

CONSTITUTION

OF

IFON (OMIMA)

IMPROVEMENT FORUM

We, who are indigenes of Ifon in Ose Local Government Area (LGA) of Ondo State of Nigeria desire to form an Association to be called "Ifon (Omima) Improvement Forum" and have a constitution to regulate and govern the affairs of the Association. We hereby give ourselves the following Constitution:

ARTICLE 1: NAME

1.1. The Association shall be known and called "**Ifon (Omima) Improvement Forum**" (hereinafter referred to as the "**Forum**") with its registered office at Olufon's Palace, Oba Oyinbomukenwa Road, Ifon, Ose Local Government Area, Ondo State, Nigeria.

ARTICLE 2: AIMS AND OBJECTIVES

2.0 The aims and objectives of the **Forum** shall be as follows:

- 2.1 Develop Ifon into becoming an industrialized and secured town that can execute commercially viable projects, attract and retain indigenes of the town and other neighboring villages.
- 2.2 Ensure that through collaborative efforts, stable electricity and pipe borne water are provided for the residents of Ifon and other adjoining towns and villages.
- 2.3 Create an enabling environment that would attract both local and foreign investors in the Agricultural and Mining sectors of Ifon and the Nigerian economy.
- 2.4 Make concerted efforts to ensure that Federal and State Governments establish tertiary institutions in Ifon.
- 2.5 Identify and project indigenes who are qualified graduates of tertiary institutions, both local and foreign, get placements in the public and private sectors of the Nigerian economy.
- 2.6 Lobby National Assembly and State House of Assembly to embark upon projects that will immediately benefit the people and in addition sponsor trainings and seminars in Ifon in order to attract development to the community.

- 2.7 Liaise with the various security agencies in the LGA to ensure the maintenance of cooperation with the vigilante group operating within the community.
- 2.8 Acquire and improve the aesthetic values of places of interest that have degenerated. These include monuments and cultural sites.

ARTICLE 3: MEMBERSHIP

- 3.1 Membership of the Forum shall be open to all indigenes of Ifon (Omima) who share the aspirations contained in the aims and objectives stipulated in Article 2 of this Constitution and are willing to pay the stipulated annual dues and other levies.
- 3.2 Honorary members will include the following persons who shall have no voting rights:
 - i. Gentlemen and Ladies of the Community chosen by the Executive Committee Members of the Association and have attained 70 years of age with proven commitment to the development of Ifon. This category of members shall be exempted from payment of annual dues except they so desire.
 - ii. Spouses of members of IIF be they indigenes of Ifon or not are automatic members.
- 3.3 Members in Article 3.1 above who fail to meet their financial obligations, which include annual dues and other mandatory levies for two (2) consecutive years shall automatically forfeit their membership status and be barred from attending the meetings of the Forum.

ARTICLE 4: ANNUAL DUES

- 4.1 There shall be an Annual Due in the sum of =N120,000.00 (One Hundred and Twenty Thousand Naira) only or such other amount as may be determined from time to time by the Executive Council to be paid by each member.
- 4.2 The Annual Due shall be paid in lump sum on or before 31st day of March every year or in not more than 2 installments on or before 30th June every year.

ARTICLE 5: SUPREME AUTHORITY

The Supreme Authority of the Forum shall be exercised by the Annual General Meeting which may delegate any of its powers to the Executive Council.

ARTICLE 6: BOARD OF TRUSTEES

6.1 The Forum shall have a Board of Trustees (BOT) made up of eminent personalities that have distinguished themselves in various fields of endeavour. The Membership of the BOT shall include a Chairman/Chairperson, a Secretary and 3 other members who shall be elected at the Annual General Meeting and shall be in office for a single term of six (6) years.

6.2 The responsibilities of the BOT shall include the following;

- i. Be the last resort in matters of dispute resolution.
- ii. Provide guidance and advice to the EXCO for effective running of the Forum.
- iii. Act in the best interest of the Forum in all matters brought before it by the EXCO.
- iv. The BOT shall act reasonably and competently in all matters giving their attention to the affairs of the Forum.

ARTICLE 7: EXECUTIVE COUNCIL

7.0 The Executive Council which shall reflect gender sensitivity will comprise the following Officers:

- i. President.
- ii. Vice President.
- iii. General Secretary.
- iv. Assistant General Secretary.
- v. Financial Secretary.
- vi. Treasurer.
- vii. Social Secretary.
- viii. Legal Adviser.
- ix. Immediate Past President of the Forum as Ex-Officio Member.
- x. Honorary Auditor.

ARTICLE 8: ELECTION TO THE EXECUTIVE COUNCIL

- 8.1 All Officers of the Executive Council shall be elected at the Annual general meeting of the Forum.
- 8.2 All members who are up to date on the payment of their annual dues and special levies (except Honorary Members) shall be eligible to vote and be voted for.
- 8.3 Every Executive Officer of the Council shall be elected for a term of three (3) years at the first instance and such Officer shall be eligible for re-election for another term of three (3) years.

ARTICLE 9: AD HOC AND STANDING COMMITTEES

- 9.1 The Forum shall be at liberty to constitute ad hoc and standing committees.
- 9.2 The Ad Hoc and Standing Committees shall be for the furtherance of the aims and objectives of the Forum and as may be decided from time to time by the Executive Council.
- 9.3 Each Committee shall comprise at least five (5) members and shall be headed by a Chairman who may or may not be a member of the Executive Council.
- 9.4 The Standing Committees may include:
- i. General Purpose Committee.
 - ii. Strategy and Innovation Committee.
 - iii. Finance Committee.
 - iv. Security Committee.
 - v. Social, Protocol and Logistics Committee.

ARTICLE 10: ELECTORAL COMMITTEE

- 10.1 There shall be an Electoral Committee to be appointed by the Executive Council.
- 10.2 The Electoral Committee shall:
- i. Advertise elective posts at least twenty-one days before any Election.
 - ii. Address objections, screen candidates and present a final list of candidates to the Forum.
 - iii. Be charged with the conduct of elections and bye-elections.
 - iv. The Chairman of the Electoral Committee shall be elected by the Executive Council.

10.3 No member of the Executive Council shall be appointed as a member of the Electoral Committee.

10.4 The Electoral Committee shall comprise a minimum of five (5) and a maximum of Ten (10) Electoral Officers, to be presided over by the Chairman.

10.5 The Electoral Committee shall be charged with the responsibilities of screening of candidates for election.

ARTICLE 11: ELECTORAL SYSTEM

11.1 All nominations must be received at least 5 days before the election and supported by at least two members.

11.2 Voting shall be by secret ballot, either by electronic system or any other method acceptable to the Forum and each member who is financially up to date shall be entitled to only one vote.

11.3 In the event of a tie in the votes cast for a particular office, the President of the Forum shall have a casting vote to break the tie.

ARTICLE 12: RESIGNATION OF OFFICERS

12.1 Any elected officer wishing to resign his/her office shall give two (2) months' notice in writing to the Executive Council.

12.2 In the event of any office(s) becoming vacant by reason of resignation, relocation, death or removal on disciplinary grounds or any other reason, the Executive Council shall fill the vacancy provided that such an appointment shall be ratified at the next Annual General Meeting.

ARTICLE 13: POWERS OF THE EXECUTIVE COUNCIL

13.1 The Executive Council shall have the powers to administer and manage the affairs of the Forum to the best of its judgment and ability, and shall inter alia:

- i. Exercise control over the management of the finances of the Forum in such manner as it considers prudent.
- ii. Appoint representatives to attend meetings of other organizations/associations.
- iii. Express in such manner as it deems fit the views of the Forum upon any matter of public interest.
- iv. Convene meetings of the Forum and the Executive Council as it deems fit.
- v. Make all necessary arrangements for the Annual General Meetings.
- vi. Appoint Ad-hoc Committees as it deems necessary to deal with specific matters.

ARTICLE 14: DUTIES OF THE EXECUTIVE OFFICERS

14.1. PRESIDENT

The President shall:

- i. Be the Chairman of the meetings of the Forum and shall Preside over all the meetings including the Annual General Meeting of the Forum and the Executive Council Meeting.
- ii. Cause to be summoned all meetings including the Annual General meeting in accordance with the decision of the Executive Council.
- iii. Present the Annual Report of the Forum at the Annual General meetings.
- iv. Coordinate the activities of all other officers of the Forum.

- v. Conduct the affairs of all meetings in accordance with the Constitution and the approved standing orders.

14.2 VICE PRESIDENT

The Vice President shall:

- i. Perform all duties assigned to him by the President.
- ii. Act in the absence of the President.

14.3 GENERAL SECRETARY

The General Secretary shall perform all the duties normally performed by the Secretary of an organized body of persons including the following:

- i. On the instructions of the Executive Council, summon all meetings including the Annual General Meeting.
- ii. Record and keep the minutes of the meetings.
- iii. Manage the Secretariat of the Forum.
- iv. Respond to all correspondences of the Forum.
- v. Give Notices of Meetings and prepare suitable Agenda on the advice of the President.
- vi. Be the Chief Administrative Officer of the Forum's Secretariat.
- vii. Perform all other duties that may be assigned to him/her by the Executive Council.
- viii. Give comprehensive Annual report to the Forum at the General Meeting.

14.4 FINANCIAL SECRETARY

The Financial Secretary shall perform the following duties:

- i. Receive, record and pay to the Treasurer of the Forum, all monies collected for the Forum with a list indicating the payees.
- ii. Recording, all expenditures of the Forum.

- iii. Carry out any decision or directive of the Executive Council on all matters relating to the finance or budget proposals of the Forum.
- iv. Prepare the Annual accounts of the Forum which is to be audited for presentation to the Annual General Meeting.

14.5 TREASURER

The Treasurer Shall perform the following duties:

- i. Receive and record all monies collected from the Financial Secretary.
- ii. Deposit all monies belonging to the Forum into the Forum's Bank account.
- iii. Prepare the Annual accounts of the Forum for presentation to the Annual General Meeting after being duly audited.
- iv. Collate lists of all financial members submitted by the Financial Secretary.
- v. Compile a list of eligible voters to be used for election purposes at the Annual General Meeting.

14.6 SOCIAL SECRETARY

The Social Secretary shall perform the following duties:

- i. Receive and record all monies collected from the Financial Secretary.
- ii. Deposit all monies belonging to the Forum into the Forum's Bank account.
- iii. Pay out money from the bank account of the Forum after appropriate approvals.
- iv. Collate lists of all financial members submitted by the Financial Secretary.

- v. Compile a list of eligible voters to be used for election purposes at the Annual General Meeting.

14.7 ASSISTANT GENERAL SECRETARY

The Assistant General Secretary shall perform the following duties:

- i. Assist the General Secretary when the need arises.
- ii. Act for the General Secretary in his/her absence.
- iii. In the event of resignation, impeachment, loss of membership, or permanent disability or death of the General Secretary, the Assistant General Secretary shall assume the substantive post as General Secretary of the Forum.

ARTICLE 15: DISCIPLINARY POWERS

15.1 The Disciplinary Powers in this Constitution shall reside with the EXCO. The EXCO shall set up a Disciplinary Committee as at when necessary to inquire into the misconduct of any member of the Forum. The EXCO shall determine the composition of the Disciplinary Committee including the duration of its sitting and mete out punishment based on the recommendations of the Disciplinary Committee.

15.2 Notwithstanding the powers conferred on the EXCO under this Article punish any erring member, such erring members or members shall have a right appeal of such punishment to the Annual General Meeting being the Supreme Authority for review.

ARTICLE 16: MEETINGS

- 16.1 The Forum shall hold at least one (1) Annual General Meeting every year.
- 16.2 The date of the Annual General meeting shall be determined by the Executive Council and published. In the event that the meeting has to be postponed due to unforeseen circumstances, the new date must fall within four (4) weeks from the initially published date.
- 16.3 A minimum of twenty-one (21) days' notice must be given prior to the Annual General Meeting.
- 16.4 If and when the Executive Council fails to summon a meeting of the Annual General Meeting, fifty per cent (50%) of members of the Forum will be required to summon such a meeting. The decisions reached thereat, shall be binding upon all members of the Forum subject to conformity with provisions of the Constitution.
- 16.5 The Executive Council shall meet as occasion demands provided that at least fourteen (14) days' notice is given, except in emergency cases when the notice might be shorter.
- 16.6 In the General Meetings of the Forum or the Executive Council meeting the following conditions shall apply:
- i. Meetings shall be deemed properly convened and held notwithstanding that a shorter notice has been given.
 - ii. Only members shall be entitled to vote or be voted for.
 - iii. Decisions at General Meetings shall be by a simple majority on a show of hands of members present and voting except on any other issues

as may be decided by the Meeting or Executive Council, when it shall be by secret ballot.

16.7 One-third of the elected members of the Executive Council including either the President/Vice President and the General Secretary/Assistant General Secretary shall form a quorum for the Executive Council Meeting.

16.8 An emergency meeting may be convened by the Executive Council or by any of the following:

- i. Financial members of the Forum giving at least 2 weeks' notice.
- ii. Minimum of twenty (20) members shall form a quorum at any General meeting of the Forum including the Annual General Meeting.

ARTICLE 17: VENUE OF MEETINGS

17.1 The meetings of the Forum shall be held in such places as provided by the Executive Council after consultations with prospective Host(s).

17.2 Any Meetings of the Forum may be held online.

ARTICLE 18: ANNUAL GENERAL MEETING

18.1 The following businesses shall be transacted at Annual General Meetings.

- i. Receive and consider reports of the Executive Officers;
- ii. Receive and consider audited accounts; and such other businesses as have been listed in the notice of the General Meeting.
- iii. Receive and discuss reports from the General Secretary and the Treasurer.

- iv. Debate and pass resolutions on any policy matters affecting the Forum.
- v. Do any such other business as the Constitution enjoins or permits;
- vi. Elect members of Executive Council.
- vii. Appoint Auditors.

18.2 Attendance at the Annual General Meetings shall be open to all members of the Forum.

ARTICLE 19: EXTRAORDINARY GENERAL MEETING

19.1 An Extra Ordinary General meeting may be summoned by the Executive Council or on the request of 60 percent of members in good financial standing to deliberate on specific issues at such time and place as may be decided by the Executive Council.

19.2 An Extraordinary General Meeting shall hold within two weeks of the date of the receipt of the requisition.

19.3 Decisions at General Meetings shall be by a simple majority on a show of hands of members present or by any other method(s) of voting deemed acceptable by members at the meetin

ARTICLE 20: RESOLUTION

20.1 Except as otherwise provided in this Constitution, all decisions of the Forum, Executive Council, Committee or Sub-committee shall be by a simple majority vote of members present and voting at such a meeting.

20.2 All resolutions passed at the General Meetings of the Forum shall form the Forum's standing orders and shall be binding on all members of the Forum in similar situations necessitating such resolutions.

20.3 A "Book of Resolutions" which contains all the Forum's Resolutions at the General Meetings shall be kept up-to-date by the General Secretary of the Forum.

ARTICLE 21: FINANCE

21.1 Members of the Forum may be called upon to pay a special levy in aid of approved projects. Donations may also be received from the public through organized activities decided upon by the Executive Council.

21.2 The Executive Council shall open, operate and maintain current, savings, fixed deposit and other accounts of the Forum with a reputable bank or banks.

21.3 The signatories to the Accounts of the Forum shall be the President along with either the General Secretary, the Treasurer or the Financial Secretary.

ARTICLE 22: BORROWING POWERS

22.1 The Executive Council shall have powers to:

- i. Borrow money from any source including the Banks for the purposes of the Forum and may secure the same in such manner as the Executive Council may deem fit including pledging, charging or mortgaging of any property belonging to the Forum; provided that no borrowing in excess of N2,500,000 (Two Million Five Hundred Thousand Naira) shall be made and no assets of the Forum shall be

- offered as security for such borrowing without the prior approval of the Forum in General Meeting.
- ii. All monies belonging to the Forum shall be kept in its name with such bankers as the Executive Council shall appoint.
 - iii. All cheques and other mandates in respect of Bank accounts shall be signed by the President and with either the General Secretary or the Treasurer or the Financial Secretary.
 - iv. No expenditure of money shall be incurred for any purpose unless such expenditure has been approved generally or specifically by the Executive Council.
 - v. All payments shall be evidenced by vouchers.
 - vi. In any case of urgent need, the President may authorize an expenditure not exceeding the sum of N100,000.00 (One Hundred Thousand Naira) and afterwards seek the approval of the Executive Council.

ARTICLE 23: SPECIAL CLAUSE

- 23.1 The income and property of the Forum wheresoever derived shall be applied solely towards the promotion of the objects of the Forum as set forth in this Constitution and no portion thereof shall be paid or transferred directly or indirectly by way of dividends, bonuses or otherwise howsoever by way of profit, to the members of the Forum.
- 23.2 Notwithstanding the provision of clause 18.1, nothing herein shall prevent the payment in good faith reasonable and proper remuneration to any officer or servant of the Forum in return for any service actually rendered to the Forum.

23.3 No member of the Forum shall be appointed to any salaried office of the Forum or any other office of the Forum for which remuneration shall be required. No remuneration or other benefits in monetary terms shall be given by the Forum to any member or Executive Committee member except reimbursements for out-of-pocket expenses properly incurred or reasonable and proper rent for any premises let to the Forum.

ARTICLE 24: WINDING UP

24.1 If in the event of winding up or dissolution of the Forum there remains (after the satisfaction of all its debts and liabilities) any property whatsoever, the same shall not be paid to or distributed among members of the Forum but shall be given or transferred to some other institution or institutions having objects similar to that of the Forum.

24.2 Such institution or institutions to be determined by members of the Forum at or before the time of dissolution. Where effect cannot be given to the aforesaid provision then to some charitable object.

ARTICLE 25: ACQUISITION OF PROPERTY

25.1 In furtherance of the Aims and Objectives of the Forum as contained in Article 2 above, the Forum may acquire any such property or properties as it considers necessary for the realization and promotion of the aims and objectives and such properties shall be vested in the Trustees.

ARTICLE 26: WELFARE OF MEMBERS

26.1 Financial Members of the Forum shall be entitled to the following benefits:

- i. An active financial member who seeks the support of the Forum in case of serious sickness shall be entitled to the sum of N250,000.00 (Two Hundred and Fifty Thousand Naira) only to defray medical expenses. It shall be the duty of the EXCO to verify and ascertain the nature of the sickness before such member is given the financial support.
- ii. The family of an active financial member who passes away shall be entitled to the sum of N500,000.00 (Five Hundred Thousand Naira) only as benevolent fund to facilitate immediate comfort and defray part of the burial expenses of such a member.

26.2 Notwithstanding the provisions in Article 22.1 above, the EXCO shall have powers to extend financial or welfare benefits to any member who desires the support of the Forum from time to time depending on the prevailing circumstances.

ARTICLE 27: DISCIPLINE AND SANCTIONS

27.1 An Executive Officer may be removed from office where he or she

- i. Commits fraud or is convicted of any criminal offence by a competent court.
- ii. Breaches any provision of the Code of Conduct for Officers duly approved by the Executive Council.
- iii. Publicly misconducts himself/herself owing to intoxication by alcohol, drugs or other intoxicants or stimulants, or any bestial acts.

- iv. For an act or behavior that brings or is likely to bring the Forum into disrepute.
- v. For acts of disobedience to the Forum or the Executive Council.

27.2 Notwithstanding the provisions of Article 22.1. above, any officer of the Forum may only be removed from office by two-third (2/3) majority of Executive Council members present at a meeting of the Executive Council where the matter is raised save also that such Officer shall have been given the right to fair hearing.

ARTICLE 28: DISPUTE RESOLUTION

28.1 No aggrieved member of the Forum shall resort to going to Court unless his/her complaint(s) must have been considered and disposed of by the Dispute Resolution Committee; provided that such complaint of member shall be decided by the Committee within sixty (60) days of receipt of the complaint.

ARTICLE 29: AUDITOR

29.1 The Annual General Meeting shall appoint a Honorary Auditor to audit the accounts of the Forum annually. A member of the Forum who is qualified to be appointed as an Officer can be appointed at the Annual General Meeting to serve as Honorary Auditor.

29.2 The Auditor shall audit the accounts of the Forum and present a written report thereof to the Annual General Meeting.

ARTICLE 30: ADOPTION AND AMENDMENT OF THE CONSTITUTION

30.1 This Constitution may be amended by a resolution passed at the Annual General Meeting of the Forum or any other General Meeting by at least two-thirds majority of members present and voting and such amendment shall become operative immediately.

30.2 A written notice of any motion to amend this Constitution shall be given to the General Secretary at least sixty (60) days before the date of the Annual General meeting or any other General Meeting at which such motion is to be moved. Any such notice thereof shall be given by the General Secretary to all members at least twenty-one (21) days before the date of the Annual General Meeting or any other General Meeting.

ARTICLE 31: COMMENCEMENT

THIS CONSTITUTION was adopted at a meeting held on and deemed to have come into effect on

PRESIDENT

GENERAL SECRETARY