



**United Nigerian Association
Of
New Jersey.**

P. O. Box 1562, Asbury Park, NJ 07712

CONSTITUTION AND BY-LAWS.

ARTICLE I:

NAME AND LOCATION

The name of the organization shall be United Nigerian Association of New Jersey.
The Headquarter address shall be P. O. Box 1562, Asbury Park, NJ 07712.

MISSION

- To strengthen, encourage, and promote unity, understanding, and close relationship among Nigerians.
- To encourage and promote the knowledge of African culture within the New Jersey community.
- Protect the interest of Nigerians in the community.
- Act as positive role models and mentors for our children

The goal of this organization will continue to focus on exposure on Nigerian cultures and traditions for educational purposes. Our greatest achievement is, perhaps, educating one another in our various rich cultures and traditions. We are indeed a blessed nation. We are dedicated to promoting the welfare of Nigerians and all people who have been affiliated with Nigeria in a very positive way.

ARTICLE II:

MEMBERSHIP

Membership shall be open to Nigerian men **and women**, eighteen (18) years old and above. Application for membership shall be made in writing to the secretary or designee. Each applicant must express a willingness to abide by the Bylaws and Rules promulgated by the Association. The Executive committee and full membership into the association upon majority vote of the members shall review new membership.

A member may resign from the Association at any time upon written notice addressed to the secretary. Forfeit of membership shall be for improper conduct. Members who resign, or expelled from the Association shall be absolved automatically of all duties and rights of memberships and they shall surrender all properties of the Association in their possession upon termination. Any member may be expelled for improper conduct. Written charges, having been duly made, will be read by Board of Directors who will, in turn, bring their recommendations to the membership. A decision shall be made by majority vote of the members present and voting with a quorum being present. A quorum is when five (5) members are present.

A member can be Active or In-Active. An Active Member is one that is not delinquent in attendance and/or, in annual dues.

Delinquency in Attendance is when a member misses Six (6) consecutive meetings. This member is return to Active Status after attending two meetings within a calendar year

Delinquency in Annual Dues is when a member have not fully paid his/her annual dues by March of the calendar year. This member is returned to Active Status after one (1) month that he/she has paid in full.

ARTICLE III:

ORGANIZATION AND MANAGEMENT

The Board of Directors shall manage the affairs and business of the Association.

The board of directors shall consist of the officers of the Association. All Directors shall be regular members in good standing. The officers shall consist of the President, vice president, General Secretary, Assistant Secretary, Public Relation Officer, and Treasurer.

1. Officers of the Association shall remain in office for Two (2) calendar years only, i.e. January to December ending second year.
2. In September of the election year, the president shall announce that the election of Executive offices will take place in November. The new Executive committee shall assume office in January after the election.
3. All members shall be eligible to vote or be voted for except where otherwise stated in other section of this constitution.
4. All officers are Honorary and do not have any financial, group or material remunerations. \$100 shall be allocated for the office of the General Secretary for yearly operations.
5. Only Active member shall vie for any office in the Association.
6. A Returning Officer shall exercise his voting right at the time of voting but his vote shall be preserve and be counted only in the event of a tie.
7. Issues shall be decided by simple majority of vote cast by members in a properly constituted session, except where otherwise stated in other section of the constitution.

OFFICERS POWERS AND DUTIES:

President – The president shall preside at all meetings of the Board of Directors, and meeting of the membership of the Association. The president shall have general and active management of the business of the Association and shall see that the orders and resolutions of the board are carried into effect. He shall have the general powers and duties of supervision and management usually vested in the office of the president.

The president shall summon all General/Executive meetings of the association, through the general secretary. In a situation where the president fails to summon meetings, signatories of vice president and general secretary shall be an instrument for summoning the respective meetings.

Shall preside over all General/Executive meetings of the association and shall direct the proceedings.

Shall approve all payments and withdrawals as well as be a signatory to all Bank transactions.

Shall co-ordinate and supervise all association activities.

Vice President – Shall, in the absence or disability of the President, act as and have all the power of the President in the conduct of the affairs of the Association, and shall have such other power and duties as may be assigned by the president, and/or the association.

Shall assist the president in the day to day running of the association, and perform any other function that may be delegated to him by the house and the executive committee from time to time.

General Secretary – Shall keep the minutes of the meetings of the board of directors and the membership, record the votes in all elections, maintain the records of the membership of the Association, and other duties as may be assigned.

Shall record proceedings at the general meetings. He shall reply to all correspondence on behalf of the association after consultation with the president.

Shall keep chronological records of all activities.

Assistant Secretary – Shall, in the absence or disability of the General Secretary, act as and have all the power of the General Secretary in the conduct of the affairs of the Association, and shall have such other power and duties as may be assigned by the president, and/or the association.

Treasurer – Shall keep a detailed accounting of receipts and disbursements. The treasurer shall deposit Association funds in a bank approved by the board members in the name of the Association. The Association books shall be open to the inspection of board members at all times and there will be annual audit of the books arranged by the board of directors. The treasurer shall make a quarterly report to the Association of all financial activity ensuing during the previous three months. The treasurer shall make an annual report to the members of all the money received and expended during the previous fiscal year. The treasurer shall be responsible for preparing and filing financial reports with the state and federal revenue office. The treasurer shall have the obligation of keeping the board of directors and members aware of the health of the financial position, projecting expenses and income.

Shall deposit the association monies received within 48 hours of receipt from members/public.

Shall be co-signatory to the association withdrawals from bank and financial transactions.

Financial Secretary – Shall handle all Association financial transactions, including collection of dues, and shall keep a detailed accounting. The financial secretary shall hand over all collections to the Treasurer for deposit. The Association books shall be open to the inspection of Association at all times and there will be annual audit of the books arranged by the board of directors. The financial secretary shall make a quarterly report to the board of all financial activity during the previous three months and an annual report to the members of all the money received during the previous fiscal year.

Public Relation Officer - Shall be responsible for/and liaison between the Association and the public, and carry out such other duties as prescribed in these by-laws. Shall be responsible for all the Association social activities, and carry out such other duties as prescribed in these by-laws. Shall publicize all association activities and shall disseminate association resolution and information to the members.

ARTICLE IV:

DUES – The annual dues shall be \$120. The dues can be change by majority votes (members) and shall be due at the beginning of the year with a grace period till March 31st. The association reserves the right to levy members when necessary per majority vote.

ARTICLE V:

OPERATING PROCEDURES

Management of the affairs of the Association shall be vested in the board of directors. Election of officials will be held every two years, election shall be held by ballot/vote of the members or by the decision made by the members (majority vote). Should a vacancy occur in any office, the president, with the concurrence of the board of directors shall appoint a regular member to fill the unexpired term. The following shall be presented by board of directors to the Association members for approval by majority of the members voting – annual budget, monetary commitments in excess of 15% of the total expenditures, and termination/forfeit of membership. Notice of proposed votes must be included in meeting notices.

In September of the election year, the president shall announce that the election of Executive offices will take place in November. The previous Executives shall be recognized at the beginning of the new term.

The President and his executives shall provide the Association within three (3) months in office with projected goals for their term. The President shall present the State of the Association in February of his last year term, and his accomplishment in November of his last year term.

ARTICLE VI:

MEETINGS

There shall be twelve (12) regular monthly meetings per year, however, the president may call special membership meeting. The General Secretary in advance of the said meetings shall send notices for all meetings. The notice shall state date, time, place and purpose of the meetings. Five (5) members who attend the regular or special membership meeting of the Association shall constitute a quorum, capable of transacting all the business properly brought before the meeting.

ARTICLE VII:

BENEFITS

The Association shall donate \$500 to any Active member that loses a family member. A family member is someone in the immediate family, parent, or brothers and sisters of the member or spouse

The Association will waive the annual dues for any Active member that loses his source of income due to job loss or illness. To qualify, the benefactor must notify the Association within 35 days of the date of occurrence and he/she is out of work for three (3) months.

The Association shall donate \$100 to any Active member with a new child or Grandchild by a legal associate. A legal associate is one that does not bring an immoral issue into the Association such as the birth of a child by a girlfriend when he is legally married.

The Association shall donate \$5000 to the family of a member that is lost.

ARTICLE VIII:

OFFENCES

The under listed among others shall be regarded as offences against the association, whether it is committed in part or in whole by any member or person. The offences will be table at a general meeting for discussion.

1. Violation of the constitution of the association.
2. Impersonation
3. Acts of subversion, plotting against the association or its members and acting in manner capable of bringing the name of the association to ridicule or contempt of any form.
4. Flouting the rules and decision of the house
5. Defrauding the association in any form

6. Acts of dishonesty
7. Gross misconduct
8. Disclosing association confidential information without proper authorization, or deliberately giving wrong information to any organ of the association.

ARTICLE IX:

AMENDMENT AND EFFECTIVITY

Any regular member may submit proposed amendment or changes to this by-law at any meeting of the Association. Proposed changes to these by-laws shall be communicated to the member of the Association for consideration and discussion at a membership meeting prior to ballots being sent to regular members for voting. Final wording of the amendments shall be approved by the board of directors and sent by the secretary and to all regular members for voting.

Amendment to these by-laws shall become effective only after approval by majority votes of all members. The secretary shall distribute copies of the approved by-laws to all members.

These by-laws shall in no way conflict or alter any State of New Jersey /Government regulations.

Adopted: 2004

Amendment Adopted: June 2, 2007

Amendment Adopted: 2009