

THE CONSTITUTION OF USEN DEVELOPEMENT FORUM (AKA USEN MATTERS)

PREAMBLE

The entire members of usen development forum (AKA USEN MATTERS), A non profit and non political organisation do solemnly and firmly resolved to promote the unity of all Usenians as well as promote the development of Usen Community and Evirons, do hereby make this constitution on the principle of equity, justice provide for ourselves this constitution.

.DATE OF COMMENCEMENT: This constitution shall come into effect from 2023

ARTICLE 1: NAME AND ADDRESS

The association shall be known and addressed as Usen Development Forum AKA USEN MATTERS.

ADDRESS: The Head quarter of the association shall be Usen Community in Ovia South West Local Government Area ,Edo State Nigeria.

MOTTO: The motto of the association shall be **LIGHT OF DEVELOPMENT.**

ARTICLE 2: SUPREMACY OF THE CONSTITUTION

The constitution is Supreme and it's provision shall be have binding force on all USENIANS.

ARTICLE 3: AIMS AND OBJECTIVES

1. To Unite all Usen Sons and Daughters.
2. To promote speadly Development of Usen Community.
3. To provide a platform where young males and females of Usen extraction can discuss and learn about issues affecting them.
4. To enhance physical and social development as well as welfare of it's members in Nigeria and Diaspora.
5. Promoting and fostering good Corporate relationship in order to avail us numerous employment and recruitment opportunities.

ARTICLE 4: MODULE OPERADI

This association shall:

1. Organize meetings of members monthly, organize and participate in many activities that may be suitable and desirable for achievement of her aims.
2. Settlement of dispute within their power and doing all other things that will promote peace and progress of Usen Community.

ARTICLE 5: MEMBERSHIP

1. Shall be open to all Usen Sons and Daughter of adulthood.
2. Membership of Usen Development forum shall be open also to all Usen sons and daughters who are willing to align with the aims and objectives of the association and has never been convicted for any criminal offence by any court of competent jurisdiction.

ARTICLE 6: OBLIGATION OF MEMBERS

The obligation and duties of members shall include to:

1. Uphold the provision of the constitution and other extant rules, resolutions, decisions and policies of the association as may be agreed upon from time to time.
2. Maintain order, good and decent communication within the association and community at large.

3. Respect each other's opinion, not to be disrespectful in expressing disagreements with the opinions of others and not to unduly cast negative aspersions on the integrity and personality of any Usenian.
4. Attend meeting of the association, regularly, either physical or virtual meeting as maybe directed by the association.

ARTICLE 7: CODE OF CONDUCT

Members shall be transparent, honest and ethical in handling the affairs of the associations and in their personal dealings with other members of Usen Community in both official and private capacity.

ARTICLE 8: COMPOSITION OF EXECUTIVES

The Executive Committee shall comprise the following officers.

1. Chairman
2. Vice Chairman
3. General Secretary
4. Financial Secretary
5. Treasurer
6. Publicity Secretary
7. Legal Adviser
8. Welfare Secretary

ARTICLE 9: DUTIES OF OFFICERS

A. CHAIRMAN

1. Be the coordinator of all activities of the association.
2. Convener of all meetings.
3. Preside over such meetings in which he is present.
4. Approve the disbursement of expenditure authorized by the house.
5. Be signatory to association Bank A/C.

B. VICE CHAIRMAN:

1. Deputize in the absence of the chairman He/She perform such duties as may be assigned to him by the chairman.

C. GENERAL SECRETARY:

1. Manage the secretarial duties and oversee the day to day running of the association.
2. Summon all meetings of the association as directed by the chairman and shall take minutes of such meetings.
3. Complete and keep regular of all members.
4. In conjunction with the chairman, prepare annual report.
5. Be a signatory to the association Act.

D. FINANCIAL SECRETARY:

Shall collect and record all money due to the association and keep an accurate record of same.

1. Pay within 48hours, all monies collected on behalf of the association to the treasurer to the Bank directly, in the absence of the Treasurer.
2. Raise payment vouchers and keep income and expenditure account.
3. Make available all financial document at his deposit to the auditors when the needs arises.

4. Present a financial statement of income and expenditure to the general house quarterly

5. Treasurer shall:

1. Received monies collected by the financial secretary and deposits same in the association`s bank account within 48 hours of receipt
2. Be a signatory to the association bank account.
3. Make available to the auditors the associating financial instruments or statements of account.

6. PUBLICITY SECRETARY:

1. Publicize all activities of the association.
2. Search for facts, figures and information that are of great importance to the association.
3. Clear with the chairman before going to the press or media.

7. LEGAL ADVISERS:

The legal adviser shall advise the association on all legal matters that affect or are capable of affecting the interests, right and obligations of the association, he must be a legal practitioner dully called to Nigeria Bar, appointment by executive committee & ratified by general house.

8. Welfare Secretary: shall;

1. Head the welfare committee to ascertain the number of members of the association resident in and outside Nigeria.
2. Be responsible for the planning and execution of all social activities of the association, as directed by the executive committee for general house.

ARTICLE 10: BOARD OF TRUSTEES

1. The board of trustees of the association ("THE TRUSTEES") for the purpose of company and allied matters, Act no. 1 of 1990, part E (as amended) shall be appointed in the first instance and thereafter shall be nominated by the executive committee and confirmed by simple majority of members present of the general meeting for the purpose of being confirmed.
2. Such Trustees shall be five (5) in number and shall be known as "THE REGISTERED TRUSTEES of USEN DEVELOPMENT FORUM" (AKA USEN MATTERS).
3. Trustees shall cease to hold office.
4. Resigns his office.
5. Become insane, having being so adjudge by medical experts
6. Officially declared bankrupt.
7. Is convicted by court of competent jurisdiction for an offence involving crime, and dishonesty.
8. Is recommended for removal from office by the remaining Trustees and the recommendation -is approved by a simple majority of members present and voting at a general meeting of the association convened for that purpose.

9. Upon a vacancy occurring in the number of Trustees, a general meeting will be held to elect an eligible member of the association with $\frac{2}{3}$ majority votes of members present.
10. The Trustees shall have a common seal, such common seal will be kept in the custody of the general secretary for who shall produce same, when required for use by the trustees.

ARTICLE 11: SOURCE OF INCOME

The Association shall rely on grants, donations levies/dues of Usenians, friends of Usen and Associates pledges/fund raising programs.

ARTICLE 12: COMMITTEES

The association shall most time operate committee system.

ARTICLE 13: BANK ACCOUNT

1. The association shall maintain current/savings account under its name with one or more reliable bank(s) to be determine by the executive committee.
2. The authorize signatories to the bank account shall be the chairman, general secretary and treasurer.
3. All dealings on the bank accounts shall be signed by the signatories.
4. All payments by the association shall be made through payment vouchers or electronic Transfer. Whichever is more convenient and the financial secretary or his designate and the chairman or his designate must approve such payments before the treasurer can effect such payment.

ARTICLE 14: MEETING

1. Monthly meeting
2. Annual general meeting
3. Executive meetings
4. Committee meetings
5. Emergency meetings

ARTICLE 15: AMENDMENTS

The provision of this constitution shall be amended, subject is the following conditions.

1. Receipt by the secretariat or executives or at a general meeting of a memorandum from a member, qualified to vote, stating the section being sought for amendment with the proposed amendment.
2. This memorandum shall be supported by two third of the association's members qualified to vote.

ARTICLE 16: SPECIAL CLAUSE

The income and property of the association whenever derived shall be applied solemnly towards the promotion of the objects of the association, as set forth in the constitution and no portion thereof shall be paid or transferred directly or indirectly by way of dividend, bonus or otherwise, however by way of profit to the member of the association or any person therein. Provided however, that nothing herein shall prevent the payment in good faith of reasonable and proper remuneration to any officer, or servant of the association in return for any service actually rendered to the association.

2. All addition, alteration or amendments to this constitution shall be submitted to the office of the registrar general and the corporate affairs commission.

3. In the event of winding up or dissolution of the association, there remains after the satisfaction of all her debts and liabilities, any property whatsoever, the same shall not be paid or distributed among the members of the association but shall be given or transferred to some other institutions having objects similar to the objects of the association and if effect cannot be given to the aforesaid then to some charitable object.