



THE

CONSTITUTION

OF

NIGERIAN

CANADIAN

ASSOCIATION

OF

SASKATOON

(“NCAS”)

Articles

1. Preamble
2. Purpose
3. Supremacy
4. Motto
5. Slogan
6. Effective Date
7. Name
8. Address
9. Definitions
10. Aims & Objective
11. Trustees
12. Membership
13. Ceasing to be a member
14. Member's Welfare
15. Common Seal
16. Equal Opportunities
17. Organs & Administration of The Association
18. Composition & Administration of General Assembly
 - 18.1 The General Assembly
 - 18.2 The Executive Council
 - a. The President
 - b. The Vice President
 - c. General Secretary
 - d. Assistant Secretary
 - e. Treasurer
 - f. Assistance Treasurer
 - g. Grant Director
 - h. Program Director
 - i. Social Director
 - j. Welfare Officer
 - k. Assistance Welfare Officer
 - l. PRO
 - m. Provost
19. Tenure of Office
20. Non-Elected Officers
21. Elections
22. Election Appeals
23. Resignation
24. Removal and Impeachment from Office

25. By-Election
26. Discipline Community
27. Offenses
28. Meetings
29. Finance
30. Membership Benefit
31. Independence Day Celebration
32. Condolence Visit to Bereaved Members
33. Amendment of the Constitution
34. Dissolution



1. **PREAMBLE:** We, THE MEMBERS of the NIGERIAN CANADIAN ASSOCIATION OF SASKATOON (“NCAS”) HAVING firmly and solemnly resolved to come together to foster unity, togetherness, harmony, cooperation, and mutual progress amongst the Nigerian community and to promote our cultural values in line with the Canadian laws, DO HEREBY MAKE, ENACT AND GIVE TO OURSELVES the following constitution.
2. **PURPOSE:** The purpose of this Constitution is to create a constitutional framework that binds members of the Nigerian Canadian Association of Saskatoon also known as (“NCAS”).
3. **SUPREMACY**
 - a. This Constitution is supreme and its provisions shall have binding force on all authorities and persons who are members of the Nigerian Canadian Association of Saskatoon.
 - b. The Nigerian Canadian Association of Saskatoon shall not be governed, nor shall any person or group of persons take control of the corporate governance of the Nigerian Canadian Association of Saskatoon or its administration or any of its committees, except in accordance with the provisions of this Constitution.
 - c. If any other law is inconsistent with the provisions of this Constitution, this Constitution shall prevail unless the inconsistency can be justified by the laws of Saskatchewan and Canada.
 - d. Unless the authority for any resolution, action, inaction, bylaws, regulations or otherwise can be traced to the provisions of this Constitution, such action shall be null and void unless it can be grounded in the laws of Saskatchewan and Canada.
 - e. In the event of a conflict between the interests of its general membership and the interest of any person, member, association, or group, the interests of the Nigerian Canadian Association of Saskatoon shall prevail.
4. **MOTTO:** The motto of the Association shall be “Togetherness in Love and Unity”
5. **SLOGAN:** The slogan of the Association shall be “One Nigeria One People” unless otherwise agreed by the General Assembly.
6. **EFFECTIVE DATE:** This Constitution shall come into force on the 13th day of August 2023
7. **NAME:** The name of the Association shall be The Incorporated Trustees of the Nigerian Canadian Association of Saskatoon (hereinafter referred to as “NCAS” or the “Association”).
8. **ADDRESS:** The address of the Association shall be 233-2002 Quebec Avenue, Saskatoon, SK S7L 1W4, Canada unless otherwise agreed by the General Assembly.

9. DEFINITIONS: **Except where otherwise provided in this Constitution:**

- “Association” means, the Nigerian Canadian Association of Saskatoon.
- “By-Law” means regulations and policies that are made under this Constitution. In other words, any regulation or policy that is not founded in this constitution is unconstitutional.
- “Executive council” means the Executive of the Nigerian Canadian Association of Saskatoon.
- Ethnic nationals mean the six (6) geopolitical zones represented in Nigeria
- “He” or “Himself” or “She” or “Herself” shall denote male or female gender.
- “House” or “General House” or “General Assembly” means the members of the Nigerian Canadian Association of Saskatoon.
- “Member” means any member of the Nigerian Canadian Association, duly admitted under the terms of this Constitution.
- “Member in Good Standing” means a Member who has paid his/her dues, fees, or levies for all previous years, if applicable, and the current year and shall have attended meetings as specified in the Constitution.
- “NCAS” or “Nigerian Canadian Association” means the Nigerian Canadian Association in Saskatoon.
- “Nigerian Canadian” means any person who is a Nigerian citizen and the spouse and children of such a person residing in Saskatoon.
- “Officer” means a Member of the Executive Council.
- “Pledge” means voluntary commitment (material or financial) to the Nigerian Canadian Association.

10. AIMS & OBJECTIVES:

10.1 The Association shall serve as a common forum for Nigerians living in Saskatoon to promote and advance the image of the Nigerian community positively, cultural values, and the well-being of its members.

10.2. To achieve its aim and objectives, the Association shall;

- a. Encourage a sense of oneness and provide a concerted platform to tackling issues affecting Nigerians living in Saskatoon.
- b. Create Association think tanks reasoning among every Nigerian ethnic national’s present across various platforms here in Saskatoon and beyond.
- c. Constantly engage the Nigerian High Commission (Ottawa) on information that is of benefit to the Nigerian community as well as the suggestion that is of mutual benefit to the Nigerian community and the host community (Canada).
- d. Promote mutual understanding and unity among members of the association irrespective of the ethnic group without any discrimination and work as a group for the betterment of the Nigerian community both at home and abroad.

- e. constantly interface with the government (Canada / Saskatchewan) on policies and laws as it affects the Nigerian community.
- f. Engage and support its members on social and political enlightenment to the benefit of the Nigerian community and the host community within the Laws of Canada.
- g. Promote beneficial relationships and co-existence amongst members.
- h. Encourage the enterprise of its members by promoting their businesses and vocation.
- i. Promote respect and rights of every member within the Laws of Canada.
- j. Engage in welfare and charitable causes within the resources of the association and freewill donations at the discretion of the executives.
- k. Organize programs that aim to educate and inform its members of pertinent issues, current realities as well as development trends in the Nigerian community and the host community (Canada).

11. TRUSTEES:

- a. The trustees of the Association shall be restricted to two (2) nominated financial members each from the six (6) Geopolitical zones that are represented in Saskatoon and must be ratified by the general assembly at the Annual General Meeting (AGM) by a 2/3 vote of members present.
- b. The trustees (hereinafter referred to as “THE TRUSTEES”) shall not be less than eight (8) or more than twelve (12) in number.
- c. The trustees shall not hold /contest for any elective position in NCAS or any of the Ethnic groups.
- d. A trustee may hold office for life but shall cease to hold office if he/she;
 - i. Resigns his/her office.
 - ii. Ceases to be a member of the registered body.
 - iii. Is officially declared bankrupt.
 - iv. Ceases to be a Canadian citizen / permanent resident.
 - v. Is convicted of a criminal offense by a court of competent jurisdiction.
 - vi. Is removed by his geopolitical/ethnic group through communication in writing to the association and ratified by the general assembly at the Annual General Meeting (AGM) by a 2/3 vote of members present.
- e. Upon a vacancy occurring in the number of Trustees, the affected Geopolitical zone shall nominate another member and shall be ratified by the general assembly.
- f. Trustees shall from time to time have unfettered advisory powers on the executive council.
- g. The Trustees shall serve as mediators/ hear appeals and investigate any allegation against any executive member and advise appropriately on the best possible action to be taken by the association.
- h. The Trustees shall serve as a conflict resolution body within the association.

- i. The Trustees shall elect a chairperson among themselves to pilot the activities of its members.

12. MEMBERSHIP:

Regular Membership:

- a. Regular Membership of the Association shall be open to all Nigerian adults of 18 years and above residing in Saskatoon or the surrounding areas who supports the aims and objective of the Nigerian Canadian Association of Saskatoon.
- b. Intending members shall pay a one-time non-refundable registration fee of \$20 CAD (Twenty Canadian Dollars) and all new and old members shall pay the annual Dues of \$30 CAD (Thirty Canadian Dollars). The registration fee and annual dues shall be reviewed from time to time by the executive and subject to ratification by the General Assembly.
- c. Membership Dues shall be paid on or before the end of every year.
- d. The register or list of all members shall be kept by the secretary and as soon as a member pays his registration fee/ Annual due. A receipt shall be issued to that effect and his/her name be immediately added to the register.
- e. The secretary shall periodically publish the list of all financial members on the website, WhatsApp / telegram group chat for review.
- f. A member who fails or neglects to pay his/her dues for one full year shall be repeatedly notified through the WhatsApp group chat, telegram, or any other medium to pay up before the end of the year. Failure to pay up after repeated notification, such member will cease to enjoy his/her membership rights and privileges until the total Membership due is paid.
- g. Only up-to-date financial members shall be entitled to vote and be voted for.
- h. Only up-to-date financial members shall be nominated as Trustee.
- i. Only financial members who have attended at least 2/3 of the general meeting /AGM shall be entitled to be voted for.

Honorary Membership:

An honorary member shall be appointed by a simple majority at the general meeting as considered fit and proper persons because of their interest and who have demonstrated genuine interests towards realizing the Association's aims and objectives

13. CEASING TO BE A MEMBER

- a. Members may resign at any time in writing to the secretary which must be approved and ratified by 2/3 of the general house in a general meeting.
- b. Any offensive behavior, including racist, tribal, sexist, or inflammatory remarks capable of causing disunity, will not be permitted either in the social media or during General meeting or Annual General meetings (AGM).
- c. Anyone behaving in an offensive way or breaking the equal opportunities policy may be asked not to attend further meetings or to resign if an apology is not rendered or the behavior is repeated. The individual concerned shall have the right to appeal and be heard by a constituted appeals committee. Such member shall be accompanied by a person of his choice, before a final decision is made. If such member is not satisfied, he shall then appeal to the trustee.

- d. A member who fails or neglects to pay his levies and dues for one full year shall be notified and reminded by the committee at least 2-5 times in the group. Such member shall reach back to the Executive/committee with the fee or any reason for the delay. Such a member ceases to be a member if he/she deliberately refuses to pay his or her dues after two years without any justifiable reason (s) and fails to reach out to the Executive or a committee after reminders. "Subject to the Executive/committee's recommendation."

14. MEMBER'S WELFARE

- a. Members can be entitled to free will donation at the discretion of the executive. A member must have been a financial member without any outstanding financial obligations to be eligible.
- b. Details of benefits accruable to members shall be worked out from time to time by the General Assembly /financial secretary.
- c. Monies, levies, and dues paid by any member are nonrefundable under any circumstance.

15. COMMON SEAL

- a. The Association shall have a common seal.
- b. Such a common seal will be kept in the custody of the General Secretary who shall produce it when required for use by the Trustees.
- c. All documents to be executed by the Trustees shall be signed by such members of the trustees appointed by a simple majority vote of the trustees and sealed with the common seal.

16. EQUAL OPPORTUNITIES

- a. All members of the Nigerian Canadian Association of Saskatoon, have equal stake.
- b. No one should be discriminated against on the grounds of sex, race (including color, ethnicity, or origin), sexual orientation, disability, religious or political belief, pregnancy or maternity, marital status, or age as entrenched in the constitution.

17. ORGANS AND ADMINISTRATION OF THE ASSOCIATION

The Association shall be composed of three organs "The General Assembly" which shall be the highest decision-making organ, "the Executive Council" and "the Board of Trustees".

Other committees may be set up when and if necessary.

Responsibility for the administration of the Association shall be vested in the Executive Council.

18. COMPOSITION AND FUNCTIONS OF THE GENERAL ASSEMBLY AND THE EXECUTIVE COUNCIL

Composition shall be.

- a. The General Assembly
- b. The Executive Council and /or
- c. Any other Committee so created.

18.1 THE GENERAL ASSEMBLY

Composition

- a. The general assembly shall be constituted by the financial members of NCAS. A financial member is a registered member who has paid up to 100% of his/her dues.
- b. Members can participate at meetings by electronic means and other media as established in the Association bylaws. Such participation will suffice for attendance and voting purposes.
- c. For the purposes of (b) above, “electronic means and other media” does not extend to the mandatory attendance of statutory meetings and AGMs (Annual General Meeting). To be held on every Nigerian Independence Day celebration.

Functions of the General Assembly

It shall be the duty of the General Assembly to;

- a. Elect the members of the executive council
- b. Examine and give approval to resolutions and byelaws submitted to it by the Executive council or other committees.
- c. Summon meetings where the Executive Council fails, refuses, or neglects to do so provided such notice is signed by at least 2/3 majority of registered members.
- d. Recognize electronic signatures executed by a channel accepted by the Association in all circumstances.

18.2.1 THE EXECUTIVE COUNCIL

Composition

The Executive Council shall be constituted by the elected officers of NCAS. The following shall constitute the executive council.

- a. The President
- b. The Vice President
- c. The General Secretary
- d. Assistant General Secretary
- e. Treasurer
- f. Assistant Treasurer
- g. Grant Director
- h. Program Director
- i. Social Director
- j. Welfare Officer
- k. Assistant Welfare Officer
- l. Public Relations Officer
- m. Provost

Subject to the approval of the General Assembly; the Executive Council shall have powers to;

- a. Execute resolutions
- b. Institute bylaws necessary for the smooth running of the Association
- c. Recommend ways and means of financing the programs outlined for each year
- d. Appoint subordinate officers to assist in duties such as the collection of fines and levies and in the execution of other tasks.
- e. Discipline erring members

Provided that;

The executive committee shall not require the approval of the General Assembly to implement resolutions/bylaws that are already in force.

FUNCTIONS OF THE EXECUTIVE OFFICERS

The President:

- a. The President shall be the Chief Executive Officer/ Head of the Association.
- b. The President shall preside over all executive and general meetings of the Association.
- c. The President shall oversee all the Officers and their activities. All Officers shall report to the President directly before reporting to the General Assembly.
- d. The President shall be a co-signatory to the Association's account and financial instruments.
- e. The President shall supervise and coordinate all aspects of the Association's investment and activities.
- f. The President shall summon executive and general meetings through the PRO and Secretary.
- g. The President shall not exercise his/her voting rights in the Executive Council and in all meetings except when there is a tie/deadlock.
- h. The President, upon receiving final reports and/or recommendations of a committee from the Vice President shall present those reports and/or recommendations to the General House for ratification.
- i. The President shall abide by all the provisions of this Constitution and shall always uphold its integrity.

Vice President

- a. The Vice President shall be an assistant to the President.
- b. The Vice President shall assume the duties of the President in his/her absence.
- c. The Vice President shall assume the position of the President if the President is unwilling and/or unable to complete his/her tenure or is impeached.
- d. The Vice President shall perform all functions as may be assigned to him from time to time.
- e. The Vice President shall abide by all the provisions of this Constitution and shall always uphold its integrity.

The General Secretary

- a. The General Secretary shall preside over the secretariat of the Association and shall ensure that all administrative duties of the Association are performed in a timely manner.
- b. The General Secretary shall conduct and deal with all official correspondence of the Association, including incoming and outgoing correspondences.
- c. The General Secretary shall keep attendance books, minutes, and records of executive and general meetings except for financial record.
- d. The General Secretary shall regularly update the Membership list including names, contact addresses, telephone numbers and email addresses of all members.
- e. The General Secretary shall be responsible for convening all general and executive meetings as directed by the President and executive committees or the general assembly.
- f. The General Secretary shall compile and present to the general assembly, a comprehensive report of the Association activities at the end of each year.
- g. The General Secretary shall notify all members of the Association of the date of upcoming meetings not later than two weeks before the meeting and may send a reminder at any time prior to the meeting.
- h. The General Secretary shall upon the completion of his/her tenure of office, removal from office, and/or inability or unwillingness to discharge the duties of his/her office, shall return all records and or documents of the Association in his/her possession.
- i. In the absence of both the President and the Vice President, the General Secretary shall act as the President.
- j. The General Secretary shall abide by all the provisions of this Constitution and shall always uphold its integrity.

Assistant General Secretary

- a. The Assistant General Secretary shall be an assistant to the General Secretary
- b. The Assistant General Secretary shall assume the position of the General Secretary if the General Secretary is unwilling and/or unable to complete his/her tenure or is impeached.
- c. The Assistant General Secretary shall perform other functions as may be assigned to him from time to time.
- d. The Assistant General Secretary shall abide by all the provisions of this Constitution and shall always uphold its integrity.

The Treasurer

- a. The Treasurer shall keep a comprehensive financial record of the Association.
- b. The Treasurer shall be responsible for the collection of all annual dues, fines, levies, donations, and pledges due to the Association and shall issue receipts for such collections.
- c. The Treasurer shall present an annual report of the financial dealings of the Association to the general assembly including records of all incomes and expenditures of the Association.

- d. The Treasurer shall be a signatory to the Association's account.
- e. The Treasurer shall coordinate all investments as mandated by the executive council.
- f. The Treasurer shall announce all levies and fines in consultation with the executive council.
- g. The Treasurer shall be responsible for depositing all monies and other financial instruments issued in the name of the Association to a financial institution approved by the Association. Such monies and financial instruments shall be deposited not later than forty-eight (48) hours after they are collected.
- h. The Treasurer shall keep a copy of the Association's bank statements.
- i. The Treasurer shall be the custodian of the Association's cheque books and tellers.
- j. The Treasurer shall abide by all the provisions of this Constitution and shall always uphold its integrity.

Assistant Treasurer

- a. The Assistant Treasurer shall be an assistant to the Treasurer.
- b. The Assistant Treasurer shall assume the position of the Treasurer if the Treasurer is unwilling and/or unable to complete his/her tenure or is impeached.
- c. The Assistant Treasurer shall perform other functions as may be assigned to him/her from time to time.
- d. The Assistant Treasurer shall abide by all the provisions of this Constitution and shall always uphold its integrity.

Grant Director

- a. The Grant Director shall be responsible for overseeing the grant process of the Association as well as liaising with outside organizations to apply for corporate grants and other types of funding that align with the mission of the association
- b. The Grant Director shall oversee/ identify potential grant opportunities and determine if they are beneficial to the cause of the Association.
- c. The Grant Director shall manage the application process once a decision has been made.
- d. The Grant Director shall work with other executives to ensure that funds are allocated appropriately once a grant is awarded.
- e. The Grant Director shall work with the Treasurer to prepare yearly financial reports on the status of fundraising efforts and expenditures to the association.
- f. The Grant Director shall abide by all the provisions of this Constitution and shall always uphold its integrity.

Program Director

- a. The Program Director shall be responsible for identifying, planning, and implementation of all the association programs and projects.
- b. The Program Director shall initiate programs/projects and its goals based on the strategic objectives of the association.

- c. The Program Director shall work with other members of the executive/committee in identifying programs/activities beneficiary to the association.
- d. The Program Director shall advise the amount to be allocated to any program/project from start to finish including identifying the processes.
- e. The Program Director shall work with the Treasurer to prepare and render yearly reports of the program/project's expenditure to the association.
- f. The Program Director shall abide by all the provisions of this Constitution and shall always uphold its integrity.

Social Director

- a. The Social Director shall be responsible for organizing, coordinating, planning, and executing all social and cultural activities of the Association including the arrangement of venues and entertainment.
- b. The Social Director shall co-chair the Social Committee with the program Director to bring members a variety of social and cultural events throughout the year.
- c. The Social Director shall prepare a summary report of each social event at the end of the event and shall present the report to the General Assembly for record keeping.
- d. The Social Director shall be responsible for overseeing the social welfare of members including initiating appropriate action including but not limited to visitations, collaborating with the welfare Director to arrange temporary settlement to new Nigerian families and students, and presentation of condolence cards, flowers or gifts to the deceased family.
- e. The Social Director shall continually educate members of the Association of the social programs and their benefits.
- f. The Social Director shall be responsible for the Association advertisements, fundraising, sponsorship networking, and any other means of generating funds/grants for the Association.
- g. The Social Director shall abide by all the provisions of this Constitution and uphold its integrity at all times.

Welfare Officer

- a. The Welfare Officer shall be responsible for the temporary settlement of new Families/ students who need the help of the association.
- b. The Welfare Officer shall be responsible for the collection of material donations for new Families/students coming into Saskatoon.
- c. The Welfare Officer shall work with the social director to ensure proper organization of meetings, venues, and social outing activities.
- d. The Welfare Officer shall ensure proper distribution of food and drinks in any outing in collaboration with the provost and other members if need be.
- e. The Welfare Officer shall organize every end-of-the-year party of the Association, in collaboration with any officer or member of the Association assigned to assist him/her and shall render reports at the end of such parties.

- f. The Welfare Officer shall perform any assigned duties from time to time.
- g. The Welfare Officer shall abide by all the provisions of this Constitution and shall always uphold its integrity.

Assistant Welfare Officer

- a. The Assistant Welfare Officer shall be an assistant to the Welfare Officer.
- b. The Assistant Welfare Officer shall assume the position of the Welfare Officer if the Welfare Officer is unwilling and/or unable to complete his/her tenure or is impeached.
- c. The Assistant Welfare Officer shall perform other functions as may be assigned to him/her from time to time.
- d. The Assistant Welfare Officer shall abide by all the provisions of this Constitution and shall always uphold its integrity.

Public Relations Officer

- a. The Public Relations Officer, in consultation with the Executive Council shall be responsible for promoting the interests of the Association through the media, provided that the President is aware of the content of all press releases and information that are disseminated to the general public.
- b. The Public Relations Officer, in consultation with the President shall establish liaison between the Association and other cultural and social groups for the purpose of promoting social and cultural interactions.
- c. The Public Relations Officer shall document and report to the General Assembly at the general meeting of such liaisons as mentioned above.
- d. The Public Relations Officer shall sign all public statements, adverts, and press releases on behalf of the Association provided that the President is aware of the content of all press releases and information that are disseminated to the public.
- e. The Public Relations Officer shall be responsible for handling all printing of the Association's stationery, cards, and other publications.
- f. The Public Relations Officer shall coordinate all ceremonies in any of the Association's organized functions.
- g. The Public Relations Officer shall perform all tasks as directed by the President from time to time.
- h. In the event the Public Relations Officer is unwilling and/or unable to complete his/her tenure or is impeached, the President shall appoint a financial member of the Association to act in his capacity in the interim subject to the provisions of section 19 of this constitution.
- i. The Public Relations Officer shall abide by all the provisions of this Constitution and shall always uphold its integrity.

Provost

- a. The Provost shall ensure the orderly conduct of the Association's meetings, online chat, and general activities.
- b. The Provost shall arrange venues of meetings and maintain respect and decorum at all activities.

- c. The Provost shall work together with the welfare officer to ensure the orderly distribution of drinks and food during all the Association's activities and outings.
- d. The Provost shall perform other duties assigned to him from time to time.
- e. The Provost shall abide by all the provisions of this Constitution and shall always uphold its integrity.
- f. The Provost shall ensure that members on the Association's social media platforms, such as Telegram, Facebook, and WhatsApp, abide by the rules and policies regarding cyberbullying, harassment, threats, and discrimination.

19 TENURE OF OFFICE

- a. The tenure of the office of the Executive Council shall expire in two (2) years. Where an officer quits through resignation, indictment, or otherwise, a new officer will be elected to replace him/her within three (3) months. A member of the Executive Council can be removed from office for non-performance by the General Assembly.
- b. Elected officers shall hold office for one term of 2 years; thereafter they shall become eligible for election for another term of 2 years. A member who has served in the same position for two terms can contest for a different role for another two terms. A member may therefore only serve continuously for a cumulative of 8 years after which He/she may not be eligible to contest for a position for another 24 months. (An officer who wishes to contest for another position is eligible to contest such position provided he does so after 24 months (2 Years)).
- c. In the event of an officer vacating an office through indictment, resignation or impeachment, He/she shall immediately hand over completely to the secretariat, all properties of the Association in his/her possession.
- d. In (c) above, the secretariat shall mean the General secretary or in the absence or unavailability of both secretaries; the President or anyone so appointed by the President shall handle that function for the time being.
- e. In the event of the entire executive vacating their office through indictment, resignation, or impeachment, they shall immediately hand over completely to the secretariat, all properties of the Association in their possession.
- f. In (e) above, the secretariat shall mean the board of Trustees, the chairman or anyone so appointed by the chairman board of trustees to handle that function for the time being.
- g. The Trustees shall immediately set up a caretaker committee, which must be ratified by the general assembly, to oversee the affairs of the association for the time being and conduct a fresh election not later than 3 months.

20. NON-ELECTED OFFICERS

- a. Legal advisor to be appointed by the executive from the ranks of membership and ratified by the General Assembly to interpret and advise on legal matters.
- b. Auditor to be appointed by the executive from the rank of membership and must be ratified by the general assembly. The Auditor shall periodically audit the Association's account and make it available to the general assembly.

21. ELECTIONS

- a. Following the promulgation of this Constitution, the previous election held is recognized and all other elections of the association shall/must follow the guidelines of the Constitution.
- b. The General Elections of the Association shall be held every two (2) years.
- c. Elections shall be conducted by an electoral committee to be headed by a returning officer to be nominated/appointed by the General Assembly.
- d. The returning officer must not be a member of the outgoing executive.
- e. Any member appointed as a member of the electoral committee shall not be eligible to contest in that election.
- f. All registered financial members of the Association who have attended 2/3 of the general meeting and at least one AGM are eligible for nomination.
- g. Nominations and campaigns shall be done in accordance with the provisions of this Constitution.
- h. All registered financial members of the Association are eligible to vote.
- i. Contestants contesting may be nominated by a member of the General Assembly.
- j. Contestants can also nominate themselves.
- k. The method of voting shall be secret ballot conducted by electronic means or consensus of a simple majority by the General Assembly.
- l. There shall be no voting by proxy or absentee balloting.
- m. Counting of votes shall commence immediately after the election and shall continue until all the votes are counted.
- n. It is mandatory that candidates running for the election are present on the day of the election.
- o. In the event of a tie, there shall be a runoff election for those concerned.
- p. The announcement of the results of the elections shall be done immediately after the counting of the votes.

22. ELECTION APPEALS

- a. Any candidate disputing the results of an election must submit a Notice of Intent to Dispute Election Results to the Chairman of the Electoral Committee not later than three (3) days after the results of the elections are announced.
- b. A completed Notice of Appeal shall be submitted to the Chairman of the Committee not later than two (2) weeks after the results are announced. The completed Notice of Appeal must contain, among other things, the name of the candidate, the election being challenged, the facts supporting the allegations, aspects of this Constitution that have been violated, and any other facts, documents, or evidence that will assist the Appeal committee in reaching a just and speedy resolution of the matter.
- c. The Executive Council shall call for an emergency general meeting and notify the House of such election dispute, and the General House shall constitute an ad-hoc committee of

three Members to consider any appeals arising from the elections and sit as the Elections Appeal Committee.

- d. The Elections Appeal Committee shall discharge their duties without fear or favor and with the combined goal of upholding the provisions of this Constitution and doing justice to all.
- e. The Elections Appeal Committee shall set a date for the hearing of appeals not later than two weeks after receiving the completed Notice of Appeal.
- f. The Elections Appeal Committee shall determine who to call at its hearing, the manner of the hearing, and the order of taking of evidence.
- g. The decision of the Elections Appeal Committee shall be final and binding on all parties.
- h. All appeals resulting from an election must be disposed of before the elected officials are sworn into office.
- i. All candidates must avail themselves of and exhaust this internal appeal process as a condition precedent before seeking any other external remedy. Any candidate who fails to comply with this provision shall be deemed to have resigned his/her NCAS membership.

23. RESIGNATION

- a. All resignations shall be subject to acceptance by a simple majority of the General Assembly.
- b. Any appointed or elected officer of the Association may resign his office, seat, post, or appointment in writing through the General Secretary. If one of the secretaries is the resigning officer, He/she shall forward his/her letter to the President.
- c. Should the entire members of the executive resign, the Board of Trustees shall immediately appoint a care-taker committee which shall consist of five (5) Members to preside over the affairs of the Association not later than three (3) months and during this period, shall conduct fresh elections to fill up the various positions. In a case where such an election could not be conducted, the tenure shall be extended by three (3) months only.

24. REMOVAL AND IMPEACHMENT FROM OFFICE

Any Member of the Executive Council shall be removed for any of the following reasons:

- a. Failure to perform any of the duties of his office as provided in this Constitution.
- b. Failure to adhere to the provisions of this Constitution or any of the by-laws or regulations made pursuant to it.
- c. Absences of 25% or more from monthly and Annual General meetings.
- d. Conduct deemed to be unbecoming to the aims and objectives of the Association. For purposes of clarity, unbecoming conduct means acts or omissions which are inimical, injurious, shameful, and detrimental to the Association.

- e. Projecting his/her personal interests and/or group or ethnic interests ahead of the interests of the Association.
- f. Failure to disclose and act in a conflict-of-interest situation which he/she knew or ought to have known at the time he/she so acted.
- g. Misappropriation of the Association funds.
- h. A motion for his/her removal is approved by a two-thirds (2/3) majority of members in good standing present and voting at a duly constituted meeting of the Association.

A Member removed from office may be notified by registered mail or courier and shall be barred from holding any office in the Association for a period of four (4) years.

25. BY-ELECTION

- a. By-election to fill a vacant position shall be held within three months of the office being vacated following the date when the office is declared vacant by the President or his representative.
- b. The tenure of any officer in a by-election shall end at the expiration of the term of the officer so replaced.

26. DISCIPLINE COMMITTEE

- a. An ad-hoc disciplinary committee of three (3) members shall be appointed by the Executive committee to investigate the serious case of misconduct.
- b. An offending member(s) shall be referred in writing by the disciplinary committee to the General Secretary.
- c. The Disciplinary Committee shall, through its Secretary, inform any offending member in writing, stating his offenses and when he is expected to appear before the committee.
- d. A member dissatisfied with the decision of the Disciplinary Committee may appeal through the Secretary to the Board of Trustees office.

27. OFFENSES

- a. Any Member who violates the provisions of this Constitution or by-laws or regulations made pursuant to it shall be guilty of an offense against the Association.
- b. Any Member who exhibits disruptive behavior in any meeting of the Association and the Executive Council and/or harasses any other Member during such meeting shall be guilty of an offense against the Association.
- c. Any Member who publishes or disseminates disapproved information either verbally, in writing, or otherwise against one or all Members of the Association shall be guilty of an offense against the Association.
- d. Any Member who seeks through fraudulent means to secure in official capacity the directorship or leadership of the Association outside the Constitutional provisions shall be guilty of an Offense against the Association.

- e. Any Member who fraudulently receives accepts or causes to receive and/or accept or misappropriates any property of the Association shall be guilty of an Offense against the Association.
- f. Any Member who uses the name of the Association or the list of its Members for personal benefits shall be guilty of an Offense against the Association. For purposes of clarity, the members of the Executive Council are not exempt from the provision of this subsection.
- g. Any Member who, without authorization, uses the name of the Association to solicit funds, grants, or donations from any person, group, agency, or government, among others, shall be guilty of an Offense against the Association.
- h. Any Member who interferes or colludes with an Officer or Member to deprive the Association from receiving funds, grants (property or otherwise), and donations, among others shall be guilty of an Offense against the Association.
- i. Any Member who misrepresents himself as an Officer or impersonates an Officer in order to gain monetary or non-monetary benefits directly or indirectly shall be guilty of an Offense against the Association.

28. MEETINGS

- a. The Association shall hold General Meetings quarterly to commence the business of the Association and All officials MUST be in attendance.
- b. The Association shall hold an Annual General Meeting each year.
- c. Extraordinary General Meetings shall be called by the Association to deal with objects of the Association as they arise, or exigencies may dictate. These are matters that require the assent of the General Assembly but cannot be kept till the next AGM.
- d. The Executive Committee shall hold meetings as necessary to conduct the business of the Association.
- e. Members, upon notice to the General Meeting, can attend such meetings and can vote through electronic means as agreed by the General Assembly from time to time.
- f. For the purpose described in (e), a member will be appointed to communicate the discussions of the meeting to those participating through agreed electronic means.
- g. The quorum of the General Meeting shall be a minimum of 15 (fifteen) members.
- h. A ten (10) minute grace shall be allowed for attendance at all meetings to enable a quorum to be formed.
- i. The President or in his absence, Vice President or in their absence, the General Secretary shall have power to summon all executive or emergency meetings.
- j. Speaking out of order attracts a fine of \$10 (Ten Dollars).
- k. Absence of any official for the quarterly general meeting or AGM without any excuse shall attract the following fines:
 - (i) For the President or Vice President: a sum of \$50.00 (Fifty Dollars)

(ii) For all other officials: a sum of \$30.00 (Thirty Dollars)

- l. Calling in during a meeting or sending an electronic message to the Association through the President, Secretary, or whoever is so presiding shall suffice for attendance for those proven to be working or out of the town but not more than two consecutive times. This does not apply to AGM.
- m. Interrupting the President or whoever is presiding while he/she is addressing the house SHALL attract a fine of \$10 (Ten Dollars).
- n. All messages/posts to the Association WhatsApp group and other social media platforms must be in line with the ethics, intents, and purpose of the Association. Appropriate sanctions will be meted on erring members which will include but may not be limited to \$20 (Twenty Dollars) fines at every instance.
- o. Attendance is encouraged for members, save for extreme and excusable reasons which must be communicated to the secretariat via phone, email, or any other electronic media like WhatsApp and telegram.
- p. The language of this Association and for deliberation always shall be in the English language only.

29. FINANCE

The Association shall raise funds from all legal avenues it deems necessary, including but not limited to membership dues, donations from members and the public, fundraising activities, proceeds from cultural and social activities, and grants from institutions, agencies, and government.

Further to the above clause, the following shall constitute sources of income for the Association.

- a. Registration: All intending members shall pay the non-refundable registration fee of CAD \$20 (Dollars only).
- b. Annual Dues: Both old and new members shall pay a non-refundable annual due of \$30 CAD (Thirty Dollars Only).
- c. Voluntary contributions and donations shall be solicited from members, when necessary, to meet up with specified obligations for the Association.

30. MEMBERSHIP BENEFITS

All intending members of the Association shall subject to the provisions of this Constitution by-laws and rules made under this Constitution, be made eligible for, and entitled to the following benefits.

- a. The Association shall attend marriage ceremonies organized by members to which it is invited and present to the celebrant a uniform token to be worked out by the executives.
- b. All privileges of purse on account of the marriage of children shall be a one-time payment of 200.00 CAD (Two Hundred Dollars), provided the member is financially up to date.

- c. In the event of a deceased member's offspring getting married, the Association shall, through the Executive Committee, discuss and agree to the AMOUNT to be given to the family.
- d. Any officer or member who distinguishes themselves shall be bestowed with the honour of the officer of the Nigerian Canadian Association of Saskatoon Award (ONCASA); the award shall carry a material reward to be determined by the executives.

31. INDEPENDENCE DAY CELEBRATION

There shall be an annual dinner party to be wholly sponsored by the Association or from contributions and donations from the members during the Independence Day celebration of every year/ any other activity as decided by the executives.

32. CONDOLENCE VISIT TO BEREAVED MEMBERS

- a. In the event a member of the Association dies, the Association shall work together with the family of the deceased member and assist within the means of the Association.
- b. In the event of a financial member losing an immediate family member (father/mother/biological child), the Association shall pay him/her a condolence visit.
- c. The Association shall during such visit present to the member's next of kin a token as agreed by the Association.
- d. Subject to the above clauses, only financial members who have been active for at least six (6) months are entitled to the aforementioned benefits.
- e. Membership benefits shall be reviewed every two (2) years or earlier as determined by economic realities and determined by the Executive.

33. AMENDMENT OF THE CONSTITUTION

- a. The Constitution and any by-laws made pursuant to it may be altered, repealed, or amended every three (3) years only at a duly constituted General Assembly by at least two-thirds (2/3) majority of the members present who are in good standing, provided that at least two months prior notice of proposed amendment(s) had been given to all members.
- b. Notice of such proposed amendment shall be in writing and signed by a Secretary or any other designated Officer of the Association.

34. DISSOLUTION OF THE ASSOCIATION

- a. The Association shall not be dissolved except on a 2/3 majority vote of the general assembly at an AGM after the motion to do so shall have been debated and adopted by a simple majority of the general assembly.
- b. The dissolution shall be deemed effective with its endorsement by two-thirds (2/3) majority of the registered members.
- c. Upon such dissolution, all Association assets in cash and kind shall be donated to charity.

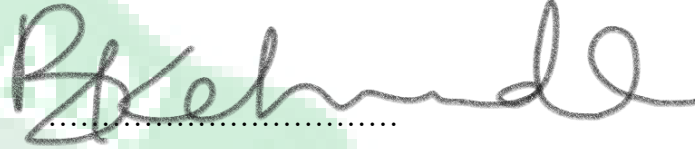
RATIFICATION AND ADOPTION

This Constitution shall be, and is hereby deemed ratified, passed and adopted this 13th day of August 2023 with its endorsement by the undersigned, for and on behalf of Nigerian Canadian Association of Saskatoon (“NCAS”)



President

James Obuh



Secretary

Bukola Kehinde

