

Reply ABOVE THIS LINE to add a comment to this message

Project: [\(N.W.C.O\)](#)

Company: Nigerian Women Cultural Organization (NWCO) of The Greater Miami Valley, Inc.

Only people from your company can see this message.

Constitution of The Nigerian Women Cultural Organization(NWCO) of Greater Miami Valley.

1st. Amendment Drafted January 19, 2003.

Article I- Name

The name of this organization shall be the Nigerian Women Cultural Organization of Greater Miami Valley, hereafter referred to as NWCO.

Article II- Statutory Basis

The NWCO shall have an official status as a non-profit organization.

Article III- Statement of purpose/vision

Section 1: The objective of this organization shall be to: promote Nigerian and African cultures through cultural and educational awareness, and to provide humanitarian services to people around the world.

Section 2: Vision

The vision of the NWCO shall be such that she

- Promotes the advancement and development of the organization through media, and other advertising outlets.
- Seeks donations, as a non-profit organization, from individuals and other organizations for humanitarian and community services in the areas of education and health.
- Raises and/or solicits funds from the Nigerian community and the general public to support academic work among Nigerian youths, community involvement, and NWCO administrative costs.
- Establishes a collegial body that enables members to continue their relations with and, in support of the NWCO by dancing, educating and participating in events that benefit the broader community.
- Collaborates with other philanthropic organizations or institutions interested in promoting cultural understanding and humanitarian services across the globe.

- Promotes friendship and understanding among members.

Article IV- Membership and activities

Section 1: Membership in NWCO is voluntary and open to any woman who is willing to abide by the NWCO's rules & regulations as stipulated in her constitution.

Section 2: Any woman who has rendered outstanding service to the NWCO may be eligible for an honorary membership by a majority vote of the NWCO members. NWCO members shall enjoy the same rights and privileges, except that a Nigerian by birth will hold the position of the President and the Vice President of the organization.

Section 3: NWCO is open to partnership or networking relationship with other organizations. An NWCO partnering business or institutional member shall not be eligible to hold office or vote in the NWCO events.

Section 4: Membership Requirements

A. An NWCO member shall be one who:

- Attends at least 80% of the voted number of meetings (8 out of 12 meetings per year). Notice of absences at meetings must be given in writing and or verbally with excusable reasons to the president and or host of a meeting. **Any member who fails to to host a meeting as scheduled, fails to arrange for an alternate host and fails to inform the leadership of the organization in time will pay \$100 to NWCO for an alternate arrangement.**
- Pays the membership annual dues, one hundred twenty dollars (\$120) in full and in a timely fashion (before or by July 31st each year). Dues shall be collected at each general meeting.
- Gives full participation (from beginning to completion) in the NWCO matters/events
- Shares her opinions on issues that contribute to the positive growth of the organization.

B. Honorary member – is a member who:

- Assists or serves as a patron in such a manner that he/she makes substantial contributions to the goodwill of the NWCO.
- Attend at least 20% of NWCO meetings (2 out of 12 meetings per year).
- Receives invitations and attends the NWCO activities.
- Is not a voting member.
- Spouse of members shall be deemed as honorary member.

C. Reinstatement of membership rights shall apply to a person who

Has, after cessation of membership, expressed verbally and/or in writing intent

to resume her membership privileges and pays a re-activation and membership dues.

Section 5: Rights of Members

All powers vested in the NWCO are derived from the member organization to whom all officers are fully responsible.

Section 6: Responsibilities

- a. Each member is obligated to abide by and maintain the rules and regulations of NWCO.
- b. Maintain voting rights.
- c. Participate in NWCO elections and hold offices
- d. The NWCO can cancel meetings due to such crucial conditions such as poor weather.
- e. Six members of whom two are current officers present at an official meeting (before 4:00pm.) **constitute a** quorum
- f. A voting member's issue/s that concern questionable/unethical conduct shall be addressed based on due process/procedure for disciplinary action.
- g. Members reserve the right to appear before the NWCO and petition to the membership, officers, and/or the Board of Directors for issue of concern. Such issue can be re-voted upon if a motion is moved and seconded by another, prior to activation. The member moving an issue must have demonstrated active participation in most NWCO's past activities.
- h. All authorities vested in the NWCO are derived from the membership votes to whom the officers and Board of Directors are responsible.
- i. The NWCO members shall attend or send representatives(s) in honor of an invitation forwarded to the Organization from a member, a respectable entity, or organization. The entity shall be recognized by the NWCO accordingly.

Article V – Voting Rights

- a. Each member is eligible to vote on NWCO matters. A member 18 years of age or above is entitled to one vote at any meeting of NWCO.
- b. Membership dues shall be paid in full by July 31st of each year
- c. See section 4: A and B.

Article VI - Government/Leadership

Section – 1 – Board of Directors:

- The control and management of the NWCO and its activities shall be vested in her officers some of whom shall serve as the Board of Directors.
- The Board of Directors shall be the representative body of the NWCO and consist of three or five elected persons (at least one shall be a current officers).

- At all election two-third vote of the members' win the nomination. The term of office for each Board member shall be two years.

Section 2 –

- The officers or Executive Committee of the NWCO shall consist of the President, the Vice President, the Secretary, the Assistant Secretary, the Treasurer, the Financial Secretary, the Public Relations Officer, and the Sergeant- at-Arms.
- All officers shall be nominated and elected from the active membership pool. Each officer shall demonstrate service as a servant member of the NWCO and as such attend the executive meetings.
- The term of service for each office shall be two years. An elected officer may run for a maximum of two consecutive terms if re-elected. An officer who served for two consecutive terms may assume an office if elected after another two consecutive terms.
- If the incumbent president declines a second consecutive term, the vice president shall automatically become the president.

Section 3 – Duties of The NWCO Officers

The President: Protects the interest of the NWCO, starts meetings on time, clarifies meeting roles, establishes ground rules and guidelines, participates as a group member. Follows the meeting agenda, shall not over-rule a decision voted upon by 3/4 of the general body after voted upon at two consecutive general meetings, summarizes key decisions and actions, demonstrates compliance with the rules and regulations of the NWCO, transfers all records to a successor at the end of term, ensures cooperative alliances with other organization for the positive growth of the NWCO.

The Vice President (VP): Protects the interest of the NWCO, executes the duties of the President when she (President) is not available, coordinates all executive meetings, notifies members about event or other activities of the organization, submits all documents for review upon request, prepares and compiles a composite of NWCO accomplishment. Such accomplishments shall be retained in the Organization's archives. Comply with the rules and regulations of NWCO.

The Secretary/Recorder: Protects the interests of the organization, documents and captures potent ideas at each NWCO meetings, checks to ensure that appropriate information has been recorded, helps the meeting facilitator and/or the President keep track of information, works hand in hand with her assistant, produces the meeting minutes at each meeting on request, ensures that

members receive minutes in a timely manner and/or during meetings, submits all documents upon request, transfers all records to a successor at end of office, comply with the rules and regulations of the NWCO.

Assistant Secretary: Performs the aforementioned duties of the secretary when the secretary is absent.

The Treasurer: Protects the interest of the organization, works closely with the Financial Secretary, keeps all financial records and funds of the organization, issues all receipts, prepares and informs members of all specified financial status (debts and credits) and the fiscal year budgets at each meeting, presents written quarterly reports of duties to all members, makes self available to committee members to discuss budgets and records, pays all bills as approved and co-signed by the President, retains copies of each financial statement/receipts for the NWCO files, transfers all records to a successor at end of office, complies with the rules and regulations of the organization.

The Financial Secretary: Protects the interest of the organization, receives or collects all money (dues, donations) reports in specific terms the status of all finances collected at each monthly meetings, presents written quarterly reports of duties to all members, works closely with the Treasurer, submits all organization's money (collected) to the Treasurer and obtains receipts, retains copies of each financial statement for the NWCO files, transfers all records to a successor at end of office, complies with the rules and regulations of the organization.

The Public Relations Officer (PRO): Protects the interest of the NWCO, plans, organizes, executes and coordinates all organizational special projects, delegates duties and works hand in hand with her assistant, prepares monthly, quarterly and annual reports of all activities, submits all drafted documents to the President and her Vice for review and other officers upon request, transfers all records of activities to a successor at the end of office, networks with other members to ensure proper success of an on-going events both within and outside the Montgomery County community, may solicit members commitment to all special projects, prepares budgets and grants for special events, promotes the growth of the organization, and complies with the rules and regulations of the NWCO.

Assistant Public Relations Officer (Assistant PRO): The Assistant Public Relations Officer shall, in the absence of the Public Relations Officer (PRO), perform the aforementioned functions of the PRO.

The Sergeant-At- Arms: Protects the interest of the organization, work closely with the president, vice president and the PRO to helps organized NWCO meetings and events by securing and preparing venues for meetings and events,

reads aloud meetings rules at the onset of meetings, ensures that members are focused on matters at hand at meetings and special events, monitor time spent on each agenda, maintain decorum and order during NWCO meetings and activities by controlling problematic situations or calling persons to order, maintain fairness at all times and remains neutral and non-judgmental at times of disagreements, submits all documents upon request, transfers all records to a successor at end of office, ensures that all NWCO members participate in cleanup of venues after events and enforces the collection of fines on defaulting members; complies with the rules and regulations of the NWCO, and enforce NWCO rules and regulations as stipulated in the constitution.

NWCO General Member:

- Protects the interest of the organization, commits to the objectives and visions of the NWCO.
- Is conversant with the NWCO monthly meeting agenda and understands the purpose of each meeting prior to meeting.
- Attends at least 80% (8 out of 12) of meetings each year, confirms attendance at each meeting.
- Abides by the NWCO rules and regulations, **maintains an open mind and avoids judgmental opinions.**
- Acts professionally and maintain civility at all times and in all matters relating to NWCO (intra-members relations and inter-organizational relations).
- Supports and respects established ground rules, assists the NWCO executive officers in maintaining positive and high membership involvement and participation in all NWCO activities.
- **Takes turn hosting NWCO monthly meetings.**
- **Participates in setting up and cleaning up after all NWCO events.**
- **Shares ideas and skills that promote the growth of the organization through contributions to monthly meetings.**
- **Votes on issues, serves on the NWCO executive, and participates in NWCO's functions or events.**

Section 4 –

- In the event of a vacancy of the seat of an officer, a successor shall be her appointed assistant or vice.
- Other nominations shall be conducted with electing/voting procedure. Two-third membership votes win and result shall be announced to all members.
- Officers shall be elected to serve for two years term. Nomination and election of potential officers shall be drawn from the NWCO membership list in the month of October and November.
- A majority of the acting executives present at the time of election shall complete elections.
- The swearing-in and hand over of official documents from presiding officers shall be completed in December of that year or January of the following year. The new officers shall resume official duties in January meeting of the following year.

Recognitions:

Article VII -

Section 1 - In the event of the death of a member, or a member's nuclear family who does not reside in the U.S.A, assistance shall be rendered accordingly based on the discussions of the voting members.

Section 2 - In the event of the death of a member's immediate family, assistance shall be rendered accordingly based upon the voting members' decisions.

Section 3 - Life Insurance: Only the members who participate with the full procedures of the NWCO's life insurance plans shall receive benefits from such insurance.

Section 4 - Charitable donations shall be made in the form of cash or check. Such amount to be donated will depend on the financial status of the NWCO.

Article VIII Meetings:

Section 1 –

- Meetings shall be held at such times and places as decided by the NWCO members.
- Therefore, meetings shall be held every third Sunday of each month at 3:30 p.m. prompt. Emergency or impromptu meetings may be held as need be.

- A quorum shall consist of six voting members present at 4:00 p.m. at a general meeting.
- An absentee member at a meeting is obligated to assume the responsibility of discovering information missed from other members present at meetings, meeting minutes from their emails and or cellphones. Members are asked to help provide refreshments at meetings by donating health foods or snacks at each meeting.
- Members may bring children and or guests to a meeting.
- For documentation purposes, every member is required to communicate in writing and or call the NWCO president and or the host of a meet in the event that she is unable to attend a meeting.

Section 2 –

- In case of an agenda change or a switch concerning hosting a meeting, the designated host shall find a replacement (member and site) to host the meeting on her behalf. Any member who fails to host a meeting as scheduled, fails to arrange for an alternate host and fails to inform the leadership of the organization in time will pay \$100 to NWCO for an alternate arrangement.
- The member who needs the switch is responsible for detailing the NWCO Vice President, and making other prompt arrangements that notify other members about the new arrangement at least one week in advance of a meeting date.
- Each member is responsible for notifying the organization's president and/or vice president of any new item she wants the NWCO to discuss.

Section 3 – Meeting Rules and Codes of Ethics: The NWCO meeting rules shall be:

1. No member shall interrupt when another has the floor. Each interruption attracts a fine of \$2.
2. No member shall frivolously criticize the ideas of another. Constructive criticisms, however, helps any organization grow
3. Each member shall build on the ideas shared by another
4. Each member shall remain open-minded and non-judgmental
5. Each member shall start and end every meeting as schedule. Any member attending meetings 15 minutes after 3:30 (3:45PM) shall pay a fine of \$5.
6. Everyone participates or shares opinion(s) in a discussion, no one dominates. Members are encouraged to express their ideas.
7. Each member shall make compromises when necessary.
8. The facilitator or Sergeant-At-Arms is empowered to enforce ground rules
9. Every member shall stick to the agenda and time frame at all times.

10. Confidentiality – Discussions at NWCO Meetings are highly confidential unless otherwise stated.

Article IX - Amendments

Section 1 - The voting members shall have the power and authority to amend, alter or repeal the by-laws or any provisions thereof, and may from time to time make additional by-laws. Amendments to the by-laws require two-third majority affirmative votes.

Section 2 – In the event that it becomes necessary to dissolve the Nigerian Women Cultural Organization (NWCO) of Greater Miami Valley Inc., after due process or procedure have been met by the executive members, such action of dissolution may take place by affirmative vote of two-thirds of the membership of the organization. After the dissolution, NWCO property shall be sold, the proceeds and all other NWCO monies shall be donated to 4 motherless babies' homes in northern, eastern, western, southern Nigeria or a women's- and/or children's-based organization in Nigeria.

Section 3: The NWCO and Not Individual Members of the organization is liable for any issue associated with the organization. In the event that an NWCO member is sued either because the name appears as signatory in the NWCO documents or the member is acting on behalf of the organization, it will be the responsibility of NWCO to provide legal assistance to such member acting on behalf of the organization. Any of the following NWCO member or agent is authorized to sign documents on behalf of the NWCO: 1. the incorporators, 2. the Agent, 3. the President, 4. the Vice President, 5. the Secretary, 6. the Assistant Secretary. 7. the Treasurer, 8. the Financial Secretary, 9. the Public Relations Officer (PRO), 10. the Assistant Public Relations Officer, and 12. the Sargent at Arms.

Section 4: No NWCO member should sue another member as a result of disagreement/s over personal issue/s. All disagreements must first be brought before the NWCO.

Long live NWCO Inc.

Amendments

- The NWCO executive reserves the right to suspend a member based on non-adherence to rules and regulations and behaviors that do not reflect the values of NWCO.

- Any member inviting NWCO for an event must be up-to-date on all dues/payments at the time of invitation regardless of the month in the year.
- Uniform head-ties shall no longer be mandatory on NWCO members. NWCO members hosting events are encouraged to select head-ties and colors off of pre-existing NWCO head-ties. Non-NWCO members shall not require NWCO members to wear uniform item/s to their events.
- Failure to pay dues/debts within the time permitted will result in the termination of one's membership of NWCO. Reinstatement into the NWCO by a defaulting member shall be contingent upon full payment of all outstanding dues/debts and reapplication for membership into the organization.