

INCORPORATED NO 5030173  
INCORPORATED 22 JUNE 2020



# **NIGERIAN COMMUNITY ASSOCIATION OF GREATER SUDBURY**

# **BY-LAWS**

Drafted- JANUARY 2020  
Revised - NOVEMBER 25, 2020

## **VISION STATEMENT**

To make Greater Sudbury a model destination for Nigerians

## **MISSION STATEMENT**

To bring all Nigerians together for peace, progress and further development of Greater Sudbury and to strengthen relationships and quality of lives by inspiring peaceful co-existence and community services.

- Creating a sense of community
- Assisting Nigerians in making a seamless transition to Greater Sudbury.
- Helping the local community welcome & retain new comers.

## **OBJECTS OF INCORPORATION**

1. Uniting the residents of Greater Sudbury who are of Nigerian origin.
2. Preserving and perpetuating the traditions of Nigeria.
3. Sponsoring literary, cultural events and other educational programs for the promotion of Nigerian descent.
4. Providing support services for newcomers in need, including language instruction, employment training, job search programs, translations services and information programs on Canadian culture and life.

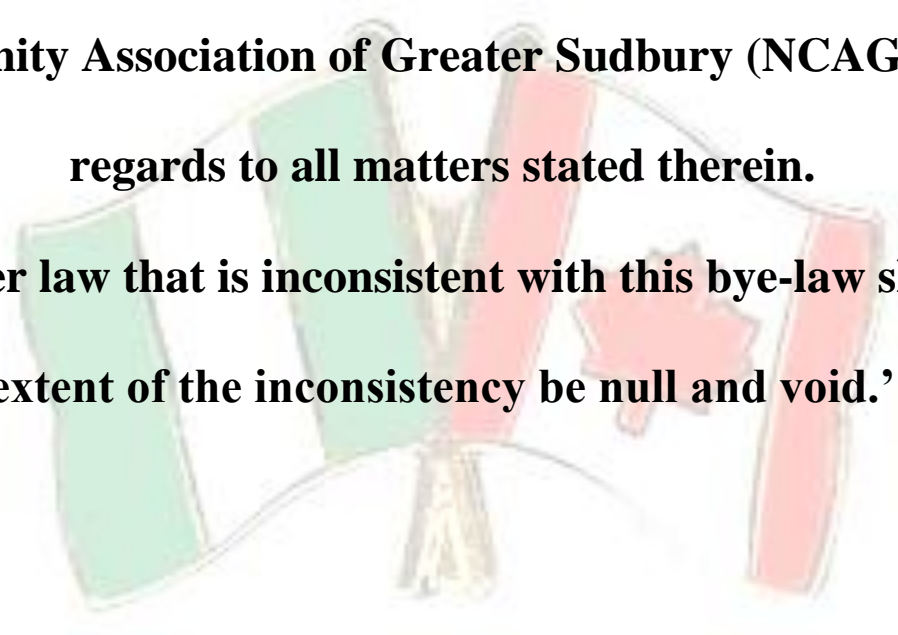


### **OUR VALUES**

- **EXCELLENCE**
- **COLLABORATION**
- **INTEGRITY**
- **COMMUNITY CENTRED SERVICES & PROGRAMS**
- **PROUD CULTURAL HERITAGE**

**This bye-law shall be binding on all members of the Nigerian  
Community Association of Greater Sudbury (NCAGS), with  
regards to all matters stated therein.**

**Every other law that is inconsistent with this bye-law shall to the  
extent of the inconsistency be null and void.'**



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## **NAME OF THE ASSOCIATION**

We shall be known & called **NIGERIAN COMMUNITY ASSOCIATION OF GREATER SUDBURY.**

Sudbury used is meant for GREATER SUDBURY- Sudbury, Val Caron, Hanmer, Azilda, Chelmsford, Garson, Capreol, Valley East, Walden, Milnet Copper Cliff & others areas. Nigerians in North Bay are also covered.

## **MEMBERSHIP ELIGIBILITY:**

The membership is opened to all Nigerians residing in Greater Sudbury, Ontario, Canada.

*(Sudbury, Val Caron, Hanmer, Azilda, Chelmsford, Garson, Capreol, Valley East, Walden, Milnet Copper Cliff, North Bay & other areas around).*

## **OFFICERS**

The affairs of the community shall be governed by the following officers, by nomination & election.

- President
- Vice-President
- General Secretary
- Administrative Secretary
- Treasurer
- Public Relation Officer
- Media Officer
- Social & Welfare Officer
- Area Directors

## **BOARD OF DIRECTORS**

Would consist of:

- President
- Area Directors
- Past Presidents

# BYE-LAWS

## ARTICLE I: MEMBERSHIP

### Section 1.

1. Membership is voluntary to Nigerians living in Sudbury (Greater Sudbury)
2. As a member, attendance at meetings is paramount as it enables participation in decision making and getting the latest information.
3. As a member, ideas towards the progress of the community should be presented and discussed at meetings.
4. As a member, you are expected to abide by the rules and regulations of the community and the laws of the land.
5. Membership fee/levy shall apply as discussed and agreed. And will be subject to review annually.
6. Pioneer members must pay their membership fee within the first 3-months. Any defaulter shall lose membership **RIGHTS**.
7. New members must complete membership registration with payment.
8. Membership will be renewable yearly with the payment of the year's fee.

### Section 2.

1. Membership fee is not refundable.
2. Membership and membership fees are not transferable.
3. Any member moving out of the community has the right to retain their membership till the end of the calendar year after which the membership is cancelled **EXCEPT** on executive order or consideration. Duties, commitment, contribution, influence & other features shall be considered.

### Section 3 Membership categories:

#### 1. Active Member-

Living in the community, attending meetings, having the full right of a member.

#### 2. Honorary Member-

Age or position based but must be a Nigerian in the community or in Canada.

#### 3. Member At Large.

Any member that moved out of the community while his membership status is still valid.

#### 4. Returning Member.

Any old member who left, in good standing and later returned to the community. Anyone that left owing shall be asked to pay, the arrears owed, before re-admission.

## **Section 4. Membership Rights.**

1. To call self a member of the Community Association.
2. To represent the Association; hold an office, vote or serve on committee.
3. To contribute to discussions during meetings.
4. To receive, read & comment on minutes of meetings.
5. To enjoy discount or benefit from community organized events, functions, competition or promo.
6. To volunteer in community organized or sponsored events & be recognized or awarded accordingly.
7. To be on the association's communication platforms and mailing list.

## **Section 5. ATTENDANCE-**

Physical or virtual attendance is mandatory for ALL members except honorary & member at large. It will be part of the requirements to hold office, serve on committee and enjoy some certain privileges.

## **Section 6. MEMBERSHIP FEE & LEVY-**

1. Payment of the fee validates membership.
2. Must be paid within the first 3 months of each calendar year.
3. All the Executives, Area Directors and Committee Members must pay their fees with the first 2 months of the calendar year.

## **Article II: ELECTION AND FILLING VACANCIES**

Elections would be carried out every **2 years**.

1. Eligibility of candidates would be based on activeness, participation and attendance.
2. Candidates would be given TIME to campaign amongst members before election date.
3. The election committee would be inaugurated **4 weeks** before election date.
4. Candidates to fill up positions would be based on the highest votes possible.
5. Non-Elective positions shall be by appointment and subject to confirmation & approval by the executive board.
6. Violation of any electoral rule shall attract disqualification.
7. Candidates must a Nigerian and law-abiding resident of Greater Sudbury.
8. Candidates may be required to provide Police Record check if deemed necessary by the election committee.



## **ARTICLE III:**

### **DUTIES OF OFFICERS.**

#### **President:**

1. The president of the community has the sole responsibility to make sure that the rules the Nigerian Community Association of Greater Sudbury are adhered to.
2. The president of the NCAGS shall be responsible for making final decisions on issues relating to the NCAGS.
3. The president shall be responsible for attending external meetings in the community. If he/she cannot attend the Vice-president would be tasked with attending such meetings. This includes delegation.

#### **Vice-President:**

If the president is unable to perform the duties of his/her office for any reason, the vice president next in rank shall occupy the position and perform the duties with the same authority as the president. Vice president shall, under the direction of the president, oversee the functioning of such committees as the president shall designate or delegate.

The vice-President shall assist the president in effective running of the Community Association affairs.

The vice-president will take charge where and when the president is not available.

#### **General Secretary:**

Shall be responsible for writing minutes of meetings or events and all internal & external correspondence.

Shall be responsible for sending notice of meetings & agenda to members.

Attendance at meetings and occasions shall be taken by the secretary.

#### **Administrative Secretary:**

Shall be responsible for:

1. Membership data collection, processing and updating.
2. Conduct periodic survey on membership status/categories.
3. Facilitate virtual meetings, election process.
4. Maintain/monitor the community email account and social media handles.

#### **Treasurer:**

Shall be in charge of all financial dealings.

Donations/contributions made to/by members shall be handled by the treasurer and documented.

The treasurer shall be responsible for accounting for every amount generated or spent.

He/She shall give financial report at every monthly meeting.

He/She shall be responsible for debt collection, making direct contacts by phone, email or letter.

**Public Relations Officer:**

Shall be the image maker of the Community Association.

Shall work to foster cordial relationship with the public and other organized communities in Greater Sudbury, Ontario, Canada and beyond. The PRO shall be responsible for dealing with media and handling the social media platform(s) of the NCS.

**Social & Welfare Officer/Director:**

Shall be responsible for the community social, cultural and welfare activities and concerns, expressed or reported by members.

**Executive Directors:** All officers above except Area Directors.

These are the decision makers and shall perform duties as required by their office or assigned by the president.

**Area Directors:**

This is a non-elective. It shall be by appointment, confirmation and approval.

- 1) Candidates for Area Director must be a Nigerian resident in the particular area.
- 2) Coordinating members in their respective areas
- 3) Disseminating information to members with regards to any new policy, decisions and activities that as agreed by the executives.
- 4) Shall be the first contact for members of their areas in an event of any emergency or concerns.
- 5) Shall provide feedback to the President on issues/concerns from members under their jurisdiction.
- 6) Ensuring that members in their areas are been checked on in an event of long absence from meetings/events.

**ARTICLE IV**

**Board of Directors**

**Section 1. MEMBERS.** The members of the board of directors shall be the President, Past Presidents & Area Directors.

## **Section 2. QUORUM.**

- a) **Directors' Meeting-** The presence in person of a majority of the directors shall constitute a quorum at any meeting of the board of directors, except as otherwise specifically provided, the act of a majority of the directors' present at any meeting of the board shall be the act and decision of the entire board of directors.
- b) **General Meeting-** Meeting shall be called to order with appreciable number of attendees. Decisions reached during the meeting shall be binding on all members of the association.

## **ARTICLE V**

### **Amendments**

**Section 1. AMENDING PROCEDURE.** This constitution may be amended at any regular or special meeting, at which a quorum is present, by the affirmative vote of two-thirds (2/3) of the financial members present in person and voting, provided that the board has previously considered the merits of the amendments.

## **ARTICLE VI**

### **Elections and Filling Vacancies**

The officers shall be elected as follows:

**Section 1. ELECTION.** All Executive officers shall be elected while Area Directors shall be by appointment (Nomination & confirmation).  
After a 2-year tenure of office election shall be held.

**Section 2. ELIGIBILITY FOR OFFICE.** No person shall be eligible to hold office unless he/she is an active member in good standing.

Nominee & Nominator must be a member in good standing.

For the avoidance of doubts, members in **Good Standing** means:

1. Must be a registered member.
2. Must have paid membership fee and any levy(s) prescribed.
3. Must be of good conduct & character.
4. Must have a minimum of 70% meeting attendance.
5. Must complete eligibility form attested by 2 referees who must be in good standing too.
6. Must complete allegiance form with a fee of \$..... to be determined by election committee.
7. Must have been a member for a minimum period of 6months for all positions **except** President & Vice President.

8. Candidate for the post of President & Vice President **must** have been a member for a minimum of 1 year.

**Section 3. VOTING.** Only members in **good standing** shall vote or be voted for. (*Pls. definition of Good Standing*)

**Section 4. ELECTION COMMITTEE.** The president shall inaugurate a committee that will conduct the election in line with all provisions on election & offices.

**Section 5. REPLACEMENT OF OFFICERS-ELECT.** In the event that any officer-elect, before his/her term of office commences, is unfit, unable or refuses for any reason to serve therein, the president may call a special nomination and election meeting to elect a replacement for such officer.

Any under-performing Area Director shall be replaced after due consideration and notifications.

## **ARTICLE V Meetings**

**Section 1. GENERAL MEETING** shall be held by the **FIRST SUNDAY** of every month or rescheduled as necessary.

**Section 2. BOARD OF DIRECTORS MEETING.** Regular meetings of the board of directors shall be held at such times and places as the board shall determine.

**Section 3. SPECIAL COMMITTEES.** From time to time, the president may appoint, with the approval of the board of directors, such special committees as may be necessary in his/her judgment or the judgment of the board of directors.

**Section 4. LONG-STANDING COMMITTEES/TEAMS-**

These are permanent committees/teams for facilitating and executing core community development processes and project. They are but not limited to the following:

- 1. FINANCE TEAM-**
- 2. NEWCOMER CARE TEAM**
- 3. MORTGAGE & LAND ACQUISITION TEAM**
- 4. ELECTION COMMITTEE**
- 5. CONSTITUTION COMMITTEE.**

**Section 5. COMMITTEE MEETING & REPORTING.**

Each committee, through its head, shall be encouraged as necessary to report in writing to the executives.

## ARTICLE VI

### Dispute Resolution Procedure

Necessary means shall be deployed to settle dispute identified or reported.

## ARTICLE VII

### Disciplinary Action

Disciplinary committee shall be set up to investigate, mediate, settle and penalize as appropriate. There must be enforced consequences for any misdeed.

## ARTICLE VIII

### Amendments

Section 1. **AMENDING PROCEDURE.** These bye-laws may be altered, amended or repealed at any regular or special meeting of this community at which a quorum is present, by the vote of a majority of the members, **in good standing**, present in person and voting.

.....END.....

