

CONSTITUTION OF UNITED NIGERIAN ORGANIZATION

To further common purposes, the members agree to organize under these articles of association:

ARTICLE ONE NAME

The name of the association shall be United Nigerian Organization.

ARTICLE TWO PRINCIPAL OFFICE

The Principal Office of the association shall be at 1724 Dallas Dr., Baton Rouge, Louisiana, 70806.

The association may have such other offices as may from time to time be designated by its members or its executive committee.

ARTICLE THREE PURPOSES

The purpose of the association shall be:

1. (1) To consider and deal by all lawful means with common problems affecting the members and the community, and to secure cooperative action in advancing common purposes of the members of the association.
2. (2) To do anything necessary and proper for the accomplishment of any purpose set forth in the statement of principles adopted by the founders of the association.
3. (3) The association is organized and operated exclusively for the above-stated purposes, and for other nonprofit purposes, and no part of any net earnings shall inure to the benefit of any private member.

ARTICLES FOUR POWERS

In furtherance of the objectives described above, but not limited to these, the association shall have power to collect and disseminate statistics and other information, to conduct investigations, to engage in various fund-raising activities, to conduct promotional activities, including advertising and publicity, in any suitable manner or media, and to hold such property as is necessary to accomplish its purposes.

ARTICLE FIVE MEMBERSHIP

- (a) **Active Membership.** Every Nigerian Citizen is eligible to become an active member of the association, with full voting and other privileges, provided he or she is qualified under such rules as the membership committee may provide.

- (b) **Associate Membership.** Anyone interested in the activities of the association may be awarded an associate membership under such terms and with such privileges as the membership committee may determine.

- (c) **Voting.** Each active member shall be entitled to one vote in the affairs of the association. Proxy voting is permitted.

ARTICLE SIX OFFICERS AND DUTIES

Section 1. The Officers of this association shall include the following officers elected by the members:

- A. President
- B. Vice-President
- C. General Secretary
- D. Assistant Secretary
- E. Treasurer
- F. Public Relation Officer
- G. Provost

- H. Auditor General
- I. Financial Secretary

Section 2. **PRESIDENT**

1. The President shall be the Chief Executive Officer of the Association.
2. The President shall be responsible for the prompt and orderly execution of all resolutions adopted by the membership.
3. The President shall preside over all regular and special meetings of the membership.
4. The President shall serve as the official representative of the Association.

Section 3. **VICE-PRESIDENT**

1. The Vice-President shall assist the President in the discharge of his duties, as the President may direct, and shall perform such other duties as from time to time may be assigned to him by the President. In the absence of the President, or in the event of the President's inability or refusal to act, the Vice President shall perform the duties of the President, and when so acting, shall have all of the powers of, and be subject to all of the restrictions upon, the president.

Section 4. **GENERAL SECRETARY**

1. The General Secretary shall keep full and accurate records of all proceedings of the organization and will record all minutes in the minute or record book.
2. The General Secretary shall make the minutes of each meeting available to the members at each scheduled meeting.
3. The Secretary shall notify each member of regular scheduled and special meeting, as well as post notices of said called meetings.

Section 5. **Assistant Secretary**

1. The Assistant Secretary shall assist the secretary in performing the duties of the office of secretary. In the absence of the secretary, the assistant secretary shall perform all the duties of the secretary.

Section 6. **TREASURER**

1. The Treasurer shall keep a financial record of all monies expended from the organization.
2. The Treasurer shall give a financial report at regular scheduled meetings, as well as a copy of the financial report to the members. The content of such information shall be reflected in the minutes.
3. The Treasurer shall, upon final approval, make disbursement upon demand shall state the purpose and amount of the expenditure.

Section 7. **PROVOST**

1. The Provost shall govern all organization meeting and maintain order at all times.
2. The Provost shall be versed with thorough knowledge of this constitution, as well as the by-laws.
3. The Provost shall receive only one motion at the time and state all motions properly; the floor shall be assigned to those properly entitled to it.
4. The Provost shall put motions to a vote and said results should be conveyed in a prompt and efficient manner.

**ARTICLE SEVEN
EXECUTIVE BOARD**

- Section 1. The executive board shall be embodied of the individuals stated in Article Six & 1-10 of this constitution.
- Section 2. The Executive Board shall set the membership dues.

**ARTICLE EIGHT
ELECTIONS, TERMS OF SERVICE AND HOW SELECTED**

- Section 1. Election Committee. At least one month before the end of the administration the voting members of the organization shall select an election committee consisting of at least three voting members of the organization. The election committee shall be responsible for receiving nominations and establishing procedures for the election of new Officers for the subsequent.
- Section 2. Nomination. Nominations for all Officers shall be made in writing to the election committee as such time and by such procedures as shall be established by the election committee. To be considered for election as a new Officer, a nominee must be nominated by at least two voting members of the organization.
- Section 3. Elections. Prior to the end of election year, elections for new Officers for the subsequent year shall be held at a designated meeting. All Officers shall be elected by a simple majority of voting members in attendance at the election meeting. If two nominees receive an equal number of votes for any office, a run-off election shall be held at such time and pursuant to such procedures as shall be established by the election committee.
- Section 4. Term of Office. The term of office for all new Officers shall begin on the day immediately following the last day of the fiscal year during which such Officer ceases to meet the qualifications for the office set forth in Article Six, Section 2; and

provided further, that the voting members of the Chapter may at any time, by a two-thirds vote of all voting members, remove any Officer from office.

Section 5. Vacancies.

In the event that any of the office or offices shall become vacant at any time, the voting members of the organization may, in their discretion, appoint a special election committee and hold special elections pursuant to procedure substantially similar to those set forth in elections. 1,2 and 3 of this Article. Pending regular or special elections, the President (or the Vice -President acting as President, if the office of President is then vacant) shall appoint Officers Pro tem, who shall meet the qualifications for office set forth in Article Six.

Section 7. **PUBLIC RELATION OFFICER**

1. The Public Relation Officer shall be responsible for projecting good image of the organization at all times.
2. The Public Relation Officer shall be absent of events and activities in the community so as to make recommendation to the organization for participation.
3. The Public Relation Officer shall chair and or participate in all functions sponsored by the organization including cultural displays and other related activities.
4. The Public Relation Officer shall organize membership drive.
5. The Public Relation Officer shall be the liaison between the organization and the public.

Section 8. **AUDITOR GENERAL**

1. The Auditor General shall have the authority to subpoena all records in order to perform the annual or random audit of the organization financial records.

2. The Auditor General shall present its reports findings and recommendations to the organization at the next meeting after such audit.
3. The Auditor General shall act as the custodian of all UNO records during transitional periods.
4. The Auditor General shall review and respond on the state of the organization prior to installation of new executives.
5. The Auditor General shall within one month, relinquish all notes, papers and properties belonging to the organization to the new elected Auditor General.

ARTICLE NINE MEETINGS

Section 1. Frequency Meetings shall be held on a regular basis, usually
once a month, at
times and places determined by the Officers of the
Chapter.

Section 2. Quorum. A quorum for the conduct of any Association Chapter
business shall be at least three executive and six
members.

ARTICLE TEN BYE-LAWS

There shall be a bye-laws for the daily running of the
organization and same
shall contain other provisions not convened herein.

ARTICLE ELEVEN AMENDMENT TO THE CONSTITUTION

SECTION 1.

1. 1. The Organization shall have the power to amend the constitution thereto as provided.
- b. Any amendment to the constitution shall be made during the general meeting.
- c. Any amendment to the constitution shall be approved by two-third majority vote of members present and voting at the general meeting.

SECTION 2. NOTICE OF AMENDMENT

- a. Notice of proposed amendment shall be in writing, and shall contain a precise statement of amendment, article and sections of the constitution to be amended.
- b. Notice of the amendment shall be given to all members of the organization at least one month prior to the date of the meeting at which the proposed amendment is to be considered.

Adopted this On this day March 30, 2003, United Nigerian Organization
Constitution.

CONCLUSION:

This document shall remain the official constitution of UNITED NIGERIAN ORGANIZATION until amendments are voted on and accepted during an open meeting and as specified in the constitution and as stated in the bye-laws.

This constitution shall not be amended after acceptance until two years after the date of adoption.

THIS CONSTITUTION IS HEREBY ADOPTED BY UNITED NIGERIAN ORGANIZATION MEMBERS PRESENT IN THE GENERAL MEETING ON THE 30TH DAY OF MARCH IN THE YEAR OF 2003