

UMUADA IGBO USA, WASHINGTON STATE CHAPTER CORPORATE BYLAWS

ARTICLE I NAME

1.1 Name

The name of this corporation shall be **Umuada Igbo Washington State**.

1.2 Location

The location of this corporation is 830 SW 355th Ct., Federal Way, WA 98023.

ARTICLE II PURPOSES AND POWERS

2.1 Purpose/Goal

2.1.1 Purpose

Our purpose is to provide a gender platform for cultural revival, rural development, advocacy and education, youth and women empowerment, and to assist in the alleviation of hunger in the less privileged areas of the Igbo land and around the world.

2.1.1 Goal

The goal of this organization shall be to pursue a collective support group that is dedicated to sisterhood, achieving the preservation of our individual and collective welfare, our progress and peaceful coexistence in our new home in the United States of America. In addition, we aspire to uphold the common spirit of togetherness, unity and a strong family unit among our members and to harness development in the Igbo community utilizing organizational peacock's ideals.

2.2 Mission and Objectives

2.2.1 Mission

The mission of Umuada Igbo Washington State is to remain a responsible socio cultural association that renders services to our community by supporting the needy as a means of promoting communal peace and happiness.

We the Washington state chapter with the ideals as PEACOCKS in pursuance of the goals of the sisterhood is specifically dedicated to women empowerment and charitable work, especially to the poor and underprivileged children and families.

2.2.1 Objectives

The objectives of Umuada Igbo Washington State shall be to encourage and foster unity and the ideal of services among the members by:

1. Creating awareness among members related to the need to be united and foster peace and unity in Nigeria/Diaspora.
2. Promoting and maintaining the social, educational, cultural, civic, and general well-being of its members and provide a forum for service.
3. Engaging in socioeconomic, cultural and educational activities that would enhance and promote the well-being of underprivileged individuals and groups in the United States (USA) and Nigeria.
4. Fostering international understanding, friendship and goodwill by working in conjunction with other local and international organizations united in the ideal of service designed to improve the quality of life of the people.
5. Supporting members in need, as well as help the needy and less privileged in our community.
6. Educating its members and their children on the Igbo cultural and linguistic heritage.
7. Fostering unity among its members and other Nigerians within and outside United States.

2.3 Motto and Logo

2.3.1 Motto

Our organizational motto shall be coined as “**PEACOCKS**” which means:

- - **P** - PEACE
- - **E** - EXCELLENCE
- - **A** - AWARENESS
- - **C** - COMPASSION
- - **O** - OUTSTANDING
- - **C** - COURAGEOUS
- - **K** - KINDNESS
- - **S** - SISTERHOOD

2.3.2 Logo

The symbol of Umuada Igbo Washington State shall be a “PEACOCK” symbol.

2.4 Powers

The corporation shall have the power, directly or indirectly, alone or in conjunction or cooperation with others, to do any and all lawful acts which may be necessary or convenient to affect the charitable purposes, for which the corporation is organized, and to aid or assist other organizations or persons whose activities further accomplish, foster, or attain such purposes. The powers of the corporation may include, but not be limited to, the acceptance of contributions from the public and private sectors, whether financial or in-kind contributions.

ARTICLE III

MEMBERSHIP/ENROLLMENT FEES

3.1 Membership

Membership shall be voluntary and shall consist of Umuada who by birth came from the following Igbo speaking areas in Nigeria (Anambra, Imo, Enugu, Delta, Abia, Ebonyi, Rivers).

3.2 Enrollment

Enrollment fee is payable to Umuada Igbo Washington State at the time of registration (\$100 one time registration fee, \$120 annual fee, \$100 yearly– (Onyeaghana Nwanneya fund). The proposed individual seeking enrollment must:

- Be an Igbo woman from Igbo speaking areas of Nigeria.
- Display positive character and behavior as observed by current members.
- Be recommended by one or more active members of the association.
- Be a known individual in the Igbo community held in high esteem morally and ethically.

3.3 Annual Dues

All members will pay Annual dues of \$120 payable on or before the month of June or alternatively \$20 monthly due every meeting from January to June.

DEBTS TO THE ORGANIZATION

- a. All members pertaining to delinquency in payment of Association’s fees and dues or levies must be announced at the regular association meeting from time to time.
- b. No member shall expect to receive separate notices for non-payment of approved association fees, dues, levies or calls for donations.
- c. The fiscal year for the association shall start on the first day of January and end on the 31st day of December of each year.
- d. Balancing of books for the previous fiscal year shall be done no later than 31st day of January of the New Year.

Regular Checking and or saving account shall be open at such bank (s) as the General Assembly shall determine or dictate.

3.4 Onyeaghana Nwanneya Fund

All members will contribute \$100 yearly towards Onyeaghana Nwanneya fund. All bereavement benefits depend on whether or not members agreed to have Onyeaghana Nwanneya Fund.

3.5 Leaving Organization

Any member who voluntarily leaves the association by verbal or written communication without cause shall not be eligible for reinstatement unless agreed by a simple majority of the constituted general assembly.

ARTICLE IV

UNIFORMS/MEETING RULES

4.1 Uniform

Members are responsible for purchasing the official outing uniform both national and branch and all members are required to wear uniform when attending Umuada member's occasion – A fine of \$500 shall be imposed for failure to comply with uniform code.

4.2 Meetings

4.2.1 General Meetings

All the organization's meetings shall be conducted according to Robert's Rules of Order. The President and Provost shall have the responsibility to recognize speakers during meetings.

The general meeting of the association is scheduled on the first Saturday of the month. It is advisable for each member to attend meetings regularly. Any member who is absent from meetings without proper excuse for two consecutive times will receive an absence notice from the association. This written notice may be given electronically. If the member fails to respond to the notice and continues to be absent at the **fourth** consecutive meeting, a move will be made to terminate her membership. It is a member's responsibility to notify the association in writing if they will be absent for an extended period of time. Any member who does not show up at the meeting for six consecutive months will be automatically terminated without notice.

Any member who left the organization irresponsibly may not be allowed to reenter the organization.

4.2.2 Emergency/Special Meetings

The president via the telephone or in person may call emergency meeting whenever necessary.

The notice of the Executive Board meetings shall be the responsibility of the President.

The notices of the committee meetings shall be the responsibility of the committee Chairperson or the recording secretary of the committee, if one has been appointed.

4.2.3 Notification of Meeting- Cancellation

Notice or cancellation of meeting will be sent to members via email or group social media as the weather permits before the scheduled meeting date. The President may cancel a regular meeting where the attendance of such meeting could endanger the lives of members.

4.2.4 Time

Meeting time is scheduled from 3:30pm-5:30 pm with 30 minutes grace period on First Saturday of each month EXCEPT when time change or extension is requested by the President in advance to deal with a particular circumstance.

4.2.5 Quorum

- a. A quorum is formed when (1/4) of the active members are available including the president.
- b. Three (3) elected Board members shall constitute a quorum for the Executive Board meeting.
- c. Two-Third (2/3) of the committee membership shall constitute a quorum

4.2.6 Attendance

Attendance at meetings shall be mandatory for all Executive Board members. No member of the Executive Board may serve as a proxy for an absent Executive member. ALL MEMBERS ARE EXPECTED TO ATTEND ALL UMUADA ACTIVITIES.

4.2.7 Absence

A member must inform the president if she is going to be absent. Recurrent excuses may not be accepted without verification. Each reason for absence will be reviewed on an individual basis but remember as you attend others event will us be attended.

4.2.8 Late Arrivals

All members are encouraged to come to meetings on time since we only have 2 hours meeting time and it is good to show example – **SEE LATE FINE**

ARTICLE V
COMMITTEES/ETHICAL CODES

5.1 Committees

The Board of Directors in order to conduct the business and programs of Umuada Igbo Washington State shall have the power to create a committee(s) to support the organization.

The Board of Directors has identified six committees necessary to conduct the organization's business. They are as follows:

1. Bylaws Committee
2. Grant Writing Committee
3. Social/Activities Committee
4. Children Committee
5. Ethics
6. Charity

All members who are interested can participate in any of these committees voluntarily; each committee will consist of 3-5 members including the president. Additional committees may be utilized dependent on the Board of Director's discretion.

5.2 Code of Conduct

The women of Umuada Igbo Washington State will abide by the following standards.

- Members will act with integrity and honesty.
- Relationship will be based on mutual respect. Differences of opinion will be discussed openly and civilly. These discussions will focus on issues at hand and will be presented in a courteous manner. Any member who interrupts any speech will be fined and the money will be paid immediately.
- Members will be sensitive to the impact of both their words and actions on others.
- All members will exchange ideas freely within the bounds of reasonable behavior.
- Under no circumstance, no matter the provocation, should a member engage in hurtful exchange of words or altercation, physical fights or drunkenness.
- Our association is stronger when we work as a team. We will foster attitudes that encourage members to give and receive constructive criticism, and develop creative solutions to challenges.

5.2 Violation of Code of Conduct

Violation of Code of Conduct may result in termination of membership or fines will be imposed as determined by the members at the time of violation.

5.2.1 Violation of Code of Conduct- Termination

The following Code of Conduct violations has been determined by the Board of Directors to result in termination of membership.

- Lack of attendance to meetings and Umuada Igbo events without proper excuse (**refer to attendance policy**)
- Malicious gossip against another member, which has been investigated and proven to be true and factual.
- Misconduct and/or hurtful verbal altercation during meetings and group outings.

5.2.2 Violation of Code of Conduct- Fines/Disciplines

The following violations of Code of Conduct have been determined to result in the following fines:

- Fighting both in the meeting and outside the public - \$200
- Forming gangs, (Ikpo-otu), meeting outside meeting \$200
- Filtering official information \$200 (what happened in the meeting stays strictly in the meeting)
- Gossip - \$200
- Lateness - \$5.00 (4:00pm) – leniency applied for long distance members reasonable verifiable by address - 4:30pm
- Absence from meeting without cogent reason - \$20
- Absence from Umuada scheduled events without cogent reason - \$50
- Excuse: A Member who wishes to be excused from a meeting, the Member is required to call the President before the start of the meeting. The excuse must be genuine.
- Absence from meeting consecutively six times without good reason disqualifies membership. If such member wishes to come back, she has to register as new member and pay all past dues.
- Failure to pay fine imposed by the general body after violation of code of conduct disqualifies membership and the member in particular may not be accepted back to the organization at all time.
- Every member of the association is subject to the Association’s disciplines as determined by the Board. No financial refund shall be awarded in the event of the termination/resignation of membership.

ARTICLE VI

MEMBERS ELIGIBILITY/BENEFITS

A membership of Umuada Igbo Washington State is only recognized when you pay your registration fee, which is \$100. No membership can be proclaimed without due registration. A non-registered member cannot serve as officer of the organization.

A member in good standing is entitled to the following benefits as listed below. Members are eligible for benefits after six months of joining the organization, paid all dues and attend at least three meetings in a year.

The organization as a group will not attend events for any member who is still on probation (less than six months). However, members will be encouraged to attend on an individual basis and the organization’s publicity secretary will assist in publicizing the event to the members. The various benefits for members in good standing are as follows:

Birth

When a member gives birth, the new mom is required to inform the organization formally and is entitled to a gift of **\$100.00**. The gift may be given to the member at a meeting or presented during the baby’s dedication. The money will come from taxing ourselves.

Wedding

When a member or member’s child is getting married, they are required to inform the organization formally. A gift of **\$200.00** will be given to the member or the member’s child. The money will come from taxing ourselves.

Bereavement

Bereavement contributions are restricted to a member’s immediate family, which is limited to the following: the member, member’s spouse, child and parents. In the event of a death in a member’s family, the following benefit shall apply:

Death of a member-Contribution of **\$1,000** will be given to the family (Umuada Igbo will help in planning the wake keeping).

Death of a member’s spouse-Contribution of **\$3,000** will be given to the member,

Death of a member’s Child- contribution of **\$2,000** will be given to the member.

Death of a member’s parent – Contribution of **\$300** will be given to the member

All death benefits will be funded through Onyeaghana (bereavement) fund contributed by member’s \$100 yearly or other means determined by members. Members will provide moral support in all member-organization wake-keeping events to ensure a successful wake keeping outcome.

ARTICLE VII
FOUNDER/BOARD DIRECTORS/EXECUTIVE OFFICERS

7.1 Founder

The Umuada Igbo Washington State hereby stipulates and acknowledges that Ms. Obioma Medani is the Founder and Agent for Service of Process of Umuada Igbo Washington State.

7.2 Executives/Officers/Board of Directors/Governing Body

The officers of Umuada Igbo Washington State shall be:

1. The President
2. Vice President
3. General Secretary
4. Assistant General Secretary
5. Financial Secretary
6. Assistant Financial Secretary
7. Treasurer
8. Publicity Secretary
9. Assistant publicity Secretary
10. Event Committee (3-5) including the president

11. Provost

The Board members who shall be the governing body of the association shall be the President, Vice President, General Secretary, Financial Secretary, and Treasurer as the Board of directors/Executives. More positions may be filled as the need arises.

7.2 Board of Directors/Executive Members

The number of board of directors shall be five (5) and the executive members of the organization including the board of directors may be 12 and not more than 15. At minimum, the organization shall have a President, Vice President, General Secretary, Financial Secretary, and Treasurer. Additional Executive members may be elected in near future at the discretion of the board of directors when necessary for smooth functioning of the organization. In times of conflict within the organization, among the officials or the general membership, the 5 members of the Board of Directors will arbitrate and then present their recommendation to the general assembly for final decision.

7.3 Responsibilities of the Board of Directors/Executive Members

The following are the responsibilities of the board of directors by position:

7.3.1 President

1. Be the Chief executive and spokesperson for the organization.
2. Chair monthly general meetings, emergency meetings, Board meetings, Executive meetings and other meetings of the organization such as committee meetings.
3. Cause the summoning of the general meeting either on her initiatives or in accordance with the decision of the executive board.
4. Convene the executive meeting at his/her discretion or whenever requested by half of the members of the Executive Board.
5. Preside over all meetings and execute all policy decisions approved by the organization.
6. Recommend to the general body the resignation of an official who is derelict in his/her duties.
7. Sit on all committees as chairperson.
8. Be responsible for making sure the organization registration and other documents are renewed on time and at due dates.

7.3.2 Vice President

1. In the absence of the President, the Vice President shall assume the duties of the President as listed above if delegated and authorized by the president.
2. Work closely with and assist the President in the discharge of her duties.

7.3.3 General Secretary

1. Send out meeting notice on the president's instructions for the general meeting of the organization or the executive committee meeting of the organization.
2. Disseminate information to members and publicize organization internal affairs and events with the approval of the president.

3. Record all meetings including a short summary of all decisions taken.
4. Send minutes to the President not less than two weeks before the general meeting for review and correction and the final copy to be read at the meeting must be send to the President before the general meeting.
5. Furnish annual or special reports of the activities of the organization.

7.3.3 Financial Secretary

1. Collect registration fees, annual dues, levies, donations and transfers same over to the Treasurer within 24 hours, all transactions to be dully receipted.
2. Keep book of account, which shall show all financial transactions and all assets, and liabilities of the Organization.
3. Keep accurate records of Organization's financial transactions.
4. Send notice to members of annual and other dues.
5. Submit to the Audit Committee all financial records and books when required for audit.
6. Give financial update at the end of organization's monthly meetings.
7. Prepare and submit quarterly, bi-monthly and annual financial reports to the General members.
8. Be a signatory with the President, to the organization's bank account.

7.3.4 Treasurer

1. Deposit in the organization's bank account all funds of the Organization within 48 hours of receipt.
2. Submit an account of the Organization's upon request by the President.
3. Pay the Organization's bills, vouched by the Financial Secretary and endorsed by the President.
4. Be a signatory with the President, to the Organization's bank account.
5. Obtain receipts for all the financial transactions of the Organization.
6. Preside over the Finance/Funding Committee.
7. Cooperate fully with the Auditors of the Organization's account.
8. Reconcile monthly account with the financial secretary prior to reporting.

7.3.5 Additional Executive Members Positions

There may be at the discretion of the board of directors to add to the number of officers of the Organization. The following are potential Executive member positions that can be added later:

1. Assistant General Secretary

In the absence of the General Secretary, the Assistant Secretary shall assume the duties of the secretary as listed.

2. Assistant Financial Secretary

In the absence of the Financial Secretary, the Assistant Financial Secretary shall assume the duties of the financial secretary as listed above.

3. Publicity Secretary

- Handle the external publicity needs of the Organization with the direction of the President or decided by the general members.
- Publicize and promote the Organization activities and good image.

4. Assistant Publicity Secretary

In the absence of the Publicity Secretary, the Organization's Publicity Secretary shall assume the duties of Publicity Secretary.

5. Provost

- To maintain order during meetings.
- To monitor late arrivals.
- To reinforce and collect penalties as agreed by the members.

6. Assistant Provost

In the absence of the Provost, the Assistant Provost shall assume the Provost's duties.

7. Patrons/Matrons

The Patrons/Matrons may consist of 2-5 members or non-members who have the interest of promoting and moving the organization ahead.

8. Auditor

The organization shall appoint auditors as needed to review the organization's financial report. It shall audit the organization's account.

7.3.6 Committee Responsibilities

1. Event Committee

- Ad hoc committee created to implement a particular event.
- Event planning committee selected and head by the president.
- Organize activities for the organization.
- Plan/organize accommodations upon President's approval for guests.
- Arrange for activity requirements, such as setting up equipment, transportation for quests, decorations, refreshments, and entertainment.
- Give full account of an event and present to the general house.

2. Elections Committee

- Comprised of 2-5 members selected by the general membership.
- Will be an ad hoc committee elected before the election by members and dissolved immediately after the newly elected officers have been sworn in.
- Members of the election committee are not eligible to run for office.

ARTICLE VIII

ELECTION GUIDELINES

8.1 General Guidelines

Election will be held at the general meeting every two years at a date, time and venue as agreed by members at a general meeting. The elections will be conducted through the “Secret Ballot” system, unless the members adopt rules that are to the contrary.

8.2 Selection

Except for the auditor, each Officer of the Organization shall be elected by the Membership. Each officer shall hold office until a successor is duly elected.

8.3 Tenure

The Tenure of the elected officials shall be two years and re-electable/returnable.

8.4 Removal

The Organization may remove an Officer whenever in its judgment, the best interests of the organization would be served thereby, but such removal shall be without prejudice to the right, if any, of the officer so removed.

8.5 Vacancy

A vacancy in any office because of death resignation, disqualification, removal, or otherwise, may be filled by an individual temporarily appointed by the President.

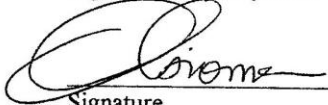
8.6 Election Rules

1. All nominees for positions must be a registered member for at least six (6) months and in good financial standing for at least six (6) months prior to election date.
2. A maximum of three (3) nominees are required for each position.
3. All nominees MUST be present on the day of election.
4. Only active members shall be eligible to vote in the elections.
5. The elections will be conducted among the members of the Organization present at the meeting. Members present will be duly registered accounted for and the total number of voters announced prior to the elections.
6. The names of the nominees will be broadcast to the membership present and eligible to participate to the election. Individual ballots for each position are formatted to contain the positions as described above and space for entry of the choice of nominees. Every eligible voter will receive one ballot for each position for the voting process. All ballots have to be submitted to the Elections Committee after each vote. If a member decides not to cast a vote for the eligible candidates, “NO SELECTION” should be written in the space provided for entry of the choice of nominee.

CERTIFICATE OF ADOPTION OF BYLAWS

WE THE UNDERSIGNED DO HEREBY CERTIFY THAT THE WITHIN DOCUMENT, DESIGNATED AS THE BYLAW OF UMUADA IGBO USA, WASHINGTON STATE CHAPTER, IS APPROVED AND DULY ADOPTED WITHOUT RESERVATION BY THE MEMBERS OF SAID ORGANIZATION, AT A MEETING OF THE GENERAL ASSEMBLY HELD ON THIS DAY, (July 2nd, 2016)


Signed on July 2nd, 2016


Signature

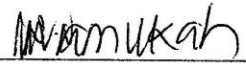
Obioma Medani, President
Bylaw Committee Chairperson


Signature


Chinyere Okoye, General Secretary
Bylaw Committee


Signature

Chichi Ekwueme, Vice President
Bylaw Committee


Signature

Nneka Ndugba, Treasurer
Bylaw Committee


Signature

Chika Onyejiaka, Financial Secretary
Bylaw Committee

ARTICLE IX

Amendments

<u>Amendment</u>	<u>Date Approved</u>	<u>Reason for Revision</u>
Original Approval	10/14/2014	Original Articles of Incorporation
Amendment I	10/07/2017	Change organization name to Umuada Igobo Washington State, approved by the Board on 10/07/17 and updated logo.