

CONSTITUTION OF THE NIGERIA DOMINICA ASSOCIATION
AS AMENDED 2024



Motto: Unity and Peace

CONSTITUTION OF THE NIGERIA DOMINICA ASSOCIATION

(as Amended 2024)

ARTICLE I – Name

Section 1 – The name of this association shall be the **NIGERIA DOMINICA ASSOCIATION**, hereafter called the **Association** and abbreviated thus, **NDA**.

Section 2 – Motto: Unity and Peace

ARTICLE II – Objectives

Section 1 – General objectives of this association shall be:

- i). To promote friendship and socio-cultural cooperation between the peoples of the Federal Republic of Nigeria and the Commonwealth of Dominica.
- ii). To provide a forum for the dissemination and exchange of information about governance as well as social, cultural and economic activities in both countries.
- iii). To make available the necessary support and resources to facilitate the integration of Nigerians into the wider Dominican society and to protect their welfare.

Section 2 – The objective shall serve in part:

- i). As a guidance on mutual relationship among all Nigerians in Dominica for cooperation, peaceful coexistence and mutual respect.
- ii). To be the basis for Code of Conduct binding all registered members.
- iii). Responsibility to represent and protect the National interest of Nigeria/Dominica.
- iv). To safeguard and promote the welfare of individual and family members; ensuring the health and safety of all persons not endangered or abused.
- v). To uphold and enhance the good character of a true Nigerian.
- vi). To foster among other things, social and cultural relationship among Nigerians and Dominicans.
- vii). To relate with the Nigeria High Commission vis-à-vis Nigeria on matters pertaining to the welfare, security, or otherwise of member(s).

viii). To promote National unity; to encourage sense of belonging and loyalty among Nigerians in Dominica.

ARTICLE III – Membership General Provision

Membership of the association shall be open to all Nigerians by birth, registration and naturalization that are resident in Dominica. Persons married to Nigerians are also entitled to membership. Persons intending to take up membership must be 18 years and older.

Section 1 – Category of Membership:

- i). Registered Financial Members – These are members of the association who are obliged to monthly subscription, attend meetings, participate in events/activities of the association; and as such, gain all privileges from the association.
- ii). General Members – Are those members who identify with the association but choose not to be obliged to monthly subscription; and as such, are not entitled to any privileges from the association.
- iii). Honorary Members – This membership embraces persons of all nationality who wish to identify with Nigeria, and/or extend charity to her citizens for common good; they are not financial members, as such not entitled to any privileges from the association. There will be goodwill extended to such members in form of special invitation to events, as well as lecture delivery as deem necessary by the association.

ARTICLE IV – Officers

Except for the position of ex-officio (which shall be nominated by members at the general meeting) all other executive officers of the association shall be elected into the various offices for a period of three (3) years; and shall be eligible for re-election for a second term.

Section 1 – Officers shall be:

- i). President
- ii). Vice President
- iii). General Secretary
- iv). Assistant General Secretary
- v). Financial Secretary
- vi). Treasurer

vii). Public Relations Officer

viii). Student Representatives (At least two representatives)

ix). Ex-officio (At least two past executive members to be nominated by the general house).

Section 2 - The duties of the officers are as follows:

i). President:

- Shall be the leader of the association in all matters.
- He/she shall be presiding officer, at both general and executive meetings of the association.
- Shall delegate duties to the Vice president or such others as may be deemed necessary.
- Shall have veto powers on matters that defy consensus.
- Shall summon meetings on urgent matters.
- Shall, in consultation with other executive officers recommend to the disciplinary committee, summon on a member whose action/conduct constitutes indiscipline/insubordination with a view to applying appropriate disciplinary measures.
- Shall be signatory to all document, be it executive or financial.
- He/she shall be one of the signatories to all the association's account.

ii). Vice President:

- Shall act in the absence of the president, at General and executive meetings, and in all matters of the association.
- He/she shall be delegated any other duties deemed necessary by the president.
- Shall work closely with the president on preparing agenda for meetings
- Shall supervise the activities of the student chapter of the association and reporting same to the general assembly.
- Shall supervise committees' setup by the association to ensure completion and success of the task assigned. As well, give necessary report on such committee(s)
- Shall ensure program of activities of the association are maintain by giving reminder notice.
- Shall introduce and welcome new members to the association.

iii). General Secretary

- Shall be the Chief Scribe of the association
- Shall sign and receive all correspondences on behalf of the association.
- Shall be responsible for the secretariat
- Shall keep minutes of all meetings

iv). Assistant General Secretary:

- Shall act in the absence of the general secretary in all matters.
- Shall be delegated any other duties.
- Shall be the registration officer of the association [new members/membership directory update].
- He/she shall be responsible for attendance record.

v). Financial Secretary:

- Shall be a financial officer of the association.
- Shall be responsible for all financial records
- Shall hand over all monies collected for the association to the treasurer for safe keeping.

vi). Treasurer:

- Shall be the custodian of all the monies due to the association.
- Shall coordinate with the financial secretary for proper financial record keeping
- Shall be one of the signatories to the association's financial document/account

vii). Public Relations Officer:

- Shall be the image-maker of the association.
- Shall be responsible for publicity and mobilization of members to meetings and other activities.

- Coordinates and presents report on all events organized by the association.
- Shall be responsible for the organization of social functions.
- Shall coordinate with other social organizations in the community for the benefit of the association and the members.

viii) Student Representatives 1 & 2:

- Shall oversee matters concerned with students who are members of the association.
- Shall coordinate where necessary, the assistance of students as it regards the association's benefit.
- Shall be liaison between the association and student bodies of the various higher learning institutions on the Island. As well presenting report on same.
- Shall monitor and regulate the various social media handles of the association in collaboration with the secretariat. They are to report and take actions, where and when due. This is to enable mutual interactions that are self-guided, self-disciplined, and for maintenance of justifiable statements that are objective.

ix) Ex-officio

- At least two (2) past executive members to be nominated by the general house to form part of the executive body.
- The Ex-officio members role is advisory to help guide the executives members. Their experience is an asset to the association hence, beneficial for guidance and advice.

ARTICLE V – Electoral Process

There shall be an electoral process every three (3) years for electing new officers to the various positions for a three-year term (i.e. a tenure), which shall be by open secret ballot. There shall be nomination of candidate(s), ballot papers distributed and electorates fill in the ballot papers and cast their votes individually. The electoral committee shall be constituted to conduct election into the various offices and in the case of vacant office. The electoral committee shall comprise of an **Umpire** (as Chairman) and other members. The number of “other members” shall be determined by the Umpire. There shall be notice of election three months to the expiration of a tenure of every position, except that of ex-officio members who are selected by Congress (i.e. the General House).

Section 1 – Voting

- i). All registered members of the association are eligible to vote and can nominate candidates for position of office. Every nomination shall be seconded. There are exceptions thus:
 - (a). Only financial members (Re - Art. III, S.1, ss. i) of the association shall be eligible to hold office positions of the association.
 - (b). Other memberships (Re – Art. III, S. I, ss. ii & iii) of the association are not eligible to hold any office of the association.
- ii). Candidate(s) nominated for any electoral position(s), shall be of good financial stand and be . certified by the electoral Umpire before the commencement of the election.
- iii). “Of good financial stand” means candidate(s) for election should have settled all outstanding debts (dues/levies) at the time he/she was nominated for office, and same duly certified by the electoral Umpire.

Section 2 – Nomination

- i). Candidate(s) shall be nominated to fill vacant position(s) by a registered financial member of the association.
- ii). No one individual shall nominate more than two candidates.
- iii). Each nominee shall be endorsed by a second person (i.e. as seconded).
- iv). There shall be three nominees to every position, unless deemed not necessary by the electoral **Umpire**.
- v). In the event of a vacant position up to six months before election time, the President shall appoint a registered financial member to act on the position.

Section 3 – Election

- i). The election of officers shall be in a descending order starting with the position of the president.
- ii). Winner of every election shall be determined by simple majority of votes cast.
- iii). Where there is equal number of votes for candidates on a particular position, there shall be repeat of voting. And if after the repeat and winner fails to emerge; room shall be given for nomination of another candidate to join the existing ones. That is, in the scenario where two candidates exist, it shall be three candidates, then voting shall be repeated.

iv). In a circumstance where a member of the electoral committee is nominated for election, such person shall temporarily relinquish his/her role on the committee until after election on the office he/she was nominated to run for.

ARTICLE VI – Meeting

There shall be general meeting of the association convene **Bi-Monthly** (i.e. every two months) by 2pm, at a venue convenient on the discretion of the executive members of the association. Notices shall be sent in this regard via the association’s group email, WhatsApp chat, and as well any other means of communication.

Section 1 – Quorum

- i). The quorum of the meeting shall be considered formed with two (2) executive members and three (3) registered members.
- ii). The **grace period** for meeting commencement shall be thirty (30) minutes from agreed time and/or as posted on notice for meeting.

Section 2 – Emergency Meeting

- i). An emergency meeting shall be called to plan or inform on special events (e.g.) Independence, death, disasters etc.)
- ii). In cases of concern and matters of interest (e.g. disaster, death etc.), emergency meeting shall be summoned.

ARTICLE VII – Finance

The association’s finance shall be sourced through registration, monthly subscription herein referred to as monthly dues, donations and levies. The finance is necessary for the needs of the association and of members’ benefit.

Section 1 – Registration

There shall be a unified non-refundable registration fee of \$20 Eastern Caribbean Dollars (ECD) irrespective of membership category and a \$5 ECD membership card fee. In addition, registered financial members are to pay at least one monthly subscription when registering. The membership card can be purchase after the current one is filled out at same cost of \$5 ECD.

Section 2 - Monthly Dues

- i). There shall be a \$10 ECD monthly dues for registered financial members.
- ii). There shall be waiver of one monthly subscription and membership card for students on presentation of valid and verifiable ID.
- iii). Monthly dues shall be paid at the Bi-monthly general meeting.

Section 3 – Donation

- i). Donation shall be welcome from all members of the association on freewill bases and as well on charity.
- ii). Donation could be in cash and/or in material such as donation of goods (consumables and stationery).
- iii). A call for donation could be made by the association as deem necessary; as well individuals can do so on their own freewill for the benefit of all.
- iv). The association encourages and welcomes generosity and charitable act from all its members and well-wishers; and its doors are open to welcoming such laudable act.

Section 4 – Levies

- (i). Levies shall be imposed by consensus whenever the need arises.
- (ii). Levies shall be imposed on events depending on the financial situation at the time.

ARTICLE VIII – Membership Benefits

The association shall acknowledge occasion of once in a lifetime and annual celebration of members like weddings, birthdays etc. In this regard, felicitations shall be sent to celebrants to wish them well. On invitation, the association shall honour such as;

- a) Birthdays: Acknowledgement will be sent to celebrants.
- b) Weddings, Child dedication, and Anniversaries:

c) Others:

- Letter of attestation for members seeking jobs/admissions/permits.
- Organizing Health-fair, seminars/workshop on various fields of endeavor.
- Facilitation of ePassport/NIN
- Organize send forth on notice, for members relocating from the Island (Financial members only).
- The association recognize and issue Certificates of Recognition to Outstanding members in various categories.

ARTICLE IX – Duties and Responsibilities of Members

Section 1 – Every member shall take responsibility for the purpose of unity and progress of the association, respect for the dignity of our dear nation Nigeria, and comply as follows;

- i). It shall be the duty of every Nigerian resident in Dominica to abide by this constitution, respect its ideas and the legitimate officers.
- ii). Respect the dignity of citizens of host nation (Dominica), to live in unity and harmony, and in the spirit of common brotherhood.
- iii). Help to enhance the prestige and good name of Nigeria, defend, and exhibit such character of patriotism.
- iv). Make positive and useful contribution to the advancement, progress, and wellbeing of the community where he/she resides.
- v). Encourage the maintenance of law and order, for peaceful living in Dominica.
- vi). Cooperate with appropriate and lawful agencies to maintain peace and security.
- vii). Undertake/conduct all his/her business honestly and in a legitimate manner.

ARTICLE X – SANCTIONS

There shall be a disciplinary committee with the powers to investigate, summon, as well sanction any member who acted in a manner that could be of concern or embarrassment to the association; or could bring it to disrepute. This committee shall comprise the executive members and at least, two financial members of the association.

Section 1 – On receiving any report as regards any unbecoming behaviour/attitude of any member, the committee shall commence investigation and hearing on the matter as soon as possible for quick resolution.

- (i). Any member summoned before the disciplinary committee, is bound to honour the summon and he/she is entitle to fair hearing.
- (ii). Person(s) shall have opportunity to defend him/herself before the disciplinary committee.
- (iii). Whenever sanctioning case is established against a member, it shall be the sole authority of the committee to impose sanction(s) that it considers appropriate.
- (iv). The decision of the disciplinary committee shall be final if the person is proved guilty; refuses to honour the invitation to hearing on two repeated invitations or threatens committee member(s) regarding the issue.
- (v). The accused has right to appeal on the case. He/she shall send written letter to the ` general house which shall be read at the meeting. The letter shall state reason(s) for the appeal and, request that the appeal be heard.
- (vi). Appellant shall allow up to 21days from the date of receipt of the letter by the general house for response.

Section 2 – Sanction imposed by the committee shall be one or combination of the following:

- (i). Simple caution
- (ii). Demand of a written apology
- (iii). Imposition of monetary fine
- (iv). The issuance of public disclaimer by the Association
- (v). Dis-association from guilty party and his/her actions
- (vi). Suspension from the Association
- (vii). Expulsion from the Association

ARTICLE XI – SOCIALS

The association shall have social functions such as Independence Day celebration, Democracy Day and Christmas/end of year party. In addition, members are free to invite the association to rejoice/celebrate with them on any special or unique celebration of a lifetime. The association shall honour the invitation and members are encouraged to respond to such invitation in the spirit of common goodwill.

REVIEW

This constitution shall be subject to review every three (3) years. This will be considered due with a motion raised by a registered financial member of the association during Congress (i.e. at General meeting) and the motion seconded.

In an event election fail to hold as planned, the general house shall consider and determine inauguration of a Caretaker Committee with the sole responsibility of organizing election within three (3) months.

This document was accepted after review and endorsed by the general house on this date 10th May 2025, and shall be effective henceforth.

The Constitution Review Committee (CRC) 2024 members

The constitution review committee comprised seven dedicated, committed, and passionate members who sacrificed time and leisure for the purpose of having a working document for the association. Your contributions, debates, and decision making remained valued. Below are the members:

Mr. Emmanuel Akoh Itodo LLM, BA (Hons) - Chairman

Mr. Promise Ndubueze Onyeani - Secretary

Pastor Sunday Omoyajowo – Member

Dr. Gbenga Charles Oladele - Member

Mr. Jeremiah Oseni – Member

Mr. Brasin Odushu – Member

Pastor Silas Abiodun – Member

