



2024

CONSTITUTION OF IGBO COMMUNITY ASSOCIATION LIVERPOOL

CONSTITUTION OF IGBO
COMMUNITY ASSOCIATION
LIVERPOOL

IGBO Community
Association Liverpool
Founded in 1935

**We, the members of Igbo Community Association Liverpool
have consented to be guided by the following provisions
which shall be known and cited as the Constitution of the
Association.**

**CONSTITUTION OF IGBO COMMUNITY
LIVERPOOL**

Contents

1. The Association	5
A. Name of the association	5
B. Logo of the association?	5
C. Motto of the association?	5
2. Aims and Objectives	5
3. Membership	6
A. Full Membership	6
B. Temporary Membership	6
C. Associate Membership	7
D. Honorary Membership	7
E. Student Membership	7
4. Rights of members	8
5. Duties of members	8
6. Finance	9
A. Banking	9
B. Funds	9
7. Structure of the Association	10
A. Organs	10
B. Governance	11
8. Duties of offices	12
A. The Patron shall;	12
B. The President shall;	12
C. The Deputy President shall;	13
D. The General Secretary shall;	13
E. The Assistant General Secretary shall;	14
F. The Treasurer shall;	14
G. The Financial Secretary shall;	14
H. The Social Secretary shall;	15
I. The Welfare Officer shall;	15
J. The Publicity Secretary	16
K. The Provost	16
9. Auditors	17
10. Trustees	17

11. Election and terms of office	18
12. Committee.....	19
A. Executive Committee.....	19
B. Project Committee.....	19
C. Social/Welfare Committee.....	19
D. Ad-Hoc Committee.....	20
13. Meeting	21
14. Benefit.....	22
A. General.....	Error! Bookmark not defined.
B. Marriage.....	23
C. Birth/Christening.....	23
D. Sickness.....	24
E. Death.....	24
F. Send Forth.....	26
G. Criteria for Benefit.....	Error! Bookmark not defined.
15. IGBO day and other Social Events	27
16. Property	27
17. Standing Orders	28
A. Discipline during the Meetings.....	28
B. Disputes between members.....	29
18. Procedures	30
19. General rules on membership under the constitution	33
20. Additions and Amendments	34
21. Interpretation	35

CONSTITUTION OF IGBO COMMUNITY
LIVERPOOL

1 **1. The Association**

2
3 A. Name of the association

4 This association shall be known by its name;

5 **IGBO COMMUNITY ASSOCIATION LIVERPOOL (ICAL)**

6 Hereinafter referred to as the community or ICAL

7
8 B. The logo of the association shall be



9
10
11 C. The motto of the association shall be **“UDO NA OGANIRU”**

12
13
14 **2. Aims and Objectives**

15
16 A. To guide, protect and promote the welfare of the community
17 in accordance with the conditions laid down in this
18 constitution.

19
20 B. To provide social and recreational facilities and mutual
21 support that will foster and promote happy relationship
22 among members.

23
24 C. To provide a means of communication between Igbo people
25 in Merseyside and members of other associations, bodies,
26 local and / or government.

27
28 D. To protect and safeguard the rights of members.

29
30 E. To encourage the promotion of Igbo culture and traditional
31 way of life.

32
33 F. For the advancement of education and vocational training
34 among members.

1 G. To undertake other economic and social ventures/provisions
2 for the general improvement of ICAL.

3
4 H. Exercising and promoting the culture of tolerance in the
5 community and participating in peaceful resolution of conflict
6 among members.

7
8 I. To contribute to the socialisation of our youths through sports
9 and other social activities.

10
11 J. In pursuance of the above aims and objectives, the
12 community shall be non-partisan in politics and non-sectarian
13 in religion.

14 15 **3. Membership**

16 Membership is open to all sons and daughters of Igbo heritage
17 over 18 years of age living in Merseyside.

18 There shall be the following categories of membership:

19 **A. Full Membership**

20
21 I. Members in this category are persons who have paid their
22 registration fees, levies and monthly contributions as
23 stipulated in this constitution.

24
25 II. Full members will have overall control of financial matters
26 relating to ICAL. Persons in this category are eligible to
27 become officers, members of any committee and trustees
28 provided they meet the criteria for the positions.

29 30 **B. Temporary Membership.**

31
32 I. Temporary membership shall be open to any person
33 irrespective of nationality, creed or political inclination, who in
34 the opinion of ICAL promotes the interest of the Igbo nation.

35

1 II. Persons of IGBO origin who are on a very temporary or
2 transit stay in Merseyside. The member is required to make
3 contributions during the period of their temporary or transit
4 stay.

5
6 III. Persons of IGBO origin who at retirement wish to join the
7 community for the first time. Registration fee for this category
8 of members will be half the fee paid by full members and the
9 member is required to make monthly contributions.

10
11 C. Associate Membership

12 This membership shall be conferred on children of financial
13 members and not older than 18 years of age.

14
15 D. Honorary Membership

16 This membership shall be conferred on a person by election at
17 a general meeting and shall be open to Ndi Igbo and members
18 of other nationalities who in the opinion of ICAL have rendered
19 or are likely to render valuable service to or promote the interest
20 of ICAL.

21
22 E. Student Membership

23
24 I. Student membership shall be conferred on IGBO people
25 who are pursuing a full-time education in any institution of
26 learning, trade or profession and resides within
27 Merseyside. Evidence of being a student/apprentice will
28 be satisfied on the production of an identity card,
29 renewable annually. Student members as defined in
30 section 3E shall be allowed the status of full member if he
31 / she meets the requirements of section 3AI and 3AII.

32 II. All student members, on completion of their program, will
33 be upgraded to full membership. No new registration fee
34 is required.

1 III. A student may opt at inception to register as a full
2 member.

3
4 **4. Rights of members**

- 5
6 A. To be entered in the Association's register of members.
7
8 B. To receive his/her entitlement in accordance with the
9 provisions of this constitution.
10
11 C. To vote in an election.
12
13 D. To be voted for in an election and to hold an office to which he /
14 she has been elected if they meet the criteria stipulated for 3A1.
15
16 E. The right to participate fully in all activities of the association.

17
18 **5. Duties of members**

- 19
20 A. To attend all meetings and activities of the Association on time.
21
22 B. To pay the monthly contributions.
23
24 C. To pay any levy agreed by the meeting of the General House /
25 Executives of ICAL.
26
27 D. To uphold and respect the Constitution of ICAL.
28
29 E. To respect the properties and assets of ICAL.
30
31 F. To return and account for any property or asset of ICAL at the
32 time he/she is vacating an elected office or exiting from the
33 association.
34
35 G. To be good ambassadors of ICAL.
36
37

1 **6. Finance**

2
3 A. Banking

- 4
5 I. The funds of ICAL shall be deposited with an appointed and
6 approved bank within 2 working days.
7
8 II. The joint signatories of the community for the purposes of
9 endorsing all cheques, drafts and instruments shall be any 2
10 of the below-listed members:

11
12 President
13 Treasurer
14 Financial Secretary

15
16 B. Funds

- 17
18 I. A membership fee of £30 is payable on registration and a
19 monthly due of £5 to qualify as a financial member of ICAL.
20
21 II. Levies may be made on financial members from time to time
22 as approved by the general house and Executives.
23
24 III. Voluntary donations will be welcomed at any general
25 meeting or at any other activity.
26
27 IV. Funds could be raised through public, private, charitable, as
28 well as socio-cultural activities.
29
30 V. The general house may decide, as the need arises, to ask
31 members to contribute for the purpose of any programme or
32 project in pursuance of the objectives of ICAL as laid down in
33 the constitution.
34
35 VI. Members in arrears of their monthly contributions for more
36 than three months without any acceptable reason to the

1 executives shall lose financial benefits from ICAL. They shall
2 also lose their full membership status. Such members will be
3 required to meet the requirements of 3AI (Full Membership)
4 to regain their membership status / financial benefits.

5
6 VII. The executive committee shall be responsible for all monies
7 expended by ICAL and shall account for all expenditures and
8 property to the general house.

9 10 **7. Structure of the Association**

11 12 A. Organs

13 The vision of the Association shall be expressed through its
14 authorised organs, which are:

15 The Executives; and

16 The House

17 18 I. The Executives shall:

19
20 a. Be comprised of the elected officers of ICAL

21
22 b. Exercise its authority in relation to the initiation, planning and
23 managing the implementation of ICAL's programme for their
24 tenure of office.

25
26 c. The executives shall be responsible for all monies expended
27 by ICAL and shall account for all expenditures and properties
28 to the general house.

29 30 II. The House shall:

31
32 a. Be comprised of members in attendance at a meeting of
33 ICAL; and

34

1 b. Exercise its authority in relation to passing resolutions to
2 approve or reject:

- 3
- 4 1) Any part of ICAL's programme for a particular year
- 5 2) Any matter of interest to ICAL.
- 6

7 B. Governance.

8

9 I. The community shall be governed by the executives
10 consisting of officers of ICAL hereinafter called "officers and
11 elected members".

12

13 II. The offices of the Executive members shall be elected from
14 the full members of ICAL once every 2 years at a general
15 meeting of the community which will be held in March of the
16 election year.

17

18 III. A member of the House can propose a vote of no-confidence
19 for any non-performing executive office holder. The proposal
20 must be supported by at least 7 members present at a
21 general meeting before the proposal will be voted on. The
22 non-performing elected executive shall be defined by his /
23 her inability to carry out the duties ascribed to their office.
24 Two-third of members present at the next general meeting
25 will need to vote in support of removing a non-performing
26 executive officer.

27

28 IV. The number of executive committee members to be elected
29 shall be decided and agreed upon at any of the general
30 meetings.

31

32 V. The officers of ICAL shall consist of;

- 33
- 34 a) The Patrons to be appointed by the general house
- 35 b) The President
- 36 c) The Vice President

- 1 d) The General Secretary
- 2 e) The Assistant General Secretary
- 3 f) The Treasurer
- 4 g) The Financial Secretary
- 5 h) The Social Secretary
- 6 i) The Welfare Officer
- 7 j) The Provost
- 8 k) The Public Relations Officer

10 **8. Duties of officers**

11 A. The Patron(s) shall;

- 12
- 13
- 14 i. The patron shall protect the image of ICAL and foster good
- 15 relationships among its members.
- 16 ii. The patron shall be invited to all ICAL functions and is
- 17 expected to attend the functions.
- 18

19 B. The President shall;

- 20
- 21 I. Shall preside over all meetings of ICAL as well as the
- 22 executive committee meetings.
- 23
- 24 II. Represent ICAL in all public matters and be responsible to
- 25 the general house as well as the executive committee.
- 26
- 27 III. Direct the General secretary to summon all meetings of
- 28 ICAL.
- 29
- 30 IV. Ensure that every officer gives a report of his/her activities
- 31 during executive committee meetings monthly or quarterly.
- 32
- 33 V. Co-ordinate all efforts directed at raising funds or obtaining
- 34 financial support for ICAL.
- 35

1 VI. With the approval of two-thirds of the members of the
2 executive, appoint a sub-committee, their chairpersons,
3 secretaries, and treasurers when necessary.
4

5 VII. Defend the constitution of ICAL.
6

7 VIII. Defend the rights of all members in accordance with the
8 constitution.
9

10 C. The Vice President shall;
11

12 I. Assist the president in all his / her duties.
13

14 II. Act for the president in his / her absence.
15

16 D. The General Secretary shall;
17

18 I. Oversee all secretarial business of ICAL and keep all
19 records.
20

21 II. Convene all meetings of ICAL when asked to do so by the
22 president and issue circulars for the same.
23

24 III. Liaise with other officers for the day-to-day running of ICAL.
25

26 IV. Keep an annual inventory of all the assets and liabilities of
27 the community.
28

29 V. Prepare the agenda of each meeting in consultation with the
30 president.
31

32 VI. Keep an Imprest Account. The amount is to be determined
33 by the Executive Committee. Give an account of this to the
34 Executive Committee before any replenishment can be made
35 by the treasurer.
36

1 VII. Keep minutes of both the general meetings and the
2 executive committee meetings.

3
4 E. The Assistant General Secretary shall;

5
6 I. Assist the General Secretary in all his duties and act in his
7 absence.

8
9 F. The Treasurer shall;

10
11 I. Pay all monies of ICAL to the bank within 2 working days.

12
13 II. Issue receipts to the financial secretary or anyone else for all
14 monies paid to him for ICAL.

15
16 III. Keep records of all monies received and paid out.

17
18 IV. Present the current account balance to the general house
19 when requested.

20
21 V. Ensure that the annual accounts are prepared by a
22 recognised firm of accountants approved by the general
23 house.

24
25 G. The Financial Secretary shall;

26
27 I. Collect all monies of ICAL and pay to the treasurer as soon
28 as possible and obtain a receipt (digital or paper) or
29 signature for the same.

30
31 II. Keep a detailed record of all monies collected with all
32 supporting vouchers.

33
34 III. Prepare all vouchers for payment to the treasurer.
35

1 IV. Present an annual statement of account to the general house
2 and furnish the Executives Committee with the financial
3 position of the community during executive meetings.

4
5 H. The Social Secretary shall:

6
7 I. Be responsible for all the cultural and social activities of
8 ICAL.

9
10 II. Publicise all cultural and social activities.

11
12 III. Organise receptions and all forms of entertainment for ICAL.

13
14 IV. In pursuance of these responsibilities liaise with the
15 president and other officers of ICAL.

16
17
18 I. The Welfare Officer shall;

19
20 I. Be responsible for all welfare activities of ICAL which
21 includes visits to the sick, the elderly, families of new born
22 babies and of the deceased.

23
24 II. Be available to offer guidance and counselling to members
25 where possible and whenever necessary, on financial,
26 accommodation and general welfare issues.

27
28 III. Report all undertakings to the president within 24 hours and
29 to the executives.

30
31 IV. Keep an Imprest Account as may be determined from time to
32 time by the executive committee.

33
34 V. Identify all persons entitled for benefits in consultation with
35 the executives.

36

1 VI. Reach out to members who have missed three consecutive
2 ICAL General Meetings. This could be via a telephone call or
3 a physical visit. The Welfare Officer shall report back to the
4 Executives.

5
6 VII. Oversee the ad-hoc welfare committee formed to support his
7 / her activities.

8
9
10 J. The Public Relations Officer

11
12 I. Shall undertake a leading role in relation to the continuous
13 improvement of the public image of the Association.

14
15 II. Shall be responsible for ICAL's website, digital platforms,
16 and general media presence on:

- 17
18 - Facebook
19 - Twitter
20 - YouTube
21 - Instagram
22 - WhatsApp
23 - And others

24
25 III. Shall make proposals for the use of the resources of the
26 Association in relation to this function during his/her term of
27 office.

28 IV. Shall direct new ICAL members to access the constitution
29 and other resources online.

30
31 K. The Provost

32 I. The duty of the provost is to maintain order during monthly
33 meetings and social events.

34 II. Shall be responsible for timekeeping during meetings –
35 maintaining time allotment during speech.

36 III. Shall be responsible for collecting penalties from latecomers.
37

1 All officers should give an account of their activities to the executive
2 committee at its regular meetings.

4 **9. Auditors**

6 A. Internal auditors namely, the financial secretary, treasurer and 3
7 members from ICAL shall be appointed at the annual general
8 meeting for a period of one year.

10 B. 3 auditors will be appointed from the General House as a second
11 line of defence. The 3 members shall not be members of the
12 executive committee and shall be appointed at the annual general
13 meeting.

14 **10. Trustees**

- 16 I. 5 members of the association shall be appointed by the
17 general house as trustees.
18 II. The trustees do not have to be Executive Members.
19 III. The Trustees must have good standing in the society.
20 IV. A Trustee will be changed if he/she is incapacitated,
21 deceased, or found wanting.

23 **Trustees Nomination Criteria**

- 24 a. Nominees must reside within Merseyside.
25 b. Nominees should have a minimum of 5-year
26 membership with ICAL.
27 c. They must be current with ICAL dues and levies.
28 d. Nominees should have no unspent criminal records.
29 e. They must be devoted to ICAL's mission, and
30 objectives, and actively participate in ICAL's activities.

1 **11. Election and terms of office.**

2
3 A. The executive committee and other sub-committees shall be
4 dissolved on the day of the elections.

5
6 B. The election of officers shall be by secret ballot or any other
7 approved method during the annual general meetings.

8
9 C. A returning officer and the assistant shall be appointed by a show
10 of hand or any other approved method during the **January** annual
11 meeting of the election year.

12
13 D. Contestants for the key offices namely, The President, The
14 General Secretary, The Financial Secretary, The Treasurer shall
15 be required to make a presentation before the general house.

16
17 E. The duration of office shall be 24 months starting from the date of
18 election.

19
20 F. A by-election shall be held to fill any vacant office in the event of
21 resignation, expulsion, or by any other circumstance.

22
23 G. If an election is not conducted at the AGM of the Election Year for
24 whatever reason, an Interim Executive Committee is appointed
25 until an election is conducted in the next election month.

26
27 H. **CONDITION:-** Any candidate seeking nomination for any post
28 shall;

29 I. Be a fully paid-up member.

30
31 II. Be nominated and supported by members in good financial
32 standing with ICAL.

33
34 III. Have a good report and be of proven ability.
35

1 IV. Have been a full member of ICAL for at least 3 years
2 (President, Secretary, Financial Secretary and Treasurer
3 position).
4

5 V. Not hold any executive position in similar socio-cultural
6 associations within Merseyside to avoid conflict of interest.

7 **12. Committees.**

8

9 **ICAL** shall have the following committees.

10 A. Executive Committee

11
12 B. Project Committee

13
14 C. Social Committee

15
16 D. Welfare Committee

17
18 E. Constitution Review Committee

19
20 F. Ad-Hoc Committee as may be required
21

22
23 A. Executive Committee:- Shall comprise of all elected officers of
24 ICAL. The executive committee shall be responsible for transacting
25 the business of ICAL and for the conduct and administration of its
26 affairs as may be necessary for the furtherance of its objectives.
27 The executive committee shall be accountable to the general
28 house.
29

30 B. Project Committee: Shall consist of those nominated by the
31 President and ratified by the house. The aims and objectives of the
32 committee shall include:
33

1 I. Putting structure in place to restore and manage the Igbo
2 House.

3
4 II. Any community activities.

5
6 III. Raising funds.

7
8 C. Social Committee: The Social Committee;

9
10 I. Shall be chaired by the elected Social Secretary. The
11 committee shall consist of members appointed by the
12 President, ratified by two-thirds of the executives and
13 presented to the general house.

14
15 II. The duties of the committee include those detailed under
16 section 8H of the constitution and any other responsibility
17 that the executive shall deem fit.

18
19 D. Welfare Committee: The Welfare Committee;

20
21 I. Shall be chaired by the elected Welfare Officer. The
22 committee shall consist of members appointed by the
23 President, ratified by two-thirds of the executives, and
24 presented to the general house.

25 II. The duties of the committee include those detailed under
26 section 8I of the constitution and any other responsibility that
27 the executive shall deem fit.

28
29 E. Constitution Review Committee: Shall consist of those nominated
30 by the President, ratified by two-thirds of the executives, and
31 presented to the general house. The aims and objectives of the
32 committee shall include:

33 I. Review and amendment of the constitution

34 II. The duties of the committee include those detailed under
35 section 20(A)

36

1 F. Ad-Hoc Committees: Ad-Hoc committee such as financial
2 committee, special committee or investigation committee may be
3 set up when necessary and shall be dissolved as soon as they
4 have accomplished their task. The ad-hoc committee shall consist
5 of members nominated by the President, ratified by two-thirds of
6 the executives, and presented to the general house.

7
8 **13. Meetings**

9
10 The Meeting includes.

11 A. General Meetings

12
13 B. Annual General Meetings

14
15 C. Executive Meetings

16
17 D. Emergency Executive Meetings

18
19 E. Emergency General Meetings

20
21 F. Adhoc Committee Meetings

22
23 Quorum for general meetings shall be **15** members of ICAL.

24 Quorum for Adhoc Committee Meetings shall be determined by the
25 members of the committee.

26 Quorum for Executive meetings shall be 6 members of the current
27 ICAL Executives; Executive meetings shall go on, irrespective of the
28 presence or absence of the President in such meetings.

29 General Meetings shall be held every month on the last Sunday of
30 each month, excluding December.

31 General meetings shall be open to all members, but voting shall be
32 restricted to members who are up to date with their monthly dues.

1 Annual General Meetings shall be held in March of the election
2 year to elect the officers of ICAL. The announcement by the
3 General Secretary (in January) is to allow members time to pay
4 their outstanding dues. Voting shall be by secret ballot or any other
5 approved method. The election and the announcement of the
6 results shall take place at the same AGM.

7 The general house shall appoint a Returning Officer and an
8 assistant to conduct an election and announce the result. Both the
9 Returning Officer and the Assistant cannot vie or vote for a
10 position. The Returning Officer and the Assistant will be appointed
11 in January.

12 Any member of the executive officers who fails to attend 3
13 consecutive General Meetings without apologies (sent to the
14 General Secretary) will be warned by the executives, and if the
15 member continues to be absent from the meetings, the executives
16 will take the matter to the general house so a decision can be
17 made.

18 Any ICAL member who fails to attend the general meeting without
19 apologies will pay a fine of £5. Apologies can be sent through the
20 official ICAL WhatsApp group or through another member present
21 at the general meeting.

22 Members shall attend all meetings on time.

23 After 30 minutes without forming a Quorum, the meeting shall be
24 declared void and a report given to the general meeting of the
25 house by any member present.

26
27 **14. Benefits**
28

29 Criteria that must be met to access ICAL benefits:

- 30 I. Benefits shall apply equally to all full financial members. All
31 full financial members are equal.

- 1 II. Such full financial member must have maintained ICAL
2 membership for a period not less than 12 calendar months,
3 prior to the time of claim.
4 III. To be eligible for benefits, the ICAL member must have
5 attended the monthly general meeting at least 8 times within
6 the last 11 months. Attendance includes well-communicated
7 apologies.
8 IV. The welfare officer shall identify members who are qualified
9 for any benefits.
10 V. Any benefit given to any member shall not be refunded
11 unless the benefit was fraudulently claimed.
12 VI. All arrears must be cleared at the time of claim of any
13 benefits.
14 VII. All benefits are subject to a member officially informing ICAL
15 within a reasonable time.

16
17
18 A. Marriage

19
20 If a financial member is getting married and invitation is
21 extended to ICAL with a bottle of hot drink at the General
22 meeting, the member shall receive **two hundred and fifty**
23 **pounds sterling** from ICAL. If the wedding is between two
24 members of ICAL, the two members shall receive two hundred
25 and fifty pounds sterling each.

26
27 B. Birth/Christening

28
29 If a financial member is celebrating birth or christening of a child
30 and an invitation is extended to ICAL with a bottle of hot drink at
31 the General meeting, the member shall receive **one hundred**
32 **and fifty pounds sterling** from ICAL.
33
34
35
36

1 C. Sickness

- 2
- 3 I. If a full member is sick, the welfare officer and the social
- 4 secretary will visit him/her, either in hospital or at home. Fifty
- 5 pounds and a customised ICAL get-well card shall be
- 6 presented on the visit.
- 7
- 8 II. If a sick member needs repatriation, after consultation with
- 9 next of kin, the community shall get in touch with the
- 10 Nigerian High Commission immediately and arrange for
- 11 his/her repatriation.
- 12
- 13 III. A financial member who suffers from a prolonged chronic
- 14 illness and who is not working because of the illness and
- 15 thus financially incapable of paying his/her dues will be
- 16 exempted from paying the dues during the period of such
- 17 illness or infirmity. All outstanding arrears prior to the illness
- 18 shall be paid in full.

19

20 D. Death

- 21
- 22 I. The community shall help to finance the waking and burial of
- 23 a deceased financial member in Igbo traditional way. A
- 24 special levy of £30 shall be imposed on all members towards
- 25 the cost of wake keeping and burial. All monies collected
- 26 after the burial go into the purse of the organisation.
- 27
- 28 II. All members shall pay the levies of wake keeping and burial
- 29 whether the members attended the function or not.
- 30
- 31 III. ICAL shall be represented on invitation at the burial
- 32 organised by other organisations. Kolanuts and drinks shall
- 33 be sent to the burial. The amount to be spent on such
- 34 occasions will be decided by the Executive committee.
- 35

1 IV. In-kind benefits for full members at death and burial are
2 (money from the ICAL purse):

3
4 a. 4 Crates of beer.

5 b. 1 bottle of spirit of 75cl by volume.

6 c. 2 crates of soft drinks (pack of 24 soft drinks)

7 d. Kolanuts and bitter kola worth £30.

8 e. Welfare committee shall be in control of all the above item
9 from death to the day of burial.

10
11 V. When ICAL is financially buoyant enough to provide life
12 cover for all financial members, then D(I) and D(II) shall
13 seize to exist.

14
15
16 VI. Benefit – Associate members

17 a. A purse of Two Hundred Pounds Sterling only (£200).

18 b. A customised ICAL condolence card.

19 c. Welfare committee shall be in control of the above from
20 death to the day of burial of the associate member.

21
22 VII. Benefit – Student Members

23 All the benefits associated with Full Members as stated in
24 section **D(I-V)** will apply to Student Members provided that
25 the student member maintains the requirements of full
26 membership at the time of death.

27
28 VIII. Temporary Members:

29 The benefit of temporary members shall be determined by
30 the executive committee taking into cognisance, the
31 individual's contributions and participation in ICAL's
32 activities.

33
34 IX. Honorary Members.

35

1 The benefit of honorary members shall be determined by the
2 executive committee taking into cognisance, the individual's
3 contributions and participation in ICAL's activities.

4
5 X. Senior Citizens

6
7 At Christmas, the welfare officer shall send customized cards
8 to all senior citizens (60 and above) on behalf of ICAL.

9
10 XI. Death of the Direct Family Member of a Full Member
11 (Parent, Legal Partner/Wife/Husband, Children above 18)

- 12 a. A purse of One Hundred and Fifty Pounds Sterling only
13 (£150).
14 b. A customised ICAL condolence card.
15 c. Welfare committee shall be in control of the above from
16 death to the day of burial of the associate member.

17
18 E. Send Forth

- 19
20 I. A gift worth not more than **two hundred and fifty pounds**
21 **sterling** or cash shall be presented to a full member who
22 is leaving the United Kingdom for good. A mini send forth
23 event will be held at any of the General Meetings before
24 the full member's departure.

- 25
26 II. The member automatically ceases to be a member of
27 ICAL immediately after he leaves the United Kingdom. He
28 / She could however rejoin ICAL on fresh application if he
29 / she resumes residence in Merseyside but may not be
30 entitled to another send forth party until after five years of
31 re-admission.

- 32
33 III. The member leaving the United Kingdom on a send forth
34 qualifies for honorary membership.

35

1 **15. IGBO day and other Social Events**
2

3 A. The social committee shall be responsible for organising and
4 supervising all celebrations, social events, dance, outings,
5 visits and promoting the image of ICAL.
6

7 B. IGBO day / Emume Ndi Igbo shall be a yearly event. All
8 members and their families shall have the right to take part in
9 the celebration and enjoy themselves. The day will be
10 celebrated in a way that reflects the IGBO culture.
11

12 C. All Participants may be asked to contribute to the cost of
13 IGBO day celebration if the financial position of ICAL makes
14 the contribution necessary.
15

16 D. Modes of raising money for social events to include levies,
17 tickets, appropriate grants, and sponsorships. Donations from
18 motivated members are also welcomed. The amount to be
19 levied or cost of tickets if necessary, must be agreed at a
20 general meeting of the community. Members must be given
21 ample time to pay not only their dues but also the levy if any.
22

23 **16. Property**
24

25 A. The executives shall take steps to protect and safeguard the
26 property of ICAL. Any outgoing official of ICAL shall return any
27 ICAL property under his custody. Loss of any property must be
28 reported to ICAL without delay.
29

30 B. All documents in relation to the community affairs must be kept
31 within the premises or as otherwise approved by the
32 executives.
33

34 C. Trustees of all moveable and immovable items of ICAL shall
35 be subject to review every 5 years.
36
37

17. Standing Orders

A. Discipline during the Meetings.

I. The president shall ensure maintenance of proper discipline during meetings. A member wishing to speak on a topic in hand should signify their intention by raising hands and can only speak when allowed by the presiding officer. No member shall speak on a motion without permission or to interrupt another member who is already speaking on the floor. The penalty for the breach of this rule shall be **two-pound sterling** payable on the spot. If the member refuses to pay on the spot he/she will lose the privilege of speaking on any topic during the meeting. However, the penalty must still be paid. In the absence of an elected provost, the chair can appoint someone to act in that capacity in that meeting.

II. If a member leaves his seat to interrupt and or point finger at another member, he /she shall be held to be in breach of discipline and liable to a fine of **ten pounds sterling** payable on the spot. If he / she fails to pay, he / she will be suspended for the rest of the meeting. However, the penalty must still be paid.

III. If two members engage in a hot exchange of words during a meeting, they will be cautioned by the presiding officer to keep the peace and if they continue, will be liable to a fine of **ten pounds sterling each** payable on the spot or both be suspended for the rest of the meeting. However, the penalty must still be paid.

IV. If any member despite warnings, threatens to engage or engages in a fight (physical or verbal) during the meeting/celebration, the member(s) involved will be liable to a fine of **twenty pounds sterling** each plus one **70cl bottle of whisky**. The community through an Ad-Hoc

1 committee will then investigate the cause of the fight and
2 the guilty member will forfeit the paid fine while the other
3 member will be refunded.
4

5 V. Any other act of serious breach of discipline during a
6 meeting or gathering will be investigated and dealt with by
7 the Ad-Hoc committee, which will report back to the house.
8 The committee will recommend appropriate penalty
9 according to the circumstances of the case to be either
10 accepted or modified by the general house.
11

12 VI. If a member involved in a breach of discipline as stated in A
13 (I – IV) continues the exchange of words on an ICAL digital
14 platform, such a member will be warned and if the member
15 continues, he/she will be temporarily removed from the
16 platform by ICAL's PRO. Such a member will remain
17 temporarily removed until the adhoc committee decides on
18 their case.
19

20 VII. If a member verbally insults a member of the Executives
21 during an ICAL meeting, he /she shall be liable to pay a
22 fine of **fifty pounds sterling** on the spot and present one
23 **70cl bottle of whisky** at the next general meeting. If he /
24 she fails to pay, he / she will be suspended for the rest of
25 the meeting. However, the penalty must still be paid.
26
27
28

29 B. Disputes between members 30

31 I. It is one of the prime objectives of ICAL to maintain and
32 ensure harmonious and mutual relationships among
33 members. If, however, a dispute arises between members,
34 the dispute shall be brought before the house for settlement
35 to avoid the dispute being taken to the court of law.
36

1 II. Should any of the parties to the dispute contravene the
2 above rule and resort to the court of law without bringing the
3 dispute to the house, he/she shall be deemed to be in breach
4 of the regulation and shall be suspended until the matter is
5 settled.

6
7 III. On receipt of any report of dispute, for example in the form of
8 a written summons/solicitor's letters, the house will require
9 the parties involved to appear before an Ad-Hoc committee
10 which will then hear the case and help the parties reach an
11 amicable settlement and avert the need to appear in the
12 court of law.

13
14 IV. If despite the efforts of the house to settle the dispute the
15 parties still wished to continue in the court of law, ICAL shall
16 no further intervene. ICAL shall however reserve the right of
17 warning against such action and if called to appear as a
18 witness in the court of law, will do so in the light of the
19 information held by ICAL of the dispute.

20
21 V. If a member is in dispute with another member of ICAL and
22 wishes it to be settled by the house, he / she shall in the first
23 instance present the matter with a customary 4 kolanuts and
24 a 70cl bottle of whisky.

25
26 VI. Accusations shall be investigated by an Ad-Hoc committee
27 and recommendations of appropriate action given to the
28 house.

29
30
31 **18. Meeting Procedures**

32
33 A. All meetings except for election meetings shall be presided
34 over by the President or Vice President or in their absence any
35 executive member present.

- 1 B. The General Secretary shall take minutes of the proceedings.
2 In case of the absence of the general secretary, the assistant
3 secretary will carry out the role.
4
- 5 C. The presiding officer shall declare the meeting formally open if
6 the required quorum is formed. He may ask any member
7 present to lead the house in a short prayer.
8
- 9 D. The presiding officer will call for the adoption or correction of
10 the minutes of the previous meeting which has been shared on
11 the digital platform at least a day before.
12
- 13 E. Matters on the agenda shall be discussed in the order in which
14 they appear on the list. The president shall reserve the right to
15 alter the order to meet the exigencies of the meeting.
16
- 17 F. Votes shall be taken when there are more than one proposal
18 on any particular issue and the motion shall be carried out by a
19 simple majority.
20
- 21 G. Any member wishing to discuss any matter not contained in
22 the agenda shall bring it up under the heading of "Any Other
23 Business". It will then be left for the presiding officer as to
24 whether there is enough time to discuss the matter and if not,
25 whether to include it in the agenda for the next general
26 meeting.
27
- 28 H. Members may bring up matters (in advance) they wish to be
29 discussed in the meeting with the General Secretary for
30 consideration by the executives.
31
- 32 I. The presiding officer shall declare the meeting closed after the
33 items in the agenda and those coming under "Any Other
34 Business" have been discussed.
35
- 36 J. When any member is on the floor to speak, he shall be heard
37 in silence.

1
2 K. If two or more members signify to speak at the same time, the
3 presiding officer shall use his / her discretion to decide who
4 speaks.

5
6 L. Each motion shall be proposed and seconded and shall
7 thereafter be open for discussion. The proposer shall speak
8 immediately on the motion after which the presiding officer
9 shall ask for the counter motion. When there is no opposition,
10 the motion shall be carried. When there is a counter motion,
11 voting shall be in reverse order of the proposal.

12
13 M. No member shall speak more than once on the same motion
14 except the proposer and opposer, who shall be called to sum
15 up before the motion or amendment is put to vote.

16
17 N. In the event of voting, a motion shall be carried by a simple
18 majority.

19
20 O. Voting on a motion shall be by a simple show of hands unless
21 it is the wish of the house to vote by ballot.

22
23 P. The rescinding of a resolution of the house shall require notice
24 of such motion at the previous general meeting of the house.

25
26 Q. Visitors will not address the general house unless they have
27 been approved to do so by the executives. No visitor shall
28 have voting rights or speak on a motion.

29
30 R. There shall be provision for refreshments at the general
31 meeting. Refreshments shall be hosted by members selected
32 by the Welfare Officer. If a selected member cannot host the
33 next general meeting, he / she will be automatically included in
34 the subsequent meeting host list. If he / she turns down the co-
35 hosting for a second time, he / she shall be called up by the
36 presiding officer to explain to the general house why this is the
37 case.

1
2 S. There shall be children and youth wings of ICAL.
3
4

5 **19. General rules on membership under the constitution.**
6

7 A. Upon successful registration, new members will be provided
8 with a hard copy of this constitution. It is imperative that every
9 member has a hard copy at the rate of 5 pounds, or a soft copy
10 downloadable from the ICAL website at no cost. A member
11 who loses his / her copy shall have it replaced at a fee of **5**
12 **pounds** upon request. The General Secretary should have a
13 copy of the constitution at every general meeting. Any
14 member wishing to quote from the constitution in support of
15 any motion must present a copy of the constitution otherwise,
16 such motion will not be admissible.
17

18 B. Any member may be suspended who shall have wilfully acted
19 in contravention of this constitution and rules of the community,
20 or who shall in the opinion of the community, be found guilty of
21 such misconduct as shall have rendered him / her unfit to
22 continue to be a member of any of the general meetings. A
23 three-quarter majority of members in that meeting will be
24 needed to implement such a decision which will take effect the
25 moment such a decision is reached. The presence of the
26 member concerned, though desirable shall not be necessary at
27 the meeting in which the decision was taken. The person
28 affected shall be readmitted for membership after the
29 suspension if they so desire. While under suspension, the
30 member will continue to pay his / her levies and dues.
31

32 C. Suspension shall not be more than three months duration
33 unless otherwise recommended by an adhoc committee. All
34 rights and privileges are forfeited during the period of
35 suspension.
36

1 D. If a member is suspended on two occasions within a calendar
2 year, they will automatically be suspended indefinitely.
3 Readmittance of the member will be at the discretion of the
4 general house after a verbal and written apology to ICAL. The
5 indefinitely suspended member must have stayed away from
6 ICAL for a minimum of 6 months before he / she can be
7 reconsidered for readmittance.

8
9 E. Acceptance of membership shall be at the entire discretion of
10 the general house. In the case of refusal, the general house
11 shall not be obliged to give any reason for the decision to
12 refuse membership to the applicant. The Presiding Officer shall
13 seek approval for acceptance or refusal from the general
14 house.

15
16 F. A member wishing to resign from ICAL shall be required to
17 send a written notice through the General Secretary.

18 19 **20. Additions and Amendments**

20
21 A. Necessary additions / amendments to the general rules and
22 regulations governing the general behaviour of members at
23 community meetings and concerning other matters may be
24 made from time to time to meet changing situations and
25 events. Such amendments / additions to the rules shall be
26 written in red in the minute's book and members are expected
27 to acquaint themselves with the additional / amended rule(s).

28
29 B. Additions / Amendments to the existing rules shall be made at
30 a general meeting or at an emergency general meeting called
31 for that purpose. The addition / amendment to existing rule
32 shall be carried by two-third majority vote, including major
33 amendments. Once the addition / amendment become
34 accepted by the house, such addition / amendment shall stand
35 as part of the constitution and rule.

36

1 C. In no circumstance shall proposals involving the alteration of
2 this constitution and rule be taken into consideration other than
3 at a meeting or one called for that purpose.
4

5 **21. Interpretation.**

6

7 A. In the event of any dispute arising as to the meaning of any
8 word, clause or section of this constitution and rule, the general
9 house at a general meeting shall give a clear indication of the
10 meaning of the word, clause or section as intended in the
11 constitution and rule. A two-third majority vote shall be required
12 where there is no agreeable clear indication of the meaning of
13 any word, clause or section of the constitution and rule.

14
15 B. Any controversy or dispute as to a matter affecting the business
16 procedure of the community or part of it, rights and privileges of
17 members or matters not provided for by the constitution and
18 rule shall be referred to the general house for decision.

19
20 C. An update including all amendments of this constitution shall be
21 printed every five years.
22
23
24
25
26
27

28 All feedbacks / suggestions by members should be sent on
29 or before 31st of December, 2023 to:

30 C/O Dr. Okey Ezeh,

31 Chairman Constitution Committee,

32 info@igbocommunityliverpool.org