

CONSTITUTION, RULES AND REGULATION OF THE PACESETTERS CLUB OF OSOORO 2017

SECTION ONE: THE SUPREMACY OF THE CONSTITUTION

- (a) This constitution is supreme and its provisions shall have binding force on all members and those who may have anything to do with the association.
- (b) The association shall not be controlled nor shall any of its operations, activities or plans be, except in accordance with the provisions of this constitution.

SECTION TWO: NAME, ADDRESS AND MOTTO OF THE CLUB

- (a) The club shall be known and addressed as: **PACESETTERS CLUB OF OSOORO (PCOS)** (hereinafter referred as “the Club”).
- (b) The Secretariat of the club shall be at Iju-Odo, Osooro, Ondo State, Nigeria.
- (c) The Motto of the club shall be **PROGRESS IN UNITY**
- (d) The slogan of the Club shall be “**PACESETTERS FOR PROGRESS**”, “**PACESETTERS FOR UNITY**”.

SECTION THREE: AIMS, OBJECTIVES AND STATUS OF THE CLUB

AIM:

The primary aim of this Club shall be the rapid growth and development of Osooro community.

OBJECTIVES:

- To foster unity and love within the community.
- To promote standard of education to the highest level in Osooro community.
- To revive the depressed economic situation of the community.
- To improve the social status and infrastructures of the community.
- To promote peaceful political growth and mutual co-existence in the community.
- To stand in defense of case(s) of human right abuse(s) in the community.
- To support members within our capacity when the need arises.

- To display relentlessly commitment that will foster lifelong relationships among members of the Club
- To serve and promote mutual interest, spirit of loyalty and strengthen ties between members and the community at large.

STATUS:

The Club shall be non-profit, non-governmental, non-discriminatory, non-political, non-technical, non-religious, non-aligned, non-racial, multi-dimensional, philanthropic, innovative, creative, democratic, educative, informative, social and above all God-fearing.

SECTION THREE: MEMBERSHIP

Sub-section 1: Membership

- (a) The club shall comprise of 25 to 50 eligible sons and daughters of Osooro origin.
- (b) Members shall be indigenes of Osooro either by birth, marriage or must have lived in Osooro for a period not less than ten (10) years.
- (c) Membership shall be opened to holders or prospective holders of diploma or degrees from recognized higher institutions of learning.
- (d) Every member shall pay the sum of N5000 (only), into the club's designated bank account as part of the requirement for registration as a member of the club.
- (e) For the purpose of re-admission (in cases where members resign OR are expelled) the prospective member shall be made to secure 2/3 majority support of the general meeting.
- (f) Honorary membership shall be conferred on reputable and deserving persons within and outside Osooro community subject of Section 7 Sub-section 1 of this constitution.
- (g) Spouses of members shall be regarded as associate members.

Sub-Section 2: Participation on Social Platform

Only members of the Club alone can be added to, participate in activities or use PCOS official or social media platform, non-member shall not be allowed.

SECTION FOUR: ADMINISTRATION

Sub-Section 1: THE GENERAL MEETING

- (a) Shall consist of the generality of the members in a meeting.
- (b) Shall take final decision and ratify all decision made on behalf of the club.

- (c) Shall reserve the power to accept or reject any decision made on behalf of the club.

Sub-Section 2: EXECUTIVE COUNCIL

- (a) Shall consist of the elected officers of the club.
- (b) Shall have the power to meet and take/execute decisions that will enhance the aims, objective and image of the club from time to time. Such actions/decisions shall however be reported to the general meeting for ratification.

Sub-Section 3: COMMITTEES

The lifespan of any committee set up by the club shall be determined by the general meeting, with reference to the prevailing circumstance or objective for setting it up.

(i) Disciplinary committee

- (a) Shall consist of 3 members to be headed by the Chief Whip or by any other member as appointed by the Exco where the chief whip is to be disciplined.
- (b) The general meeting and the Exco shall have the power to refer any member to the disciplinary committee.
- (c) The committee shall report and give recommendation(s) to the general meeting concerning erring members.

(ii) Audit Committee

- (a) Shall consist of 5 members to be headed by the Internal Auditor. The Internal auditor shall be appointed by the general meeting from time to time.
- (b) Shall not have any executive member.
- (c) All or at least one of the members shall have a working knowledge of account
- (d) Shall check the records of funds kept by the financial secretary from time to time and ensure proper position of the state of financial affairs of the club.
- (e) Shall submit their report to the general meeting on the acquisition and deposition of the club's funds.
- (f) Shall reserve the power to conduct special financial probe as may be required by the general meeting.

- (iii) The President shall have the power to set up any other committee as may be required from time to time to carry out specific function.

SECTION FIVE: OFFICERS AND THEIR DUTIES

Sub-Section 1: OFFICERS

The following officers shall constitute the Executive Council (Exco) of the Club:

- (i) President
- (ii) Vice President
- (iii) General Secretary
- (iv) Assistance Secretary
- (v) Treasurer
- (vi) Chief Whip
- (vii) Ex-Officio
- (viii) Social Secretary
- (ix) Publicity Secretary
- (x) Welfare Secretary
- (xi) Financial Secretary

Sub-Section 2: DUTIES OF OFFICERS

(i) President

- (a) Shall be the Chief Executive of the Club
- (b) Shall preside over all general, executive, emergency and extra-ordinary meetings of the Club.
- (c) Shall have the power to stop any argument leading to conflict during meetings.
- (d) Shall be the chief accounting officer and shall have knowledge of the financial situation of the Club at all time.
- (e) Shall perform any other duties as may be assigned by the general meeting.

(ii) Vice President

- (a) Shall assist the president in his duties.
- (b) Shall act in the absence of the president.
- (c) Shall perform any other duty as may be assigned by the president or the general meeting.

(iii) Secretary General

- (a) Shall summon meetings and attend all meetings of the Club with the knowledge

of the president.

- (b) Shall be responsible for taking minutes of meetings for the purpose of proper records of the Clubs proceedings.
- (c) Shall conduct any correspondence as may be required on behalf of the Club.
- (d) Shall perform any other duty as may be assigned by the president or the general meeting

(iv) Assistant General Secretary

- (a) Shall act in the absence of the Secretary General.
- (b) Shall be responsible for taking the attendance of members at every meeting.
- (c) Shall perform any other duty as may be assigned by the president, the Secretary General or the general meeting.

(v) Treasurer

- (a) Shall be responsible for safe-keeping of the Clubs fund in the bank as approved by the general meeting.
- (b) Shall keep an imprest account of N5,000 subject to periodical review by General meeting.
- (c) Shall pay any bill(s) as approved by the President subject to ratification by the general meeting.
- (d) Shall submit copies of Tellers (other documents of financial transaction) to the Financial Secretary
- (e) Shall perform any other duty as may be assigned to him by the president or the general meeting.

(vi) Financial Secretary

- (a) Shall keep records of receipts and payments, prepare income and expenditure accounts of the Club, banking records and statement of the Clubs financial position at regular time.
- (b) Shall prepare statement of affairs of the Club and the accumulated fund of the Club annually, signed by him and counter-signed by the Auditor(s).
- (c) Shall report (o the general meeting on the financial position of the Club. ,;':
- (d) Shall advice the Club on how best to generate funds for the execution of her project.
- (e) Shall perform any other duly as may be assigned to him by the president or the general meeting.

(vii) Publicity Secretary

- (a) Shall be responsible for the publicity of Club's activities.
- (b) Shall distribute circulars and inform all members of all meetings of the Club.
- (c) Shall act as the liaison officer between the Club and other Societies and the general public.
- (d) Shall perform any other duties as may be assigned by the president or the general meeting.

(viii) Social Secretary

- (a) Shall be responsible for all social activities and ceremonies concerning the Club.
- (b) Shall perform any other duties as may be assigned to him by the president or the general meeting

(ix) Chief Whip

- (a) Shall maintain discipline and orderliness at all meetings and functions of the Clubs.
- (b) Shall head the disciplinary committee.
- (c) Shall perform any other duty as may be assigned by the president or the general meeting.

(x) Ex-Officio

- (a) Shall fill any vacant post within the executive council where there is no vice/assistant to the post so vacant.
- (b) Shall perform duties as may be assigned by the president or the general meeting.

(xi) Welfare Secretary

- (a) Shall seek to protect the welfare of all members
- (b) Shall be in charge of all refreshment items at meeting and other functions of the club.
- (c) Any other duties may be assigned by the President or the general meeting.

SECTION SIX: ELECTION INTO OFFICES

- (a) There shall be an Electoral Committee comprising three members of the Club

which shall be headed by a Returning Officer.

- (b) The Electoral Committee shall conduct and supervise election into the executive council.
- (c) The Returning Officer shall announce the results of the election.
- (d) All bye-election shall be conducted and supervise by the executive council.
- (e) The executive council shall hold office for a period of two years.
- (f) Elected Officer shall hold office for two years except a vote of no confidence is passed by not less than 2/3 majority of the general meeting.
- (g) A member shall be elected or re-elected by simple majority.
- (h) All elections shall be conducted by open-secret ballot.

SECTION SEVEN: BOARD OF TRUSTEE AND LEGAL ADVISER

Sub-Section 1: Board of Trustee

- (a) All elected officers of the club shall constitute the Board of Trustee (BoT).
- (b) The BoT shall have the power to meet, take or execute decisions in the best interest of the club
- (c) However, such actions/decisions shall be reported to the general meeting for ratification.

Sub-Section 2: Legal Adviser

- (a) Shall be a member of the Nigerian Bar Association
- (b) Shall be read to advise the Club on Legal issues at all time.

SECTION EIGHT: FINANCE

Sub-Section 1: Sources of Funds

- (a) Monthly subscription shall be N1, 000 per member.
- (b) Registration fees
- (c) Donation from members, board of trustees, legal advisers, associations, etc.
- (d) Launching/Fund raising activities.
- (e) Levies on members.
- (f) Fines or any other profitable commercial ventures.

Sub-Section 2: Fund Management

- (a) The Club through the Financial Secretary with the assistance of the Executives shall take charge of collection of all dues from members and remit such to the treasurer.

- (b) The club shall maintain account with a Commercial Bank as approved by the general meeting.
- (c) The following shall constitute signatories to the Bank Account on behalf of the Club:
 - The President
 - Fin. Secretary
 - The Treasurer
- (d) The financial secretary shall advise (the Club) on the feasibility of any project to be undertaken with respect to the financial strength of the Club.
- (e) The treasurer shall maintain a petty cash balance under an imprest system of not more than N1,000
- (f) All transactions of the Club shall be backed up by Official receipts or documents duly signed by the President and the Secretary General.
- (g) A petty cash book shall be maintained by the treasurer for record of financial transactions of the Club.
- (h) The treasurer shall present the petty cash book and the imprest account to the financial Secretary for record purposes.

SECTION NINE: MEETINGS AND QUORUM

Sub-Section 1: Meeting Schedules

There shall be four main types of meeting:

- (a) Executive Meetings
- (b) General Meetings
- (c) Committee Meetings
- (d) Emergency/Extra-ordinary Meetings.
 - (a) i The venue and time for executive meetings shall be agreed upon by members of the Executive Council
 - (b) i General Meetings shall take place as often as possible but not fewer than once every three months
 - ii Venues of general meetings shall be as determined.
 - iii Virtual meetings such as the use of social media shall be considered valid as physical meetings.

Sub-Section 2: Quorum

- (a) The quorum for adopting any decision or motion during meetings shall be

- agreed by simple majority of members present at such meetings.
- (b) There shall be no quorum for general meetings since they are automatically fixed.
 - (c) The quorum for starting an extra-ordinary meeting shall be on the presence of half plus one of the total number of member.

SECTION 10: RIGHTS, DUTIES AND BENEFITS OF MEMBERS

Sub-Section 1: Duties

- (a) Members shall attend meetings regularly
- (b) Members shall uphold the integrity of the Club
- (c) Members shall discharge any duties as may be assigned at any point in time.
- (d) Members shall carry out their financial obligations as at when due.
- (e) Any member who breaches his/her constitutional duties to the club cannot enjoy the rights and benefits of the club including to vote and be voted for.

Sub-Section 2: Rights and Benefits

- (a) Every member shall have freedom of expression at all meetings
- (b) There shall be equality among members.
- (c) Every member shall have the right to any aid or assistance provided by the Club.
- (d) Any Member can quote the constitution on points of order and shall be allowed to cite the constitution by the presiding officer.

Sub-Section 3: Benefits

A member shall be entitled to the Clubs aids if:

- (a) Such a member informs the Club about his Educative, ill-health, accident, or any other supportive needs as may be determined by the general meeting.
- (b) Such a member has discharged his financial obligations till date.
- (c) Such a member gives a notice in writing to the Club within a reasonable time of the act except in the case of ill-health and accident

And the following:

- Other members are deemed to attend such functions upon invitation by the concerned member

- The aids shall be contributed through the social secretary.
- The amount of such donations shall be determined by the General meeting depending on the situation.
- Such donation shall be made not later than the day of the function or as may be determined by the general meeting

SECTION ELEVEN: PENAL CODES

Sub-Section 1: Acts of Indiscipline

A member shall be said to have violated the club's rules and regulations if he/she commits the following act(s):

- (a) **Lateness to meetings:** Lateness to all the meetings after fifteen minutes of grace from the commencement of the meeting without genuine explanation.
- (b) **Absenteeism:** Absenteeism from meetings after receiving circular or notice of meetings without tenable excuse in writing submitted to the general meeting through the chief whip.
- (c) **Misbehaviours:** Which shall comprise of:
 - (i) Side-talks during meetings
 - (ii) Using of a vulgar/abusive language during meeting/social function of the club.
 - (iii) Interruption of member(s) who is "on his feet" during the club meetings.
 - (iv) Attack on persons leading to grievous bodily damages.
 - (v) Leaving/exiting meeting without the permission of the presiding officer.
 - (vi) Flaunting rule(s) or decision(s) of the disciplinary committee.
 - (viii) Deliberately giving false information about the Club or its members.
 - (ix) Committing any act of disobedience as may be determined by the house.
 - (x) Defrauding the Club or any of her members.
 - (xi) Only the chief Whip and or the president can use his/her discretion to determine the liability or otherwise of members to acts described in items C (i – v) of this sub-section.

Sub-Section 2: Disciplinary Measures

The following disciplinary measures shall be imposed on erring members by the chief whip or the disciplinary committee.

- (a) **Lateness to Meetings:** lateness to meeting shall attract a fine of N500.
- (b) **Absenteeism:**
- i. Any absentee with genuine reason shall be exonerated from disciplinary action.
 - ii. A member who is absent from one general meeting without genuine excuse shall pay a fine of N1000.
 - iii. A member who is absent from two consecutive general meetings shall be served with warning letter and made to face the disciplinary committee.
- c. **Misbehaviours**
- (i) For any act of misbehaviour as determined by the general meeting or the chief whip (except those listed under section II sub-section Ic. vi-x.), the violator shall pay a fine of N500 each for any such act.
 - (ii) For acts explained under section II sub-section Ic. vi-x. as may be determined by the executive with the recommendation of the disciplinary committee and approved by the general meeting, the following skill constitute punishment for such act:
 - Expulsion from the Club
 - Removal from Office
 - Barring from holding Office.
 - (iii) Any member that may feel aggrieved by the rulings of the disciplinary committee shall have a right of appeal in writing to the general meeting within 30 days of serving the notice of the ruling.
 - (iv) The general meeting is vested with the power to entertain such appeal and its decision is final.
 - (v) Any expelled member/impeached officer shall surrender all documents in his possession within 30 days.
 - (v) Any member of the disciplinary committee facing trial shall have to resign his membership of the committee pending the determination of his case.

SECTION 12: INTERPRETATION AND SPECIAL CLAUSES

Sub-Section 1: Interpretation

The following words and expressions used in this constitution shall have the meaning respectively assigned to them below:

Genuine/tenable excuse/explanation: for the purpose of appropriate sections of this constitution shall mean cases of ill- health, accident and/or emergencies or any other reasons as may be determined by the general meeting.

Sub-Section 2: Special Clauses

- (a) The means and properties of the Club whensoever derived shall be applied solely towards the promotion of the objectives the Club as set forth in this constitution, and no portion thereof shall be paid or transferred directly or indirectly by way of dividends, bonus or profit to members of the Club.
- (b) In the event of resignation, any resigning members/Exco. shall communicate same in writing through the executive council to the general meeting who shall approve or reject the resignation also in writing.
- (c) In the event of winding up or dissolution of this Club, the remains, after the satisfaction of all debts and liabilities, any property whatsoever shall be donated to Charitable Organisation(s) in the name of the Club.

SECTION THIRTEEN:

(a) Amendment

Any alteration or amendments to this constitution shall be considered at a general meeting of the Club with not less than (2/3) majority of the members present to ratify the alteration or amendments.

(b) Oath of Allegiance

I..... hereby declare my voluntary desire to be a member of the PCOS. I therefore, do solemnly swear on oath that I shall bear true allegiance to the club and abide by all rules and regulations.

Signature..... Date.....