and other meetings of the Forum in accordance with the provisions of this Constitution.
- B. To record and keep minutes of all meetings including executive summary of all decisions, taken thereat and a register of attendance thereof.
- C. To write and dispatch circulars, letters and other correspondence of the Forum or the Executive Committee.
- D. To be responsible for the general management of the Secretariat of the Forum and to keep inventory of all properties of the Forum.

- E. To perform all other duties as may be assigned to him by the Chairman or the Executive Committee.
- F. To submit a general report of the activities of the Forum at the Annual General Meeting.

(iv). **ASSISTANT SECRETARY**

The Assistant Secretary shall assist the Secretary in the performance of all his duties and carry out all such duties as the Secretary may assign to him. In the absence of the secretary he/she shall act in his place.

(v). **TREASURER**

- A. To promptly pay all monies collected by him/her or the Financial Secretary from members of the Forum or from any person or body to the Forum Bankers.
- B. To keep in safe custody, the bank tellers, cheque books and all other documents relating to the Forum accounts and maintains an accurate and up-to-date statement of all monies received or paid out by him and the authorization for such payments.
- C. To prepare or cause to be prepared and circulate to every member of the Forum at or before every Annual General Meeting, the Audited statement of Accounts.
- D. To invest the funds of the Forum in such securities as may be approved by the Executive Committee and /or the General meeting.
- E. To be a signatory to all bank accounts of the Forum.

(vi) **FINANCIAL SECRETARY**

- A. To collect and, record all dues, levies and other contributions or any donations or Sundry payments made by the members or any other persons or body either corporate or incorporate and issue official receipts thereof.
- B. To ensure that all members pay their dues, levies etc as prescribed by this Constitution or as resolved at meetings from time to time.
- C. To prepare quarterly, the list of financial members and defaulters and to present such lists to the Executive Committee and circulate same at the General Meeting.
- D. To promptly handover all monies collected by him /her to the Treasurer for deposit into the Forum's Bank accounts and keep periodic records of the Forum balance.

(vii). **SOCIAL SECRETARY**

- A. To be responsible for the organization of all social functions of the Forum and to initiate and promote social activities and programmes designed to ensure sustained interest of the Forum in the affairs and entertainment of members at events.
- B. To make arrangements for the provision of recreational facilities for the use of members of the Forum and indigenes of Ipetumodu.
- C. To perform such other functions as may be provided in this Constitution, directed by the Executive Committee or the General meeting.

(viii). **PUBLICITY SECRETARY**

- A. To publicise the activities of the Forum.
- B. To present a correct and positive image of the Forum to the public.
- C. To, on the direction of the Chairman, issue Press Releases and statements on matters of general interest to the Forum and Ipetumodu as approved by the Executive Committee or, in case of emergencies, by the chairman.

(ix). **WELFARE SECRETARY**

- A. To oversee all matters pertaining to the welfare of members.
- B. To keep the Forum informed of any threat to the welfare of members
- C. To monitor and report on all matters affecting the welfare of members and means of enhancing same.
- D. To perform such other functions as may be provided in this Constitution or directed by the Executive Committee or the General meeting.

(x). **LEGAL ADVISER**

- A. To advise the Forum, its officers, committees, organs or agents on all legal matters.
- B. To represent or protect the interest of the Forum in Courts or proceedings, provided that the Executive Committee may engage any other counsel of its choice as the need arises from time to time.
- C. To perform all other duties as may be assigned to him/her by the Chairman or the Executive Committee or the General Meeting.

(xi). **PROVOST**

He shall maintain order and discipline at the meeting.

SECTION 8- EXECUTIVE COMMITTEE

- A. The Executive Committee shall consist of all elected officers, the immediate past Chairman and Secretary and four co-opted members.
- B. The Chairman shall preside at the Executive Committee meeting and in his/her absence, the Vice-Chairman and failing him any other members as may be nominated for that purpose by members present at such meeting.

- C. The Executive Committee shall have power to take decisions on behalf of the Forum in all cases of emergency and report to the next General Meeting of the Branch for ratification.
- D. The Executive Committee shall exercise control and management over the affairs of the Forum in such manner as to effectively implement its aims and objects.
- E. The Executive Committee shall express the views of the Forum upon any matter of public interest concerning the development and progress of Ipetumodu.
- F. The Executive Committee shall appoint suitable bankers for the Forum.
- G. The quorum of the Executive Committee meeting shall be seven members. .
- H. The decision of the Executive Committee shall be by consensus but where not so reached, by simple majority.
- I. The Executive Committee shall explore ways and means of raising funds.
- J. The Executive Committee shall pursue recovery of all dues, debts, pledges owned to the Forum.
- K. The Executive Committee shall advise on investment of the Forum.

SECTION 9- GENERAL MEETINGS

- A. The supreme authority of the Forum shall be vested in the General Meeting whose decision on all matters affecting the Forum shall be final.
- B. The meeting shall be held at such time and as the Executive Committee or the Chairman may' designate from time to time.
- C. The General meeting shall transact such business as are on the agenda or any business decided by the Forum or the Executive Committee or the Chairman.
- D. The agenda of the business of the meeting shall be settled by the Executive Committee or the Secretary at the direction of the Chairman.
- E. The Chairman shall have the power to ask anyone found engaging in destructive and distractive acts to leave the meeting.
- F. The Chairman may give directions or adopt measures reasonably necessary in the interest of the Forum or reasonably conducive to the conduct of any meeting.
- G. The ruling of the Chairman on all matters shall be final.

SECTION 10- REMOVAL OR RESIGNATION OF OFFICERS

- i. An elected officer of the Forum or a member of the Forum Executive Committee shall cease to hold office or continue to be a member of the Executive if he/she

- A. resigns his office in writing.
- B. ceases to be a member of the Forum.
- C. becomes insane
- D. is officially declared bankrupt
- E. is convicted of a criminal offence involving dishonesty by a court of competent jurisdiction.
- F. is removed from office by a two-thirds (2/3) majority vote of financial members present and voting at a General meeting of the Forum.
- G. absents himself or herself from three consecutive Executive meeting or General meetings of the Forum without good cause acceptable to Executive Committee or the Forum as the case may be.

(ii). Where an officer of the Forum resigns or is removed from office.

(A). a By-election shall be held to fill the position for the remainder of the term provided that the Executive Committee may appoint any qualified financial member of the Forum to fill such vacancy in the interim for a period not exceeding two months pending the by-election.

(iii). Any officer or member of the Executive Committee who wishes to resign his office shall submit his letter of resignation to the Chairman of the Forum who shall immediately bring the resignation to the attention of the Executive Committee, thereafter, to the next General meeting. In the case of a resigning Chairman, he shall submit his letter of resignation to the secretary with a copy to the Vice Chairman.

(iv). The letter of resignation shall be submitted at least fourteen days before its effective date during which period the resigning officer shall submit a handover note and surrender all documents or property of the forum under his care or in his possession to the Chairman or secretary as the case may be.

(v). Any proposal or motion to remove any officer or member of the Executive Committee before the expiration of his term of office shall be in writing stating the grounds, signed by at least five financial members, and forwarded to the secretary at least twenty one days to the General meeting at which the proposal or motion is to be tabled for discussion.

(vi). The secretary shall notify the officer or members concerned in writing of the receipt of any such proposal or motion at least fourteen days to the said General meeting, and list the proposal or motion on the agenda of the meeting.

(vii). Any proposal or motion to remove any officer of the Forum shall be considered by the General meeting which shall have the right to determine same or refer the matter to a special committee for investigation.

SECTION 11 - ELECTIONS

A). ELECTION COMMITTEE:

There shall be an Election Committee comprising of five members which shall be constituted at the General Meeting and the Election Committee shall be saddled with the responsibility of conducting a free and fair election.

Bi). To be eligible to stand for election into an office, a member must.

- i. Be validly nominated .in writing by two members who are eligible to vote herein and who must themselves qualified for the particular office as provided for in this constitution,.
- ii. Have attended a minimum of the five (5) months meeting of the Forum within twelve calendar months prior to the close of nominations for the election.
- iii. Be a financial member of the Forum and shall have paid all his/her due, levies contribution as and when due for at least three years preceding the election since his/her membership.

(C) ELECTION PROCEDURE

- i. Candidates, shall submit by email not more than four pages of A4-size electronic copy of their Curriculum Vitae, comprehensive manifestoes and other campaign material to the Electoral Committee for publication on the Forum Platform or website not later than the day fixed by the Electoral Committee.
- ii. The publication, printing or distribution of any' campaign material, gifts, and any form of souvenir whatsoever by a candidate or his/her supporter(s) is hereby prohibited and any candidate who contravenes this provision shall be disqualified from being voted for.
- iii. The Electoral Committee shall collate all materials, arrange them in alphabetical order and publish them on the Forum Platform or website at least twenty one days before the election.

- iv. Offices shall be vacant by effluxion of time, death, resignation, removal, or for any other reasonable cause.
- v. To be eligible to vote, a member shall be a financial member of the Forum and shall have paid all his/her dues, levies, contribution as and when due for the two years preceding the election or since being a member and shall have attended minimum of five monthly general meeting of the Forum within the twelve months preceding the state of election.
- vi. The member's name must appear in the final list, of eligible voters as compiled by the Election Committee and published not later than fourteen days before the date of election
- vii. Not later than thirty days to the day of the election years, the Election Committee shall announce the date of the election as fixed by the Executive Committee and invite nominations for candidates for office, and shall publicise the provision of the Constitution relating to the eligibility to contest and eligibility to vote and also issue election and campaign guidelines, provided that no candidate shall commence any form of public campaign until the campaign guidelines are issued or released.
- viii. The Election committee shall scrutinize all nominations to ensure that they comply with the provisions herein and notify candidates who fail to qualify of their disqualification within seven days of any decision to such effect, provided that such a disqualified candidate may apply to the Committee for review of the decision within seven days.
- ix. Where there is no qualified candidate to fill an office, the Election Committee shall fix a date for a by-election in respect of that office and shall call for fresh nomination thereto not less than thirty days prior to the election, the
- x. Election Committee shall cause a list of the candidates for election to various offices to be published by the same being displayed at the forum secretariat and posted on the forum platform or website.
- xi. Voting at elections shall be by electronic voting.
- xii. The Election committee shall engage the services of competent and credible service provider to provide the electronic voting platform and shall conduct the elections in a transparent and fair manner in accordance with the clear published guidelines.
- xiii. Votes at election shall be counted immediately after the close of voting and the result shall be declared by the chairman of the Election committee.
- xiv. To the extent of their functions, the decision of the Election Committee shall be final

(11) SWEARING-IN OF NEWLY ELECTED OFFICERS/ ASSUMPTION OF OFFICER AND HAND OVER.

- i. Following the declaration of the results, the newly elected officers shall be sworn-in at the general meeting immediately following the elections and all elected officers shall be deemed to have assumed office
- ii. All vacating officers and committee of the forum shall handover all records, monies, receipts, cheque books and any other property of the Forum in their possession to the newly elected chairman within seven days of assumption of office by the incoming officers.

SECTION 12- WELFARE SCHEME

- (i) A welfare scheme for the forum shall be established for the following purposes
 - (A) To encourage wide participation of members in the affairs of the Forum
 - (B) To assist the sick, the aged and the disabled member
 - (C) To provide assistance to members in case accidents
 - (D) To provide assistance to families of deceased members
 - (E) To organize valedictory sessions for deceased members
- (ii) The welfare scheme shall be financed as follows:-
 - A. It shall be funded by direct levies, and /or donations from members and from the Forum and by direct donations from organizations or such other manner as the as the Forum shall decide.
 - B. The funds of the Welfare scheme shall be maintained separately from other funding the Forum in a dedicated allowance.
 - C. Eligibility for benefits under the Welfare Scheme shall be limited to financial members
 - D. Decisions as to eligibility shall be taken by a Welfare Committee which shall be set up by the Forum and In case of doubt or difficulty, by the Executive Committee and the General meeting whose decision shall be final

SECTION 13 - AMENDMENT

The Constitution shall not be amended except at an Annual General Meeting or an Extra-Ordinary General meeting of the Forum by a Two-third (2/3) majority of those financial members present and entitled to vote; provides that notice of such amendment shall where seem served on the General Secretary.

SECTION 14 – CITATION

This Constitution may be cited as The Constitution of Ipetumodu Development Forum and shall come into force on

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