

ExxonMobil Retirees Association

Rules & Regulations

EMRAN Rules & Regulations

Issued By: Rules & Regulations Committee
11-25-2024

1.0 Purpose

The purpose of this ExxonMobil Retirees Association of Nigeria's (EMRAN) Rules & Regulations ("Rules & Regulations") is to provide further clarity to the provisions of the Constitution and to establish rules that guide and control the actions of Members of the Association.

2.0 Gender Pronoun

Unless the context otherwise requires, references to the male gender in the Rules & Regulations, shall be understood to include references to the female gender.

3.0 Non-Political Affiliation

- 3.1 The Association is non-political by affiliation. This means the Association is not affiliated to any political party or any other organization with partisan political or ideological interest.
- 3.2 Members shall therefore not promote, canvass, endorse, sponsor, campaign for, or against the interest of any political organization on any of the Association's physical or online media platforms. Members are prohibited from engaging in criticisms of political administrations or governments, or any form of partisan political discussion or debate on any of the Association's online media platforms.
- 3.3 If information with political content must be shared, it must be of a general, non-partisan nature; for example, a news report on government activities can be shared for the information of Members. Such information should not contain any partisan reference to any political party. This requirement therefore imposes an expectation on Members to read the information they plan to share before sharing it to be sure that such information complies with this section 3.0 of the Rules & Regulations.
- 3.4 Where information with non-partisan political content is shared, the sender should include the following caveat: **Please note that this is for the information of members only. It is not intended for political discussion**

4.0 Non-Religious Affiliation

- 4.1 The Association is non-religious by affiliation. This means the Association is not affiliated to any religious organization.
- 4.2 Members shall therefore not promote, canvass, endorse, sponsor, campaign for, or against the interest of any religious organization on any of the Association's physical or online media platforms.
- 4.3 If information with religious content must be shared, it must be of a general nature; for example, information that could affect the safety and / or the security of Members. This requirement therefore imposes an expectation on Members to read the information they plan to share before sharing it to be sure that such information complies with this section 4.0 of this Rules & Regulations.
- 4.4 Members can exchange religious greetings during the religious holidays declared by the government.

5.0 Association Membership and Benefits Guidelines

5.1 Membership

5.1.1 Member

- 5.1.1.1 An applicant for membership of the Association ("Applicant") must obtain and complete the registration form online via the link provided by EMRAN. Alternatively, an applicant may request a soft copy of the registration form, complete it, and submit it to the General Secretary via email at Emranannuitants@gmail.com.
- 5.1.1.2 The current Registration Fee is =N-20,000.00 (Twenty Thousand Naira Only).
- 5.1.1.3 The Applicant shall pay the current registration fee, as determined and communicated by the

Executive Committee, to the Association's bank account. Details (including the registration fee amount) are contained in the registration form. Evidence of payment of the registration fee must be submitted at the time of submission of the registration form.

- 5.1.1.4 By completing and submitting the registration form, an Applicant agrees to abide by the Association's Constitution and the Association's Rules & Regulations.
- 5.1.1.5 Within two weeks of the submission of the duly completed registration form and payment of the registration fee by an Applicant, the President or the General Secretary shall formally communicate registration of membership of the Association to the Applicant, through the Applicant's registered email address or through the registered phone number.
- 5.1.1.6 Upon registration, a Member is expected to comply with the provisions of section 5.2.1 of the Rules & Regulations and pay the applicable annual dues.

5.2 Annual Dues

- 5.2.1 The annual dues for 2024 is =N=40,000.00 (Forty Thousand Naira Only).
- 5.2.2 Any change in the annual dues will be as agreed by Members and shall be communicated to new members when the change occurs.
- 5.2.3 The annual dues become due on the 1st of January of every year. Payment can be made in a maximum of two instalments. The first instalment of at least 50% (fifty per cent) is due on the 1st of January, with a 30-day grace period. That means, at least 50% (fifty per cent) payment must be made no later than January 31 of the year in which it is due. The balance is due on July 1, with a 30-day grace period. That means the second instalment must be paid not later than July 31 of the year in which it is due.
- 5.2.4 The Financial Secretary shall issue notices of payments due every mid-December and mid-June each year and publish a list of defaulters first week of February and first week of August each year.

5.3 Extenuating Circumstances

Any Member facing extenuating circumstances that may prevent timely payment of dues should contact the Secretariat, through the General Secretary or the President before the relevant deadline date. Extenuating circumstances are recognized as death of spouse or child, serious illness of Member or spouse or child or any condition which in the judgement of the Executive Committee, is such as will make it impossible or unrealistic for the Member to make the payment on or before the due date.

5.4 Register of Members

- 5.4.1 The General Secretary shall keep an up-to-date register of Members of the Association.
- 5.4.2 The register shall contain Member's name, name of spouse, Member's email address, current active telephone number, name of Next of Kin, and the name of the Designated Beneficiary.
- 5.4.3 Members shall also provide the telephone numbers and the email addresses of the Next-of-Kin and the Designated Beneficiary to be included in the Register.
- 5.4.4 The Next-of-Kin is any person nominated by the Member to be contacted by the Association in the event of an emergency or for other reasons, where the Member cannot be reached.
- 5.4.5 The Designated Beneficiary is any person nominated by a Member, who upon the death of the Member, is authorized to receive any Death Benefits due from the Association.
- 5.4.6 Members are enjoined to pay particular attention to the difference between the Next-of-Kin and the Designated Beneficiary. Whereas one person can play both roles, it is also possible for different persons to play the roles.
- 5.4.7 The register shall be in the form of an electronic database with individual Member's data created and protected as a private record. Members will be given access to their records and can update such record as and when necessary. Members' data records are subject to the requirements of section 11.0 on Data Privacy.

5.5 Removal from Membership List

- 5.5.1 On every January 1, any Member who is in arrears of any annual dues by two years or more will have his name removed from the Association's Membership list. Such persons can only be reinstated after payment of all outstanding amounts.
- 5.5.2 Members can also be removed from the Membership list at any time as a result of Disciplinary Action by the Association.

- 5.6 ExxonMobil Retirees Association WhatsApp Platforms (XOM EMRAN Forum & Pegasus EMRAN Forum)**
- 5.6.1 Only Members who have met their financial obligations and are not under suspension from the Association can be admitted to these WhatsApp Platforms. A Member suspended from the Association and / or from any of the WhatsApp Platforms can only be re-admitted after completing the applicable (terms).
- 5.7 Circulation of Association's Statement of Account**
- 5.7.1 The Financial Secretary shall circulate the bi-annual Statement of Account of the Association to every Member on the Association's register in the first week of January and the first week of July of each year.
- 5.8 Death Benefits**
- 5.8.1 The Death Benefit due, in the event of the death of a Member or a Spouse is =N=500,000.00 (Five Hundred Thousand Naira Only).
- 5.8.2 To be eligible for the Association's Death Benefits, a Member must not be in default of the provision of 5.2 as at the time of death of Member or Spouse.
- 5.9 Benefits Payment Process**
- 5.9.1 Death of Member**
- 5.9.1.1 Upon the death of a Member, a 24-hour memory observance shall be held on the Association's Online Media Platforms in honour of the deceased. During the period, eulogies will be shared in the form of photographs, commentaries, videos etc. in memory of the departed. During the period no other postings shall be allowed on the Association's Online Social Media Platforms.
- 5.9.1.2 The Welfare Officer shall facilitate collection of burial information from the deceased family to be shared on the platforms.
- 5.9.1.3 Also, upon the death of a Member, the Designated Beneficiary in the Association's Membership Register, shall be contacted by the Association's Benefit Officer or the Vice President to provide the following information:
- a) A copy of the means of identification of the Designated Beneficiary. This can be the data page of an International Passport, the Driver's License or the National ID Card
 - b) Bank account details bearing the name of the Designated Beneficiary, Name of the Bank, and the Account Number
- 5.9.1.4 The information in 5.9.1.3 should be sent electronically to the Association's email address: Emranannuitants@gmail.com from the Designated Beneficiary's email address registered with the Association. The Executive Committee shall ensure that the Designated Beneficiary receives an acknowledgement of his email transmitting the requested information listed in 5.9.1.3.
- 5.9.1.5 The Association shall verify and validate all information received, before proceeding with payment. Payment of the approved death benefit shall be made by bank transfer to the Designated Beneficiary's Account, within 2 weeks of receiving and verifying the required information by the Financial Secretary/Treasurer.
- 5.9.2 Death of Spouse**
- 5.9.2.1 Upon the death of a spouse, the bereaved Member shall provide his bank account details bearing the name of the Member, Name of the Bank, and the Account Number.
- 5.9.2.2 The information in 5.9.2.1 should be sent electronically to the following email address Emranannuitants@gmail.com from the Member's email address registered with the Association. The Executive Committee shall ensure that the bereaved Member receives an acknowledgement of his email transmitting the information requested in 5.9.2.1.
- 5.9.2.3 The Association shall verify and validate all information received, before proceeding with payment. Payment of the approved death benefit shall be by bank transfer to the Member's Account, within 2 weeks of receiving and verifying the required information by the Financial Secretary/Treasurer.
- 5.10 Members' Celebrations**
- 5.10.1 In line with the Association's objective of promoting friendly interactions among members, the Executive Committee shall reasonably facilitate the publicity of Members' significant milestone events, including but not limited to birthday celebration, wedding anniversaries, and children's

wedding ceremonies.

- 5.10.2 Not later than two days before the event, as stated in 5.10.1, Member shall notify the Publicity Secretary and the Vice President, and provide relevant materials publicizing the event. Such materials can include a photograph, an invitation card and / or a short video clip. Materials provided must be clear and / or readable and should not violate the Association's Rules & Regulations in any way.

6.0 Qualification to Participate in any Election or Voting for Decision Making

- 6.1 Only Members who have met the requirements of 5.2 and are not under suspension from the Association can participate in any election or voting for any decision-making purposes, of the Association.

7.0 Code of Conduct & Ethics of Members

7.1 Trustees, Executive Committee and Other Officers

- 7.1.1 Members of the Board of Trustees, Members of the Executive Committee and any Member appointed to serve the Association in any capacity shall strive at all times to comply with the following:
- 7.1.2 Serve the best interests of the Association as a whole regardless of their personal interests, and refrain from voting or decision-making on behalf of the Association when a personal conflict of interest exists. Report to the Association, in a timely manner, any potential conflicts of interest due to personal financial interests or professional activities
 - 7.1.3 Exercise reasonable care, good faith, and due diligence in carrying out the Association's affairs.
 - 7.1.4 Act within the boundaries of their authority as defined by law and the governing documents of the Association
 - 7.1.5 Act within the established and inclusive decision-making processes of the Association, and respect and support the decisions duly made pursuant to those processes
 - 7.1.6 Fully disclose, at the earliest opportunity, information or facts that would have significance in decision-making
 - 7.1.7 Respect the confidentiality of sensitive information known due to service with the Association
 - 7.1.8 Perform their roles and responsibilities without bias for or against any Member or group(s) of Members of the Association

7.2 Maintaining Discipline within the Board of Trustees, Executive Committee and Sub-Committees

- 7.2.1 Every member of the Board of Trustees, the Executive Committee or any Sub-Committee ("Association body"), elected or appointed to serve the Association, shall be diligent in performing the role of the office he was elected or appointed to serve; and shall comply with the Constitution, the Rules & Regulations as well as any rules that such Association body, shall put in place, specifically to conduct its affairs, including but not limited to rules regarding dereliction of duty, insubordination, attendance and decorum at meetings, and general relationship among its members. The relevant Association body shall have the right to apply necessary disciplinary measures against any violation of this section 7.2.1 by its members.

7.3 All Members

- 7.3.1 All Members shall:
- 7.3.2 Maintain courtesy, respect, and objectivity in the discharge of the Association's activities.
- 7.3.3 Respect the diversity of opinions as expressed or acted upon by Executive Committee and the general Membership of the Association.
- 7.3.4 Respect the right of individuals affiliated with the Association to hold values, beliefs, attitudes, and opinions that differ from their own.
- 7.3.5 Respect cultural, individual, and role differences, including those based on age, race, ethnicity, national origin, religion, sex, gender identity, sexual orientation, disability, language, and socioeconomic status, among individuals affiliated with the Association.

- 7.3.6 Refrain from abusive or disruptive conduct, personal charges or written or verbal attacks upon the character, motives, ethics, or morals of others in participating in the Association's affairs.
 - 7.3.7 Be respectful of the Executive Committee and its decisions, and of sub-committees created by the Executive Committee and their recommendations, in all external communications, even if he disagrees with such decisions or recommendations.
 - 7.4 Role Requiring Engagement with ExxonMobil**
 - 7.4.1 The Association recognizes that ExxonMobil may have separated some of its Members from its employment on ethical grounds. While the Association is not in a position to express any judgement on such decisions because of lack of privity and confidentiality, it nevertheless holds the view that such Members be not involved in representing the Association in any official engagement with ExxonMobil. This decision is taken based on professional advice to avoid any embarrassment to the Member or the Association.
 - 7.4.2 Therefore, such Members are required to refrain from putting themselves forward or accepting nomination or appointment for such assignments, without any obligation to disclose their reasons for declining.
- 8.0 Code of Conduct - Meetings**
- 8.1 The Association conducts its meetings either with physical attendance or virtual attendance or combined attendance (hybrid). In order for the meetings to be effective, the following is provided as a guide to meeting conveners and other attendees, as applicable
 - 8.2 Meeting Conveners**
 - 8.2.1 Set goals and agenda and share in sufficient time ahead of the meeting
 - 8.2.2 Ensure Equipment and Connection are Working
 - 8.2.3 Choose the right software, preferably one that majority of Members are familiar with
 - 8.2.4 Where applicable, introduce each Member of the team and assign a role to everyone
 - 8.2.5 Keep track of time
 - 8.2.6 Plan breaks for lengthy meetings
 - 8.2.7 Consider muting all attendees except the speaker
 - 8.2.8 At the end of meetings, summarize important decisions
 - 8.3 Meeting Attendees**
 - 8.3.1 Test your meeting device before the meeting, and enter your name for security and for readiness
 - 8.3.2 Join meeting at least 5 minutes before scheduled start
 - 8.3.3 Mute yourself unless you're talking
 - 8.3.4 If required, use the virtual meeting identification tool to call attention during the meeting
 - 8.3.5 Avoid creating a distraction through engagement in other activities within your location
 - 8.3.6 Give your full attention. Don't interrupt
 - 8.3.7 Participate but be concise. For your participation to be effective, prepare ahead of the meeting
 - 8.3.8 Focus should be on issues, not on persons
- 9.0 Code of Conduct - Online Platforms**
- 9.1 Use of Language**
 - 9.1.1 Association Members are required to read and understand other sections of these Rules & Regulations which are of general application and therefore also applicable to the use of language by Members on the Association's online media platforms. Of particular attention are sections 2.0, 3.0, 4.0 and 5.0 on Non-Religious Affiliation, Non-Political Affiliation, Data Privacy and Harassment & Intimidation.
 - 9.1.2 The Association commits to the use of language that is friendly and courteous in all communications, postings, and expressions. Accordingly, there must be no yelling, abuse; or racial, cultural, ethnic and other discriminatory slurs, insults, in all postings on the Association's online media platforms. Where language other than English is used, a translation should be immediately provided.

- 9.2 Member's Identity on the Association's WhatsApp Platforms**
- 9.2.1 The Association prefers that Members use their known first and last names for identification on its online media platforms. If for any reason, a Member prefers to use a *Pseudonym* instead, then such a Member should endeavor to sign off each of their posts on the platforms with their known names. The Association believes that using real names will help in easily recognizing old colleagues and can help to promote effective interaction among Members.
- 9.3 Marketing & Proselytization**
- 9.3.1 Members, for themselves or on behalf of any other person, entity or organization, are not allowed to market, advertise, sell, or offer for purchase or sale, or howsoever trade or deal commercially in consumer and other goods, services, materials, financial products and services, including but not limited to household/office appliances, fashion accessories, and Financial institutions' products, on the Association's platforms. Members must refrain from using the forum to propagate their religion, tribe, ethnic or social groups, or other associations or societies which could be described or categorized as "secret" in nature.
- 9.4 Rights of Inclusion in Platforms**
- 9.4.1 Any Member shall have the right to be added to the Association's Online Media Platforms; and shall also have a right to withdraw from such platforms at any time without any requirements to provide the reasons for such withdrawal.
- 9.5 Censoring Rights of Administrators**
- 9.5.1 The Administrators of each of the Platforms, as appointed by the Executive Committee, shall have always, the right to monitor the Platform actively for posts and activities which are in breach of, or otherwise inconsistent with, the Rules & Regulations and, accordingly, shall have the right to delete any such posts, as well as suspend any erring Members, as they shall deem fit, from such platform; it being understood that suspension from a platform does not constitute suspension from Association membership, unless the reasons for suspension from a platform also meet the conditions for suspension from membership of the Association.
- 9.5.2 Every Member has the right to draw the attention of any of the administrators of any of the Association's Online Media Platforms to any post or chat that he thinks is inappropriate or not serving the overall interest of the group, and the Administrator shall use his good judgement to resolve the Member's complaint, including consulting with other Administrators
- 9.6 Images/Video, Audio & Other Content**
- 9.6.1 Members shall not create, publish, post, forward, or share, pornographic, violent, graphic/gory images, messages, photos, videos, sensational stories, lewd jokes, and other such communications on any of the Association's Online Media Platforms. It is the duty of a Member to ensure the veracity of whatever post or information he sends out to the group.
- 9.7 Legal Liability for Opinions**
- At all times, the views and opinions expressed by any Member of the group remain and represent the views and opinions of the Member expressing them. The Association as an entity, or any one or more Members thereof, shall not have or bear any legal responsibility or liability for such views.
- 10.0 Guidance on Behavior - Online Platforms**
- 10.1 Always learn to appreciate other Members' posts, even if they are not your friends. It makes them feel important and encouraged to come up with something more positive.
- 10.2 Never run Members down on the platform. You will cause them to withdraw and they may subsequently never come up with their objective views on issues.
- 10.3 When you see something you don't like from a Member, inbox the person privately. Don't attack him on the platform publicly
- 10.4 Never insult or use unpleasant language or expressions on Members. By doing that you expose uncultured manners and attitude to Members, and you may turn the platform to a combat ground.
- 10.5 Be quick to apologize when you have erred; it helps to bring down the tension which your utterances must have created.
- 10.6 Don't try to enforce your ideas or suggestions on Members. Nobody has the monopoly of

- knowledge; allow majority opinion to prevail on issues.
- 10.7 Never settle scores with anybody on a general group chat as this will give others the opportunity to take sides, thereby causing others to withdraw.
- 10.8 When any Member is celebrating, he may not need to be your friend before you celebrate with such Member. It helps foster friendliness and camaraderie
- 10.9 Members are encouraged to be active participants on the platforms, while respecting the standards of etiquette as herein set forth. A general participation by Members makes the platform lively and can help to foster camaraderie among Members

11.0 Data Privacy

- 11.1 The Association respects the privacy of all Members.
- 11.2 The Association may collect relevant private data from Members as part of the registration process and from time to time for other Association-related purposes.
- 11.3 Trustees, Members of the Executive Committee, Members of sub-committees as well as other Members of the Association may become aware of such private data.
- 11.3 Neither the Trustees, Members of the Executive Committee, Members of sub-committees nor other Members shall disclose Members' private data that they become aware of solely through the Association, to third parties without the consent of the Member whose private data is being disclosed. Evidence of consent should be documented.
- 11.4 Private data includes but is not limited to: physical address, email address, phone number, social media handles, and health data.

12.0 Harassment & Intimidation

- 12.1 In line with the Association's objective of promoting friendship and peaceful co-existence among Members, Members are required to avoid any form or expression of harassment, intimidation, abuse, intolerance, or mockery, based on gender, ethnicity, race, colour, religion, or creed, in their relationship with other Members.
- 12.2 Harassment is a behavior that's intended to disturb, upset, or threaten someone, often involving discriminatory or unwanted comments or actions. It can take many forms, including verbal, nonverbal, or physical conduct that interferes with a person's rights or well-being.
- 12.3 Intimidation is a behavior intended to frighten, coerce, or demoralize someone, often to gain power or control. It can be physical, verbal, or psychological.

13.0 Term & Election of the Executive Committee

13.1 Term of office

- 13.1.1 Two years shall constitute a term of office for an elected Member, starting every June 1 of the year of inauguration. Where this is not possible, due to extenuating circumstances, for example, an act of God or other circumstances beyond the control of the Executive Committee, the Executive Committee shall use its discretion to change the date of inauguration, but the term shall remain two years.
- 13.1.2 Where a position becomes vacant within the term of an incumbent Executive Committee, and a by-election is held to fill the vacancy, the term of the newly elected Member shall terminate at the end of the term of the incumbent Executive Committee.
- 13.1.3 A Member can present himself for re-election for the same office but shall not spend more than two consecutive terms in such office. However, a Member who has spent two consecutive terms in the same office is allowed to contest for more terms in the same office at a future date, for as long as such additional terms are not consecutive with the initial two consecutive terms.
- 13.1.4 A Member can present himself for election for another office, notwithstanding that he has previously served in a different office; and for re-election in the new office, in which case the provision of section 13.1.3 shall also apply to the new position independently of application in previous offices.

13.2 The Electoral Panel

13.2.1 Not later than 1 month before the inauguration of the next Executive Committee into office, and in a time sufficient enough to effectively conduct an election, the President, in consultation with the other Members of the Executive Committee, shall constitute an Electoral Panel. In doing so, the President shall take into consideration the nature and diversity of the Association.

13.3 The Electoral Process

13.3.1 The Electoral Panel shall have the duty to define and circulate the details of Eligibility criteria, Nomination process, Campaign and Voting guidelines and to obtain alignment of the Executive Committee. The following are the expected minimum steps in the electoral process that should precede the election as may be issued by the Electoral Panel in an Electoral Guideline.

13.3.2 Notice of Election: The Electoral Panel shall announce the date(s) and time of election.

13.3.3 Notice of Nomination: The Electoral Panel shall issue a notice inviting Members to either nominate themselves and / or other Members for the various offices on the Executive Committee.

13.3.4 Nominations: Members shall make nomination as prescribed in 13.3.3 and by the Electoral Panel in the Electoral Guidelines. All nomination must each be supported by two Members.

13.3.5 Acceptance of Nominations: This step is to allow nominated Members to reject nominations. Where a nomination is not rejected, it is deemed automatically accepted by the Member nominated. Only such nominees who have not rejected the nominations shall have their names listed as contestants.

13.3.6 Eligibility for office: To be eligible to contest for an office, a candidate must have been registered for at least one year and must be in compliance with section 6.1. The Electoral Panel shall verify and validate the eligibility of each contestant. For this purpose, the Financial Secretary shall make available, the most recent Financial information on annual dues of Members by the end of the Nomination date.

13.3.7 Campaign: The Electoral Panel shall provide necessary guidance with regards to time and rules guiding campaign for an election.

13.3.8 Voting Process: Voting shall be by secret ballot using electronic means selected by the Electoral Panel. The Electoral Panel shall provide necessary information with regards to an online voting tool.

13.3.9 In rare cases that a member could not vote using the specified electronic platform, and such a member notifies the Electoral Panel, the Electoral Panel shall send a paper voting form to such member who will return the completed form by WhatsApp to the chairperson of the Electoral Panel.

13.3.10 Counting the Votes: The Electoral Panel shall use an auditable process for counting the votes.

13.3.11 Declaration of Result: The Electoral Panel shall appoint one of its Members as the Returning Officer, who shall be responsible for declaring the results of an election.

13.3.12 Condition for Winning: In all cases, the winner shall be the candidate with the highest number of votes cast in an election.

13.3.13 Where there is a tie in an election, the members of the Electoral Panel shall vote to elect the winner among candidates who are tied.

13.3.14 Where there is a tie at the Electoral Panel, the Returning Officer shall cast the vote to elect the winner among candidates who are tied.

13.3.15 For the avoidance of any doubt, and consistent with 6.1, only Members who have met the requirements of 5.2 can participate in any election either as persons making nominations or as nominees or as candidates or as voters or as members of any committee or sub-committee or panel or in any other capacity regarding an election. The Executive Committee and the Electoral Panel shall ensure compliance with this requirement.

13.3.16 VIOLATION OF ELECTION GUIDELINES: Any Member and / or nominee who campaigns on the platform in whatever form outside the allowed campaign period or that voted more than once, is in violation, and the vote cast by such Member shall be discarded and not counted or tallied.

14.0 Circulation of Documents for Review at AGMs and EGMs

14.1 The notice period required for an Annual General Meeting (AGM) or an Extra-Ordinary General Meeting (EGM) shall be a minimum of twenty-one (21) calendar days.

- 14.2 Documents for the review of Members for decision-making at an AGM or an EGM, including but not limited to the Constitution, the Rules & Regulations and an Audit Report, shall be circulated not later than ten (10) calendar days before the meeting date.

15.0 Removal from Office of a Member of the Executive Committee

15.1 Grounds

- 15.1.1 The grounds on which a Member of the Executive Committee can be removed from office are: wilful violation of the constitution, bankruptcy, Financial misappropriation and conviction for a crime
- 15.1.2 A willful violation of the constitution is an intentional or knowing disregard of the requirements of the constitution
- 15.1.3 Bankruptcy is a legal proceeding initiated when a person or business cannot repay outstanding debts or obligations. It offers a fresh start for people who can no longer afford to pay their bills
- 15.1.4 Financial misappropriation is the act of stealing money or assets that are entrusted to someone's care and using them for personal gain.
- 15.1.5 A conviction for a crime is when a person is officially found guilty of a criminal offence by a judge or jury in a court of law.

15.2 Investigation

- 15.2.1 Any Member who becomes aware of any of the grounds for removal is required to communicate the facts to the following Association's general email address: Emranannuitants@gmail.com. Information should include but is not limited to: Name of the Member lodging the complaint, the Member(s) complained against, position(s) held, the offence(s) alleged to have been committed, any corroborating evidence and documentation.
- 15.2.2 Upon receipt of the allegation by the Executive Committee, the party or parties accused, shall immediately recuse themselves from the investigation.
- 15.2.3 The President shall constitute a committee of the Association to investigate the matter and report back to the Executive Committee within a reasonable time frame. If the President is the accused party, he shall hand the matter over to the next most senior Executive Member who is not affected by the allegation.
- 15.2.4 For the purpose of 15.2.3, seniority in the Executive Committee is established according to the following order: President, Vice President, General Secretary, Assistant General Secretary, Financial Secretary/Treasurer, Assistant Treasurer, Benefits Officer, Welfare Officer, Publicity Officer and Ex-Officio Member.
- 15.2.5 The Investigation Committee shall submit its report to the Executive Committee for deliberation and recommendation to the Association.
- 15.2.6 A simple majority of Members shall ratify any decision to remove any Member of the Executive from office; except that in the case of criminal conviction by a court, the affected Member shall stand removed automatically without further recourse to ratification of the decision by Members. In such case, the Executive Committee shall only inform Members of the Association within 3 days after the fact of the conviction is brought to the notice of the Executive Committee

15.3 Appeal

- 15.3.1 Before a vote by Members is called on the matter, the concerned Member of the Executive Committee will be notified in writing of the proposed action and the reasons thereof and given a period of seven (7) days to submit comments concerning the proposed action. A copy of those comments will be provided to Members of the Association prior to voting.
- 15.3.2 The Executive Committee may suspend the Membership of the concerned Member pending the final decision by a vote of the Members if the Executive Committee believes such an action is necessary to protect the interests of the Association.

16.0 Reward and Recognition of Members

- 16.1 The Executive Committee shall implement a rewards and recognition programme to recognize

members who have served the Association meritoriously in the course of every calendar year. The time, format, and venue of the event for each year shall be as decided by the Executive Committee.

- 16.2 In putting together the programme, the Executive Committee shall be guided by the following:
 - a) Consistent with 6.1, every qualified Member is eligible to nominate other Members, for an Award(s).
 - b) In making a nomination, the nominating Member shall provide information on what the nominee achieved and the impact on the Association.
 - c) Nomination shall be private and confidential.
 - d) Members shall not be able to nominate themselves.
 - e) The Board of Trustees shall manage the Award process for Members of the Executive Committee nominated for an Award(s).
 - f) The Executive Committee shall manage the Award process for other nominees.
- 16.3 Awards shall be in the form of written commendation and / or token gift items. The total value of gift items to an awardee shall not be more than =N=40,000.00 (Fifty Thousand Naira) in a given calendar year.

17.0 Location-Groups

- 17.1 The Association encourages Members in the same locality to come together as a group for social and other interaction purposes.
- 17.2 The Association can either create such groups; or Members within such locality can form themselves into a group, if one does not already exist. In the latter case, for the group to be recognized by the Association, it shall appoint one of its Members to formally write to the Association, communicating the location and the names of Members. Communication should be through the General Secretary or the President via email at Emranannuitants@gmail.com.
- 17.3 All the rules of the Association, including those in the Constitution and the Rules & Regulations, that are binding on Members, shall remain binding in location-group activities

18.0 Amendment / Review of Rules & Regulations

- 18.1 This Rules & Regulations may be reviewed and modified, from time to time as shall be necessary or desirable, to reflect or accommodate changing circumstances and prevailing situations.
- 18.2 Any Member can propose an amendment to the Rules & Regulations by a written memorandum to the Executive Committee through the General Secretary at email address Emranannuitants@gmail.com, or other means as may be advised by the President, stating what clause in the Rules & Regulations is proposed for amendment with a justification.
- 18.3 At reasonable intervals, as judged by the Executive Committee, the General Secretary shall collate all amendment proposals received and circulate in writing to Members, informing Members of the proposed changes and that a vote will be held on the XOM EMRAN Forum.
- 18.4 Members shall vote to adopt the proposed Amendment. A simple majority of Members who participate in voting, is required to pass the Amendment.
- 18.5 The General Secretary shall thereafter circulate a memorandum containing the approved changes to Members within three weeks of the adoption of the Amendment.

19.0 Sanctions for Violations

- 19.1 Where any provision of the Rules & Regulations imposes an obligation, or an expectation of good behavior or good judgement; or prohibits an action, noncompliance with such requirements will constitute a violation of the Rules & Regulations.
- 19.2 Any such violation may result in disciplinary action as determined by the appropriate committee.

20.0 Amendment of the Constitution

- 20.1 Any Member can propose an amendment to the Constitution by a written memorandum to the

Executive Committee through the General Secretary at email address Emranannuitants@gmail.com, or other means as may be advised by the President, stating what clause in the constitution is proposed for amendment with a justification.

- 20.2 At reasonable intervals, as judged by the Executive Committee, the General Secretary shall collate all amendment proposals received and circulate in writing to Members, informing Members of the proposed changes and that a vote will be held on the XOM EMRAN Forum.
- 20.3 Members shall vote on each of the clauses proposed for amendment. A simple majority of Members who participate in voting, is required to pass an amendment via a Resolution.
- 20.4 The General Secretary shall thereafter circulate a memorandum containing the approved changes to Members within three weeks of the Resolution

21.0 Contact Information

- 21.1 For any questions or concerns regarding the Rules & Regulations or for assistance with any Association-related matters, please reach out to us. We encourage open communication and are here to help. Email: Emranannuitants@gmail.com.
- 21.2 You can also reach out to your Welfare Location Contact Representative for assistance. You may request for a list of Welfare Location Contact Representatives by writing to the EMRAN email address shared.

22.0 Adoption of the Rules & Regulations

- 22.1 A simple majority of Members who participate in voting, is required to ratify, and thereafter adopt the Rules & Regulations.
- 22.2 The Rules & Regulations becomes effective after the adoption.

23.0 Adoption of the Constitution

- 23.1 A simple majority of Members who participate in voting, is required to ratify, and thereafter adopt the Constitution.
- 23.2 The Constitution becomes effective after the adoption.