

**ANAMBRA STATE  
ASSOCIATION OF  
SOUTHERN CALIFORNIA**

[AS AMENDED ON 08/19/2018]

ANAMBRA STATE ASSOCIATION OF SOUTHERN CALIFORNIA

The Anambra State Cultural Association of Southern California was organized in April 1993, as a non profit association, to foster in Los Angeles California and beyond, the spirit of brotherhood and cooperation among the people of Anambra State of Nigeria living in Southern California, for the purpose of achieving greater social interaction, networking, and economic prosperity and promotion of our cultural heritage.

In pursuit of this goal, we the people of Anambra State of Nigeria in Southern California hereby adopt the foregoing byelaws to become binding on every member of our Association.

ARTICLE I

1.0  
NAME

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- 1.1 The Name of this organization shall be:  
Anambra State Association of Southern California, U.S.A.

ARTICLE II

2.0

OBJECTIVES

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- 2.1 To provide cultural and social support for members.
- 2.2 To serve as communication link between the people and Government of Anambra State, the Federal and other state Governments and people of Nigeria, and Anambra state community in southern California.
- 2.3 To enhance understanding between the local community and members of the Association.
- 2.4 To provide members with a reliable source of information for the appropriate city County, State, and Federal Government in U.S.A.
- 2.5 To provide accurate and comprehensive information for business opportunities to interested parties in Anambra and U.S.A.
- 2.6 To seek and encourage international investments and facilitate economic development in Anambra State.

## ARTICLE 3

### 3.0

#### MEMBERSHIP

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- 3.1 Any offspring of Anambra man or woman.
- 3.2 Any person who is married to an Anambra person as defined in Section 3.1 above.
- 3.3 In addition to any of the above-mentioned qualification, membership is maintained upon payment of annual and membership dues, as well as maintaining the regular meeting attendance requirement.
- 3.4 Membership
  - 3.4.1 Active Membership:

A member of this association shall be deemed to be an active member and in good standing if:

    - A. He or she is current on all annual and membership dues.
    - B. He or she is current on all levies and financial obligations of the association.
    - C. He or she attends at least three out of five regular meetings of the association in a calendar year.
    - D. Only active members of the association are entitled to all the benefits of membership.
    - E. A member who has retired from active employment in the USA or who has been spending significant amount of time outside the country, upon request, shall be exempted from the requirement of attending at least three out of five regular meetings of the association and still retain his or her active membership status if he or she presents a verifiable evidence (e.g. flight tickets and other documents) to show that he or she was not present in the USA during any of the dates of our regularly scheduled meetings. The evidence should be reviewed and approved by a simple majority of the members of the Executive. Second, the member seeking exemption must have spent at least ten years as a member of the association. Additionally, such a member must meet all the other requirements of active membership stated in **Article 3.4.1. (A) and (B)**.
    - F. If a member becomes incapacitated or homebound with valid proof from a Primary Physician or a visit by some members, he or she will be exempted from all mandatory attendance requirements but will be entitled to full benefits. However, such a member must meet the requirements of active membership stated in **Article 3.4.1. (A) and (B)**.

3.4.2 Inactive membership:

An active member of this association becomes an inactive member if he or she fails to meet any of the requirements of 3.4.1 (a), (b), and (c). Such a member shall lose all privileges, including the right to vote and/or be voted for, except that the member can attend any meetings as an inactive member. To regain active status and accompanying membership privileges, such a member must:

1. pay a fine of \$300.00;
2. pay all dues and levies outstanding in the current year;
3. and attend three (3) consecutive meetings. However, a member who has been in inactive status for more than one year will be on probation for one year before regaining active status.

The secretary shall maintain a register of attendance, which must be brought to all meetings of this association.

ARTICLE 4

4.0

ORGANIZATIONAL  
STRUCTURE:

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The structure of this organization shall consist of the following:

The Board of Directors  
The Executive Council  
The Standing Committees,  
and The General Assembly

THE BOARD OF DIRECTORS:

- 4.1.1 The Board of Directors shall comprise of five (5) members, four of whom shall be elected by the general membership, and one member shall be the current president. The Board of Directors shall elect the Chairman of the Board from among the four elected members of the Board. The president shall, in no circumstances, be elected, or act as, Chairman of the Board.
- 4.1.2 The Board of Directors shall meet quarterly as needed.
- 4.1.3 The Functions of the Boards of Directors shall include, but not limited to:

- 4.1.3(a) Generally oversee the activities of the Association, including fiduciary responsibilities over the association.
- 4.1.3(b) Resolve issues beyond the Executive Council.
- 4.1.3(c) Provide advice and guidance to the executive as needed.
- 4.1.3(d) Propose long term goals for discussion and implementation.
- 4.1.3(e) Have the power to call general meeting of the Association, if the executive fails to convene general meeting on two consecutive regularly scheduled meetings.
- 4.1.3(f) Shall have the power to call an emergency meeting of the Association if the executive fails to call such a meeting within a reasonable time.
- 4.1.3(g) Shall have responsibility to deal with other matters as requested by the executive or the general membership.

4.2 The Executive Council shall comprise of:

- The President
- The Vice President
- The Secretary
- The Assistant Secretary
- The Financial Secretary The Treasurer The
- Publicity Secretary The Provost

4.2.1

The President  
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- 4.2.1(a) The President shall be the chief executive of the Association and in this capacity; the President shall be responsible to the Association and coordinate the entire activities of the Association. President shall have the powers to call emergency meetings. The President shall represent the Association at any level as occasion may call for or as the Constitution stipulates. The President shall preside over all meetings and all other officers shall be responsible to the Association through the President.
- 4.2.1(b) The president conducts and chairs all meetings, sets the agenda, suspends and reopens debates, and calls for a vote as necessary.
- 4.2.1(c) The president appoints members to act for any elected official who is absent or sick, etc. Such appointment terminates at the expiration of assigned duty or on the return of the elected official.

4.2.1(d) The president shall be responsible for the organization personal properties (excluding secretarial and financial records).

4.2.1(e) The president also performs all other duties as directed by the general assembly.

#### 4.2.2

##### The Vice President

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4.2.2(a) The vice president shall assist the President in the execution of his duties, assumes the duties of the President any time the President is absent.

4.2.2(b) In the event the office of the President becomes vacant, or incapacitated, the Vice President shall automatically assumes the office of the President of the association, and a new Vice President shall be elected by the General Assembly under the association's electoral procedure.

4.2.2(c) The Vice President shall oversee the activities of the committees and report back to the President.

4.2.2(d) The Vice President shall perform other activities as directed by the general assembly.

4.2.2(e) The Vice President reports to the President.

#### 4.2.3

##### The Secretary

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4.2.3(a) The secretary records the minutes of the meetings of the association and prepares agenda for the next meeting.

4.2.3(b) The secretary reads the minutes of the last meeting and makes changes as directed by the general assembly.

4.2.3(c) The secretary handles all correspondences of the association as directed by the President.

4.2.3(d) The secretary serves as the Keeper of organization files and records in addition to records kept by other officials.

4.2.3(e) The secretary also performs all other duties as directed by the general assembly.

- 4.2.3(f) The Secretary shall be responsible for the financial records of the association.
- 4.2.3(g) The Secretary shall keep record of all motion amendments to the constitution.
- 4.2.3(h) The secretary reports to the President.

4.2.4 The Assistant Secretary

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- 4.2.4(a) The Assistant Secretary shall assist the Secretary in all functions as requested by the President.
- 4.2.4(b) The Assistant Secretary shall act as the secretary in the absence of the secretary.
- 4.2.4(c) The Assistant Secretary shall also perform all other duties as directed by the general assembly.
- 4.2.4(d) The Assistant Secretary reports to the president.

4.2.5 The Financial Secretary

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- 4.2.5(a) The Financial Secretary shall be responsible for collecting all Association funds, and all funds collected shall be handed to the Treasurer within 48 hours such funds are collected.
- 4.2.5(b) The Financial Secretary maintains the records of all financial transactions of the Association and prepares such records for dissemination to the Board and the general assembly.
- 4.2.5(c) Shall be responsible for all association tax matters.
- 4.2.5(d) The Financial Secretary prepares and submits as needed all financial statements and/or financial summaries of the Association.
- 4.2.5(e) The Financial Secretary performs all other duties as directed by the general assembly.
- 4.2.5(f) The Financial Secretary shall report to the President.

4.2.5(g) The Financial Secretary shall prepare a payment voucher for all disbursements and issue receipts for all monies collected. The President shall approve all disbursements.

4.2.6 The Treasurer

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4.2.6(a) Shall be responsible for the safekeeping of all Association funds including deposits and withdrawals.

4.2.6(b) The Treasurer reports to the President.

4.2.6(c) The Treasurer shall also perform all other duties as directed by the general assembly.

4.2.6(d) The Treasurer shall be responsible for the organization real property.

4.2.7 The Publicity Secretary

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4.2.7(a) Shall be responsible for dissemination of Association activities, both internally and externally.

4.2.7(b) Promotes favorable image of the Association for the media.

4.2.7(c) The publicity secretary recruits members to the organization.

4.2.7(d) Handles the dissemination of meetings, and invitations to members and heads a group appointed to organize social events.

4.2.7(e) Gives direction to places of social events.

4.2.7(f) Performs such other duties as directed by general assembly.

4.2.7(g) Reports to the President.

4.2.8 The Provost

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4.2.8 The Provost function consists of the following

4.2.8(a) Maintains order during meeting.



4.2.8.(b) Performs other duties as directed by the general assembly

4.2.8(c) Reports to the President.

4.2.9 The Social Director

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4.2.9(a) Shall be responsible to head the group to organize social events.

4.2.9(b) In cooperation with the appointed committees, locate and secure sites for social events.

4.2.9(c) With the appointed committees, negotiate and purchase items needed for the social events.

4.2.9(d) Perform such other duties as directed by the general

assembly. 4.2.9(e) Report to the President.

#### 4.3 THE STANDING COMMITTEE

4.3.1 The association shall have committees including the

following: 4.3.1(a) Business & Finance

4.3.1(b) Cultural Activities and Enhancement 4.3.1(c) Membership Affairs

4.3.1(d) Health and Education 4.3.1(e) Youth Cultural Socialization 4.3.1(f) Soil

Erosion 4.3.1(g) Science and Technology

4.3.2 The number of members of each committee shall be determined by the need of that committee.

4.3.3 Membership of the standing committees shall be voluntary.

4.3.4 The membership of each committee shall be for a period of one year, renewable in increments of one year.

4.3.5 Each standing committee shall have a chairman elected by the committee.

4.3.6 Each chairman shall report to the Vice President

#### 4.4.0. DELEGATES AND DELEGATION

##### 4.4.1 Delegates to ASA USA Conventions:

The President shall be an official delegate to the ASA-USA convention. After due notice to members at any meeting of this association, three additional official delegates shall be selected on volunteer basis from the members of the elected executive. If there are more than three volunteers from the elected executive, the general meeting shall hold an election to select three members of the executive with the highest votes as part of the official delegates to ASA-USA convention. If we do not have up to three volunteers from the elected executives, the election process will be opened up to general membership to select the remaining members of the four delegates to the convention. The President or his appointed representative shall be the head of the official delegation to the convention. The association shall pay the airfare and hotel room expenses of the head of the official delegation.

4.4.2 Representative to ASA USA Board: After due notice to members, at any meeting of this association, a representative on the Board of ASA USA shall be selected on a volunteer basis. If there is more than one volunteer, the general meeting shall hold an election to select the representative to the Board of ASA USA.

4.4.3 Representative to Igbo Cultural Association:  
After due notice to members, at any meeting of this association, a representative to Igbo Cultural Association shall be selected on volunteer basis. If there is more than one volunteer, the general meeting shall hold an election to select a representative to Igbo Cultural Association.

4.4.4 Representative to any other organization(s):  
After due notice to members, at any meeting of this association, a representative to any other organization(s) shall be selected on volunteer basis. If there is more than one volunteer, the general meeting shall hold an election to select a representative to any other organization(s).

## ARTICLE 5

### 5.1 TENURE AND ELECTION

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- 5.2 The term of each executive office shall be for **Two Calendar** years.
- 5.1(a) The term of office of each Board Member will be for **Three Calendar** years.
- 5.3 No elected officer of the Association shall be elected to the same office for more than two consecutive terms.
- 5.4 All financial up to date members may vote and/or be voted for.
- 5.5 All executive officers shall be elected by simple majority of members present at the meeting.
- 5.6 Voting may be by secret ballot, open write-in, or raise of hands, as decided by the general assembly.

## ARTICLE 6

### 6.1.0

#### FINANCE:

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- 6.1 The financial year of the Association shall be the calendar year.
- 6.2 The Board of Directors shall determine the financial institution where the Association funds shall be held and such account shall, in the first instance, be a money market account.
- 6.3 The Board may determine other types of accounts to be opened in the interest of the Association as it sees fit. The Board will approve all annual budgets.
- 6.4 All funds received shall be deposited within 3 days of receipt of such funds.
- 6.5 Association funds shall in no case be commingled.
- 6.6 All checks in favor of the Association shall be made payable to Anambra State Association of Southern California.

6.7 All checks made for withdrawal from Association's funds must be signed by any two of the following officers:

The President or the Vice President, or the Secretary and  
The Treasurer

6.8 Use of Association's Funds:

Association's funds shall not be used for the purpose of financing picnics, Christmas parties, and such activities, or to make any donations to ASA USA levies and/or projects, Igbo Cultural Association, or any other association or special projects. However, association funds shall be used to pay annual dues and registration for ASA USA or any other organization that this association is a member of. Specific donations or levies shall be raised by members by way of additional donations and/or levies for any purpose intended.

## ARTICLE 7

### 7.1.0

#### RESIGNATION AND VACANCY:

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7.1.1 Any officer may resign his or her position in writing to the general assembly through the president.

7.2.1 If an office becomes vacant by resignation or any reason, the general assembly shall elect a member for that office.

7.3.1 Resignation shall not relieve the officer of any accountability to act or misconduct committed while in office.

7.4.1 Any officer can be relieved of his/her duty by the general assembly.

## ARTICLE 8

### 8.1.0

8.1.1 An annual audit of all funds will be performed. The general meeting will appoint a three-man panel outside the Executive committee to perform the audit.

8.2.1 The result of the audit including its findings shall be submitted to the general membership

- 8.3.1 All Funds found to be lost, stolen or embezzled will be repaid in full within a specified period, together with any penalty that the general membership may impose on the culprit or responsible party.

ARTICLE 9

9.1.0

DUES & FEES

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- 9.1.1 The registration fee shall be \$100.00 per member regardless of marital status.
- 9.1.1a: A one-time uniform levy of **\$50.00** shall be paid by each member for a set of uniform, which must be given to the member at the time of payment. Any member may choose to purchase an additional set of uniform at the price of \$50.00 at anytime from the association. Every member is required to attend an official wake-keeping organized by a member in good standing by wearing our uniform. A fine of \$20.00 will apply for not wearing our uniform to an event that is advertised as **a Uniform Event** by the Executive.
- 9.2.1 Annual membership dues shall be \$75.00 per member regardless of marital status.
- 9.3.1 Annual dues become due and payable on the first meeting day of the year, and become delinquent if not paid by the second meeting of the year.
- 9.4.1 All other assessments must be paid within the period specified.
- 9.5.1 Penalty for all late payments shall be \$10.00 after second meeting of the year.
- 9.6.1 A voluntary donation of any amount is acceptable.
- 9.7.1 A refundable loan of any amount offered to the Association by any individual shall be accepted provided the terms of repayment are acceptable.
- 9.8.1 All levies must be voted on and approved by a 50% plus one majority of the qualified members present.

- 9.9.1 All payments must be receipted to the individual from whom the money is collected.

## ARTICLE 10

### 10.0

#### MEETINGS

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- 10.1.0 General meetings of the Association shall commence by 4:00 p.m., on the third Sunday of every other month.
- 10.1.0A The notice of meetings will be distributed through the email addresses provided by individual members and through the ASA- SC yahoo groups.com
- 10.2.1 The location of the meeting shall be determined by the Executive Council.
- 10.3.1 Each meeting will last for no more than three hours.
- 10.4.1 A member may move for an adjournment after 6:30 p.m.
- 10.5.1 Ten members, one of who must be a member of the Executive council, must be present to constitute a Quorum.
- .1 A standard of decorum is to be governed by respect for one another. Under no circumstances should there be any use of offensive, personal suggestive or directed words against any member. No member shall fight or engage in harmful acts or collusion with others against any member.
- 2 Any misconduct by any member shall be addressed by the general assembly.
- 10.7.1 All fees, dues, assessments, and levies paid to the Association are non refundable.

ARTICLE 11

BENEFITS:

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- 11.1.1 Only members in good financial standing for a minimum of two (2) years, except new arrivals, shall be entitled to the benefits of the Association as enumerated below. A minimum of one (1) year of good financial standing is required for new arrivals in Southern California. A new arrival is defined as one who registered with the association within two (2) years of residing in Southern California.
- 11.1.1A Upon the death of a member, every member should be levied \$100.00 and a sum total of \$10,000.00 should be given to the bereaved family. After the collection of levies if the association is unable to raise \$10,000.00, the difference will be taken from the association's fund. Conversely, if the association collects more than \$10,000.00 in levies, the extra money will be deposited into the association's purse.**
- 11.2.1 Marriage: The sum of \$200.00 shall be donated to each newly wedded member. Members shall aid members in wedding preparations. All members shall be active on the eve of a member's wedding.
- 11.3.1 Childbirth: The sum of \$50.00 shall be donated to each parent-member on each occasion per child.
- 11.4.1(a) Hospitalization: The President shall arrange for a heart-warming gift of flowers, not exceeding the sum of \$30.00 in cost, to be delivered to a member who is hospitalized for a continuous period of 72 hours or more.
- 11.4.1(b) The President shall arrange for an official hospital visit of the hospitalized member by a member of the Executive.
- 11.4.1(c) Every member is encouraged to visit the hospitalized member.
- 11.4.2. All members must belong to an insurance pool. The insurance premium and benefits will be determined and adjusted from time to time by the association based on information from the insurance companies. The insurance premium shall be paid with the annual membership dues. The insurance pool will pay a predetermined benefit to the family of a deceased member. At the first meeting of the association each year, the insurance administrator in consultation with the executive council will determine the amount of insurance premium for the year.

- 11.4.3. The President shall cause an emergency meeting of the association to be called upon receiving an official notification from an authorized family member or (his or her designee) about the death of any member.
- 11.4.3A Upon a request by the family of a deceased member in active status, ASA-SC shall join to organize a wake keeping service for a deceased member.
- 11.4.3 B Organizing a wake keeping is defined as follows:
1. Assist and work with the deceased family (and town union or any other groups if applicable) in convening a Committee of Friends meeting to raise money for the wake-keeping.
  2. Assist and work with the family in using the money to host a befitting wake- keeping for our deceased member.
  3. Assist and work with the family at the wake-keeping by serving as floor managers.
  4. All members to attend the wake keeping in our uniform.
- 11.4.4 Upon the death of a member's child, the president shall summon the gathering of general membership at the residence of the bereaved member(s) in the tradition of Anambra State. A donation of **\$500.00** (five hundred dollars) will be presented to the family.
- 11.4.5 Upon the death of each member's biological parent, members are encouraged to pay a condolence visit to the bereaved and the sum of **\$500.00** shall be donated to each member who lost a biological parent.
- 11.4.6 If a member (or members of the same biological parent) who lost a parent wishes to host a wake keeping, a death benefit will be presented to each of the eligible members at the wake keeping. However, the members of ASA-SC are obligated to attend only one wake keeping per death regardless of the number of family members belonging to our association that are in good financial standing. In case of any dispute that might cause the family of the deceased to organize more than one wake keeping, the dispute will be referred to the Board of Directors to resolve the differences between the family members in order to convince them to host only one wake keeping. After the intervention of the ASA-SC Board of Directors, if the family members insist on hosting more than one wake-keeping, the ASA-SC Board will issue a decision advising the association which wake-keeping to attend or not to attend any of the wake keepings. If the Board determines that the Association should attend a wake keeping in honor of the deceased, the one wake keeping recommended by the Board is the one members are obligated to attend and the Board decision on this matter is Final and binding on all members. This provision is designed to promote family unity and to protect the interest of the association.**



- 11.5.1 Send off: A gift in the form of Plaque not to exceed the sum of \$50.00 in cost shall be given to a member who is finally departing the Southern California. This is one lifetime award.
- 11.5.2 ASA-SC shall send a representative with a donation of \$100.00 to attend a national convention, taking place in Southern California, of any Anambra State town union or association who extends a formal invitation to ASA-SC. Such a town must have at least one member in active status in ASA-SC.
- 11.6.1 Youth Culturalization: The appropriate committee shall organize social and cultural activities aimed at bringing our youths together.
- 11.7.1 Disputes among members: Members are encouraged to resolve their disputes among family circles before contacting the organization.
- 11.7.2 The Association shall accept settling disputes among members only and if such members agree to accept/or abide by the decision of the organization.
- 11.7.3 Any dispute accepted by the Association shall in the first instance, be referred to an elder for settlement. If unresolved, such dispute shall then be transferred to the executive board for further action.
- 11.7.4 Members are encouraged to resolve their disputes without seeking a court action.
- 11.8.1 Patronization Program: Members are encouraged to patronize other members' businesses and services.

## ARTICLE 12

### CONSTITUTIONAL AMENDMENT

- 12.2.0 The Constitution of the Association can only be amended once every two years.
- 12.3.0 The amendment of the Constitution will be carried out in either of these two ways: (a) a proposal from the executive council, or  
(b) by a proposal from an active member of the association with signatures of ten active members.
- 12.4.0 The proposed amendment shall be type-written and submitted to the President of the association no later than 60 days of the proposed meeting at which the proposed amendment shall be discussed.

12.5.0 The President shall direct the Secretary to give notice to all active members of the proposed meeting in which the proposed amendment of the Constitution shall be discussed no later than 30 days prior to the date of the meeting. Said notice shall be by email through the ASA-SC yahoogroups.com

12.6.0 The amendment of the Constitution shall be by at least two-thirds (2/3) present at the meeting.

**THE ABOVE CONSTITUTION IS HEREBY APPROVED AND ADOPTED THIS 19<sup>th</sup> DAY of AUGUST 2018 BY THE MEMBERS AS THE LAWS OF THE ANAMBRA STATE ASSOCIATION OF SOUTHERN CALIFORNIA (ASA-SC).**

Signed: \_\_\_\_\_

President

Signed: \_\_\_\_\_

Vice President

Signed: \_\_\_\_\_

Secretary

Signed: \_\_\_\_\_

Board Chairperson

