

**OROKO CULTURAL ASSOCIATION - GEORGIA,  
UNITED STATES OF AMERICA (OROKO-GA, USA)**



***FIRST CONSTITUTIONAL AMENDMENT***

***(DRAFT)***

Constitutional Amendment Committee Members:

- Adolf Ebile
- Dr. Mercy Mabian

## **INTRODUCTION**

The Constitutional Amendment Committee composed of Adolf Ebile and Dr. Mercy Mabian wish to extend their appreciation to the hard work of previous Administrations for, facilitating the establishment of the OROKO-GA, USA constitution. This document has indeed, continued to serve as a guide for the smooth functioning of the Association. It set the principles under which the Association operates.

However, members overtime have identified the need to make a few adjustments to incorporate the needs of the present. Thanks to the General Assembly for giving us the opportunity to put forward some proposals. The proposals of the Constitutional Amendment Committee are aimed at stimulating discussions at both Executive Council and General Assembly meetings. We promise to include the concerns of every one in the final document.

**OROKO CULTURAL ASSOCIATION - GEORGIA,  
UNITED STATES OF AMERICA (OROKO-GA, USA)**

**(FIRST CONSTITUTIONAL AMENDMENT - DRAFT)**

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**PREAMBLE**

- ❖ Considering our common roots as people from the OROKO Clan in Cameroon, Africa;
- ❖ Considering the rich and unique biodiversity of the OROKO Region;
- ❖ Mindful of the rampant and indiscriminate exploitation of the our Natural Resources by internal and external forces;
- ❖ Conscious of our common desire to encourage and improve the livelihood of our people as well as to promote our rich culture admired by many outsiders;
- ❖ Mindful of our individual and collective responsibilities to our people and the need to foster peace and unity amongst the OROKO people;

We, the undersigned members of the Oroko Cultural Association in Georgia (GA), United States of America (USA) reviewed and made amendments as provided for by the current constitution which serves as a guide to the smooth functioning of the Association.

**PART I: GENERAL PROVISIONS**

**ARTICLE 1: NAME, ACRONYM AND LOGO**

- Section 1:** The name of the Association shall be “OROKO Cultural Association of Georgia, United States of America”, and shall be referred by acronym as OROKO GA-USA.
- Section 2:** The motto of the Association shall be “TOGETHER WE CAN SUCCEED”
- Section 3:** The symbol/logo of the Association shall be .....
- Section 4:** The Association shall be non-profit and non-political.

**ARTICLE 2: HEAD OFFICE AND CONTACT INFORMATION**

- Section 1:** The head office of the Association shall be the seat of the President, OROKO-GA, USA and with the possibilities of opening other sub-offices as need arises.
- Section 2:** The postal address of OROKO-GA, USA shall be **the address of the Association with specifics agreed by the GA**
- Section 3:** The official website and e-group of the Association shall be [www.orokogeorgia.org](http://www.orokogeorgia.org) and [orokoga@yahoo.com](mailto:orokoga@yahoo.com) respectively. These may be change when necessary and as agreed by the General Assembly. The websites shall promote the events, businesses, and

activities of members and Oroko people everywhere. All members shall be required to register to the websites.

### **ARTICLE 3: AREA OF OPERATION**

**Section 1:** OROKO-GA shall limit its operations in Georgia. It may extend her operations outside Georgia, USA as need arises and as approved by the general assembly.

## **PART II: MISSION AND OBJECTIVES**

### **ARTICLE 1: MISSION**

**Section 1:** The mission of OROKO-GA, USA shall be to promote unity amongst members, and create socio-cultural and economic awareness in OROKO communities within and outside Georgia, USA.

### **ARTICLE 2: OBJECTIVES**

**Section 1:** The objectives of OROKO-GA, USA shall be to:

1. Encourage and promote the Oroko language as well as other aspects of the Oroko culture amongst members;
2. Promote unity within the Association;
3. Encourage members to actively participate in the Association's activities within and outside Georgia, USA;
4. Assist Oroko individuals and communities to reach their full potential in reducing poverty;
5. Promote sustainable development in Oroko villages.
6. Collaborate or network with local and external organizations on issues beneficial to the Association (e.g. socio-cultural, educational and development issues);
7. Obtain or create services that are beneficial to the wellbeing of members and the Association.

## **PART III: MEMBERSHIP, RIGHT AND OBLIGATIONS OF MEMBERS**

### **ARTICLE 1: MEMBERSHIP**

**Section 1:** Membership to OROKO-GA, USA shall be opened to all Oroko people either by birth, marriage or adoption willing to promote the objectives of the Association.

**Section 2:** Membership shall be classified as follows:

- Local-Active members
- Distant-Active members
- Honorary members \*\*\*

### **ARTICLE 2: REQUIREMENTS/DEFINITIONS OF MEMBERSHIP**

**Section 1:** **Local Active Member** - One who lives within Georgia, take part in meetings and other Association's activities at least seventy-five percent (75%) as of date, and meet all their financial obligations shall be classified as active members. **In a situation where a member, who meets her physical and financial obligations as of date, should call the there President to inform of his/her absence..**

**Section 2:** **Distant Active Member** - One who lives outside the Atlanta metropolitan area, attend General Assembly meetings regularly (via teleconferences) and other Association's activities at least seventy-five percent (75%) as of date, and meet all their financial obligations shall be classified as distant active members.

**Section 3:** **Honorary Member** - An Oroko person (either by birth, marriage or adoption), who is retired (due to age or health), has limited or no source of income and is designated by the general assembly, by virtue of his/her interest and contribution to the Association shall be classified as an honorary member.

**Section 4:** **Affiliated Member** – A person other than Oroko who may want to join the Association either because they were born in an Oroko village, their family lives in an Oroko village, or have their economic interest in the Oroko region **and meet all their financial obligations** shall be classified as an affiliate member. Their membership shall be approved by the general assembly by a two-third majority.

**Section 5:** **Inactive Members** - Those who do not attend meetings nor have paid even a dollar (\$1) and are Oroko people shall be classified as inactive members and shall NOT in any way benefit from the Association.

### **ARTICLE 3: REGISTRATION OF MEMBERS**

**Section 1:** Each member shall pay an annual registration fee of **fifty dollars (\$50)** and a monthly contribution of ten dollars (\$10). These amounts shall be paid to the financial secretary who shall in turn hand the total amounts to the treasurer or designee at the end of each meeting.

**Section 2:** Members who pay their annual registration fee of \$50 shall be considered as registered members. Only those who are 18 years or older shall be legally eligible to register.

### **ARTICLE 4: RIGHTS OF MEMBERS**

**Section 1:** Any duly registered member shall have the right to:

1. Participate in all general assembly meetings.
2. Vote and to be voted for provided he/she is eligible.
3. Be informed on all issues affecting the Association.
4. Enjoy all benefits, services, and facilities as ensue from being a member of the Association.

### **ARTICLE 5: OBLIGATION OF MEMBERS**

**Section 1:** Every member of the Association is obliged to:

1. Host General Assembly meetings.
2. Attend meetings and take part in decision making.
3. Show good spirit, sensitize non-members and encourage them to join the Association.
4. Bring out problems affecting the Association and seek solutions.
5. Participate in the Association's projects both physically and financially.
6. Comply with this constitution.

## **ARTICLE 6: BENEFITS TO MEMBERS \*\***

**Section 1:** **Birth/Marriage** - Every registered member shall contribute twenty five dollars (\$25) towards the visit to a member (local, distant and honorary) who has given birth or got married.

**Section 2:** **Graduation** - Every registered member shall contribute ten dollars (\$10) to a member graduating from a recognized Institution, upon receipt of an official invitation from the member concern. **There will be no contributions for graduates.**

**Section 3:** **Death** - In the event of the death of an active local or distant member, each member shall contribute one hundred dollars (\$100) to the family of the deceased. *What of honorary and affiliate members?*

In the event of the death of a family member (i.e. husband, wife, child, mother, father, brother, or sister) of an active local and distant member, each member of the Association shall contribute fifty dollars (\$50) to the deceased family.

In the event of the death of an honorary member, each member shall contribute one hundred dollars (**\$100 or \$50.00**) to the family of the deceased. In the event of a death in the family of an honorary member, each member shall pay fifty dollars (**\$50**) to the honorary member.

**Section 4:** All payments from either, the death of a member, marriage, birth or graduation shall be collected by the Treasurer, who shall then hand the total amount to a representative of the family concerned in the presence of most members of the Association.

**Section 5:** At the National level, the Treasurer OROKO-GA, UAS shall issue a check to the family concerned.

**Section 6:** All visits shall be at the Home of the family concerned except otherwise.

## **ARTICLE 7: ANNUAL AWARDS**

**Section 1:** Volunteer and Sponsor of the Year awards shall be available to members who actively participate to the smooth operation of the association

**Section 2:** In order to be eligible for the VOLUNTEER OF THE YEAR AWARD the individual must:

1. Demonstrate outstanding service and volunteerism on behalf of the organization;
2. Actively participate to all the projects, activities, and events of the Association;
3. Display skills that are of value to the Association over the year; and
4. Engage in OROKO-GA chapter professional development.

**Section 3:** In order to be eligible for the SPONSOR OF THE YEAR AWARD the individual must:

1. Be a local, distant, honorary or affiliate member of the organization of the Association
2. Have raised more money than any one in the Association;
3. Be recognized by their peers as a leading advocate for the profession of internal auditing and as an outstanding contributor to the Association;

4. Be committed to the financial service by mentoring fundraising activities
5. Demonstrates chapter development, implementation, and evaluation of activities
6. Participates in the chapter fundraising activities for financial increase of the organization

## **PART IV: ORGANIZATIONAL STRUCTION AND FUNCTIONING**

### **ARTICLE 1: ORGANIZATION**

**Section 1:** The constituted organs of OROKO-GA, USA shall comprise of:

- The General Assembly,
- The Executive Council, and
- The Support Committees: Project/program committee; Internet committee; Educational Committee; Socio-cultural Committee; and Marketing Committee.

### **ARTICLE 2: THE GENERAL ASSEMBLY**

**Section 1:** The General Assembly shall comprise of all registered members of the Association and shall be the supreme organ of the Association.

#### **Section 2: FUNCTIONS OF THE GENERAL ASSEMBLY**

1. The General Assembly shall examine and seek solutions on all issues that may affect the proper functioning of the Association.
2. The General Assembly study, deliberate and adopt action plans submitted to it by the Executive Council.
3. The General Assembly shall examine, deliberate and adopt the annual budget of the Association submitted to it by the Executive Council. *When?*
4. The General Assembly shall elect members of the Executive Council.

#### **Section 3: THE GENERAL ASSEMBLY MEETINGS**

1. The General Assembly shall meet on the last Sunday of every month.
2. The venue of the General Assembly shall be rotatory and shall be announced to members at the end of each monthly meeting by the President or Vice President. All registered member shall be given a chance to host the General Assembly meeting.
3. All General Assembly meetings shall start no later than 7:30 PM and shall last no more than two (2) hours.
4. The General Assembly meetings shall be chaired by the President or the Vice President in the absence of the President.
5. An extra-ordinary General Assembly meeting shall be convened the President or the Vice President in the absence of the President as need arises.
6. Two-thirds of all registered members of the Association present at any meeting General Assembly meeting shall form a quorum.
7. Decisions at the General Assembly meetings shall be taken on a simple majority of members present and shall be binding.
8. In case of a tie, the chairperson shall have a casting vote.

#### **Section 4: CONDUCT DURING GENERAL ASSEMBLY MEETINGS**

1. The chairperson shall have total control of deliberations during the General Assembly meetings. Whoever wants to speak must pass through the chairperson. Discussions

and debates shall be limited to issue(s) on the agenda. Everyone is limited to not more than three (3) minutes.

2. At all times members must respect the integrity and privacy of other members. The General Assembly shall not welcome any form of abuse (physical or verbal) of a member.
3. In a case where an abuse has been established and confirmed by the majority of members in a meeting, the member concern shall be suspended for at least two meetings and in extreme case(s) be expelled from the organization but with approval of the General Assembly.
4. However, such a member can only be reinstated if he/she apologizes to the General Assembly and to the abused member during a General Assembly meeting and pays a fine of \$25.

### **ARTICLE 3: THE EXECUTIVE COUNCIL**

#### **Section 1: COMPOSITION OF THE EXECUTIVE COUNCIL**

The Executive Council shall comprise of:

- The President
- The Vice President
- The Secretary General
- The Assistant Secretary General
- The Financial Secretary
- The Assistant Financial Secretary
- The Treasurer
- The Auditing Director
- The Assistant Auditing Director
- The Publicity Director
- The Assistant Publicity Director
- The Program Director
- The Assistant Program Director
- The Official Photographer
- The Field Reporter
- The Website Editor
- The Website Manager
- The Family Councilor.

#### **Section 2: DUTIES AND RESPONSIBILITIES OF THE EXECUTIVE COUNCIL**

The Executive Council shall:

1. Recommend policy actions, strategic goals and objectives, as well as new initiatives to the general Assembly of the Association.
2. Co-ordinate and ensure the proper functioning of all the other organs of the Association.
3. Determine and ensure effective ways and means to achieve the objectives of the Association.
4. Develop and present an annual plan of action for the Association to the General Assembly for deliberations and approval.
5. Submit a draft annual budget to the General Assembly for deliberations and approval. All expenditures must be within the budget. Any major change in the budget must be approved by the Executive Council.
6. Render reports at General Assembly meetings.
7. Up-hold and re-enforce the rules and regulations guiding the functioning of the Association.
8. Ensure proper management of financial and other resources.
9. On special and emergency situations such as the death of an active member, the executive Council chaired by the President shall act on behave of the General



Assembly. Such decisions shall be reported to the General Assembly during the next meeting.

**Section 3: ELECTION OF EXECUTIVE COUNCIL MEMBERS AND TERM OF OFFICE.**

1. Members of the Executive Council shall be elected by the General Assembly and shall serve no more than two terms. Each term shall consist of two (2) years. After serving for the first term, the member can still stand for re-election in the current office he/she holds. In certain situations, dictated otherwise, an executive officer may be asked by the President to temporarily hold the office until a replacement is voted in by the General Assembly.
2. Three active members shall be appointed by the General Assembly and this shall constitute a Temporal Electoral Committee which shall conduct the election.
3. Candidates running for any office must meet all their financial obligations to the Association on or before the date of the said election
4. A maximum of three (3) candidates shall be accepted to stand for election in an office. These three candidates shall be selected/nominated by the General Assembly.
5. All elections shall be by secret ballot. Each member shall vote for only one candidate for any particular office. Under special circumstances, election of candidates shall be done by acclamation. A candidate with the majority total vote cast shall be elected into that office.
6. If no member is qualified to run for office, the President shall then be empowered to name his or her cabinet.
7. By-elections shall be held during a General Assembly meeting in case of vacancy after the general election. The newly appointed or elected officer shall hold the post for the remainder of the terms.

**Section 4: EXECUTIVE COUNCIL MEETINGS**

1. The Executive Council shall sit at least once every month, and when need arises an extra-ordinary executive meeting shall be convened by the President or the Vice President in the absence of the President..
2. Its decisions shall be taken on a simple majority of members present. It can not validly deliberate except in the presence of half of its members.
3. The Executive Council can invite any person considered competent to participate in its deliberations on a consultative basis. However, such person(s) shall not be allowed to participate in voting.

**Section 5: DUTIES/RESPONSIBILITIES OF EXECUTIVE COUNCIL OFFICERS**

**Section 5.1: THE PRESIDENT**

The President shall:

1. Preside over all meetings or appoint somebody to preside.

2. Direct and oversee the smooth operation of the Association.
3. Liaison with the help of the Executive Council members between OROKO-GA, USA and other Associations or Institutions and report to the General Assembly and Executive Council on the status of those meetings.
4. Deliver the Annul Report of the Association to the General Assembly at the end of each year.
5. Delegate authority to other members as he/she when need arise.
6. Dismiss upon the consent of the General Assembly any member of the Executive Council for underachieving or for behavior unacceptable to the smooth running of the Association.
7. Appoint members of his/her cabinet with the full consent of the General Assembly.
8. Review all the books (quarterly and yearly financial reports, minutes, programs and performance of the organization).
9. Be one of the officers who signs the checks, contracts, and drafts of the organization.
10. Consultation with the Vice President and the Secretary General for all emergency meetings.

**Section 5.2: VICE PRESIDENT**

The Vice President shall:

1. Carry out all duties and functions assigned to him/her by the President.
2. Assume the position, duties and responsibilities of the President in event of his/her absence or inability to continue in office.
3. Be allowed to complete the remainder of the term of office for the President should it become vacant.
4. Assume the responsibilities of the Secretary General, falling under the Secretary's authority in case of registration until a new Secretary General is appointed.
5. Assist in setting the direction and oversee the operation of the Association.
6. Provide strategies to improve the donation and contribution practices in the Association.
7. Review and prepare all the contracts, plans, and keep records of all the activities and programs.
8. Participate in grant writing and other fund-raising activities.
9. Assist in developing and conducting research programs and activities.

**Section 5.3: SECRETARY GENERAL**

The Secretary General shall:

1. Prepare and disseminate reports and other relevant information to members when necessary. Establish adequate reporting procedures for all Association's operations.
2. Save or keep all documents addressed to the Association from non-members and other Associations and institutions as well other relevant records of the Association.
3. Take and develop minutes of all Executive Council and General Assembly meetings.
4. Send out meeting announcements; distribute copies of minutes and the agenda to all members.
5. Arrange for all emergency meetings in consultation with the President and the Publicity Director.
6. Assist the President in writing his/her annual reports, and annual draft budgets in consultation with the Treasurer, Financial Secretary, and the chairpersons of the various standing committees.
7. Carry out instructions from the President may request

8. Assist in the process of writing grants, contract, programs and activities for the Association.
9. Assist in developing appropriate educational and extension materials to address key issues in the Oroko community (e.g. enhancing Oroko language to our young children).

**Section 5.4: ASSISTANT SECRETARY GENERAL**

The Vice Secretary General Shall:

1. Assume the roles and responsibilities of the Secretary General in his/her absence.
2. Keep an excellent membership record by taking attendance and watch for late comers and inform the president of the absences and attendance.
3. Provide a list of all the members who have not paid their past dues and assist the Assistant Financial Secretary in the collection of the past dues.
4. Support in the writing of grants, preparation of funds and the arranging of meeting.
5. Administer and be responsible for all the increase in the Oroko GA membership by providing strategies in the existing membership drive program.
6. Watch and keep a record of all women who bring food and men who bring drinks to meetings.
7. Assist of the Assistant Financial Secretary to provide a list of all assets (e.g. drinks, plastic forks, spoons, cups, knives, napkins, decorations, and office supplies with their money values).
8. Upon the resignation of the Secretary General, the Vice Secretary shall become the Secretary General of the Association until that term of office expires.

**Section 5.5: FINANCIAL SECRETARY**

The Financial Secretary shall:

1. Receive, record and keep all financial transactions from collected dues, registration fees, donations and accounts of all the activities and programs of the organization.
2. Hand monies from all financial transactions to the Treasurer with a signed document of the receipt of all monies.
3. Informed the Secretary General of the amount collected and the number of members present in the meeting.
4. Identify financial resources; prepare grant applications; assist the Program and Auditing Directors in fundraising campaigns.
5. Participate in the preparation and maintenance of the budget; handle all billing and collection of funds.
6. Maintain receipts and inventory of assets, expenses, and profits for audit.
7. Track and control project costs to stay within or under budget.
8. Assist in budget presentations, monitor approved budgets, advice executive committee and the members on the budget and expenditure.
9. Send quarterly and annual financial reports (Mar/June/Sept) to the Auditing Committee for review and to the executive committee and the general assembly.
10. Prepare Financial Reviews and Project Summaries at completion of projects

### **Section 5.6: ASSISTANT FINANCIAL SECRETARY**

The Assistant Financial Secretary shall:

1. Purchase supplies and equipments; maintain and distribute offices supplies.
2. Assist the Financial Secretary to develop analyze budget
3. Monitor all accounting practices, procedures, collections, and deposits.
4. Work with the Assistant Secretary General to collect and announce the names of those who have not paid their past dues for the previous years.
5. Work with the Assistant Secretary General, assistant Program Director, Vice President, Financial Secretary, Treasurer, the auditing and the Publicity committee to track down and collect all the pledges.
6. Present lists of all pledges from the cultural evening and the convention for collection.
7. With the assist of the Assistant Financial Secretary, provide a list of all assets such drinks, plastic forks, spoons, cups, knives, napkins, decorations, and office supplies with their money values.

### **Section 5.7: TREASURER**

The Treasurer shall:

1. Collect and keep all funds and provide financial activities of the organization.
2. ALL CHECKS withdrawn will have the President's, Vice President's and the Treasurer's Signatures.
3. Have the care and custody of all monies belonging to the organization and deposit all monetary transactions in the bank with the receipts provided to the Executive Committee.
4. One of the officers responsible for signing checks, contracts, and drafts of the organization.
5. All special funds must be deposited separately and the receipts presented to the Executive Committee.
6. Maintain financial reports of all transactions of the organization and keep all the receipts of payments, expenses, income, and profit; present to the executive committee when need arises.
7. Assist in the preparation of the budget, help develop fundraising plans, and make financial information available to the Executive Committee and the Members.
8. Assist in the writing of contract and grant proposal to develop additional funding.

### **Section 5.8: AUDITING DIRECTOR**

The Auditing Director shall:

1. Chair the auditing committee meetings, assist in the reviewing and preparation of the budget, and help develop fundraising plans.
2. Consult and present all audit findings with the president, executive committee and the members and ensure audit recommendations are implemented.
3. Receive the quarterly and yearly financial reports and receipts from the Treasurer, Financial and Assistant Financial Secretary.
4. Review and analyze with the Auditing Committee the quarterly and yearly financial reports of all activities and programs.

5. Analyze with the Auditing Committee the operating strategies of the programs and activities and plan, supervise and coordinate all financial activities.
6. Responsible for managing and directing the auditing committee in overseeing the smooth operation of the financial aspects of the organization such as budgets, fundraising, expenses, and profits.

**Section 5.9: PUBLICITY DIRECTOR**

The Publicity Director shall:

1. Responsible for the year-round effort to communicate, publicize and promote the activities and purposes of the organization to the public.
2. Shall in consultation with the President and the Secretary General arrange for all emergency meetings
3. Act as a liaison between the organization and the public through the media and insure proper notification of upcoming events and items of interests.
4. Work with the Program Director to coordinate production of programs and public service announcements; create publicity and fund-raising campaigns for the Organization.
5. Provide strategies in publicity and promotion of the organization, activities, programs and website by advertising major events on the radio, televisions and website.
6. Participate in grant writing and other fund-raising activities; assist in developing our COOKBOOK and conducting research of programs and activities.
7. Inform members of any news about the activities of the Association i.e. births, deaths, marriages, meetings, etc.

**Section 5.10: ASSISTANT PUBLICITY DIRECTOR**

The Assistant Publicity Director shall:

1. Assist the Publicity Director to publicize and promote the activities and purposes of the organization to the public.
2. Assist in advertisement and publicity campaigns for activities and programs such as media coverage to all programs and activities.
3. Assist in providing materials to be submitted to the newspapers, website, other publications, and quarterly reports of all media events, activities and programs.
4. Assist in publicizing the achievements and activities of individual members and the programs to the general members.
5. Assist in planning conferences, seminars, workshops, and lectures.
6. Assist in publicity and promotion of the organization, activities, programs and website.
7. Participate in grant writing and other fund-raising activities; assist in developing our COOKBOOK and conducting research of programs and activities.
8. In the absence of the Publicity Director, call a Publicity Committee meeting when necessary to brainstorm the strategies to publicize the said activities, programs or website.
9. Assist the in informing members of any news including but not limited to the activities of the Association such as births, deaths, marriages, meetings, etc.
10. Assist the Assistant Program Director in planning and managing the women's meetings (programs and activities.)

### **Section 5.11: PROGRAM DIRECTOR**

The Program Director shall:

1. Coordinate production of programs and public service announcements; create fund-raising campaigns for the Organization.
2. Research, set goals, and prioritize the programs necessary to insure the organization's sound economic base.
3. Provide strategies to educate the public and our children about the Oroko culture by utilize face to face contact, letters, bill stuffers, door knob hangers, and advertisements in the local newspaper, website and radio.
4. Prepare and maintain project schedules and monitor progress to achieve on-time programs and activities.
5. With the assistant of the Vice President, Assistant Program Director, Auditing Director, Publicity, and Assistant Publicity Directors, provide strategies to improve the donation and contribution practices in the organization.
6. Assist in the writing of contract and grant proposal to develop additional funding.
7. Monitor and evaluate the programs, activities, website and the financial statements such as profit and budget expenditures.
8. Assist the Publicity Director, Assistant Publicity Director, and Committee in producing, developing, advertising, and marketing the programs and activities through media such as video, CDs, Website, radio, brochures, pamphlets, and handouts.
9. Develop or assist in establishing and implementing short- and long-range goals, objectives, policies, and operating procedures for programs and activities.
10. Solicit feedback on programs, activities, and events through questionnaires and present it to the executive committee.
11. List speakers and compile their presentation abstracts for posting to the chapter Web site and for the monthly e-mail meeting announcement.
12. Introduce the speakers at the start of each meeting and present the speaker's gift at the end of each meeting; and accommodate the needs of the speakers such as equipment, drinking water, food, etc.
13. Assign speakers for events and meetings. In the event of a speaker's cancellation, alert the President and Publicity Committee and work with them to arrange for a substitute.
14. Develop and conduct ongoing public awareness and educational programs designed to enhance appreciation of the organization and Oroko Culture.
15. Help build strong and productive working relationships with appropriate public agencies, members and the organization. For example, ensure that the agreement and contract of operations are signed by all the parties concerned.
16. Review and prepare all the contracts, plans, and keep records of all the activities and the programs.
17. Participate in grant writing and other fund-raising activities; assist in developing our COOKBOOK and conducting research of programs and activities.

### **Section 5.12: ASSISTANT PROGRAM DIRECTOR**

The Assistant Program Director shall:

1. Assist in the designing and developing of programs, activities, and events.
2. Assist in directing and monitoring Educational Programs and activities for the organization and preparing lesson plans for these programs and activities.

3. Assist the Program Manager in the supervision and direction of the program operation.
4. Assists in the development of operational standards and reporting procedures and monitor overall program performance.
5. Assist in planning of activities; gives specific assignments; counsels them on problems.
6. Participate in grant writing and other fund-raising activities; assist in developing our COOKBOOK and conducting research of programs and activities.
7. Assist with marketing the programs and briefing the members of the objectives, goals, and profit of the programs and activities.
8. Plan and manage the children's programs and activities and the women's meeting (programs and activities.)

**Section 5.13: DIRECTOR OF CHILDREN'S PROGRAM (EDUCATION DIRECTOR)**

The Director of Children Program (Educational Director) shall:

1. Coordinate production of programs and public service announcements; create fund-raising campaigns for the Organization.
2. Research, set goals, and prioritize the programs necessary to insure the organization's sound economic base.
3. Provide strategies to educate the public and our children about the Oroko culture by utilize face to face contact, letters, bill stuffers, door knob hangers, and advertisements in the local newspaper, website and radio.
4. Prepare and maintain project schedules and monitor progress to achieve on-time programs and activities.
5. With the assistant of the Vice President, Assistant Program Director, Auditing Director, Publicity, and Assistant Publicity Directors, provide strategies to improve the donation and contribution practices of the children's program.
6. Monitor and evaluate the programs, activities, website and the financial statements such as profit and budget expenditures of the children's program.
7. Direct and monitor Educational Programs and activities for the Children's Programs and preparing lesson plans for these programs and activities.
8. Assist the Publicity Director, Assistant Publicity Director, and Committee in producing, developing, advertising, and marketing the children's programs and activities through media such as video, CDs, Website, radio, brochures, pamphlets, and handouts.
9. Review and prepare all the programs, plans, and keep records of all the activities and events of the children's program.

**Section 5.14: DIRECTOR OF TRADITIONAL DANCE GROUP (SOCIO-CULTURAL DIRECTOR)**

The Director of Traditional Dance group shall:

1. Design and develop programs, activities, and events for the dance group
2. Develop and maintain a professional dance group
3. Solicit for occasions for the dance group to perform
4. Provide songs and dance movements for the group
5. Choreography all the dance movements for professional occasions
6. Provide a juju and drums for the group
7. Prepare dance warriors for all occasions, events, and activities

**Section 5.15: OFFICIAL PHOTOGRAPHER**

The Official Photographer shall:

1. Take pictures, video tape of all events and provide picture for the website.
2. Organize the Oroko cultural group picture and create Christmas greeting cards and calendars from the pictures
3. Be very creative with the pictures so as to generate funds for the organization.

**Section 5.16: FIELD REPORTER**

The Field Reporter shall:

1. Report and write about what is happening with the Oroko people.
2. Report and write about the interviews done during special occasions.
3. Work with the editor to produce articles and pictures for the website

**Section 5.17: WEBSITE EDITOR**

The Website Editor shall:

1. Monitor the site and update all documents.
2. Advertise and promote the website
3. Present all documents to the Website Master.
4. Encourage advertisements and announcements on the website

**Section 5.18: WEBSITE MASTER**

The Website Master shall:

1. Update the website with pictures and articles from members and events.
2. Encourage members to provide articles and pictures for the website and advertisement and announcements for the website.

**Section 5.19: FAMILY COUNSEL**

The Family Counsel shall:

1. Promote family values
2. Discuss all disputes in private
3. Provide all solutions to disputes only the parties involved.
4. Any member of the family counsel who exposed any discussion from the group will be fined.

**Section 6: RESIGNATION AND REMOVAL FROM OFFICE**

1. Any officer resigning from his/her office must do so in writing. A letter of resignation stating the reasons for resigning from his/her position shall be forwarded to the President and Secretary General at least one month to the effective date.
2. In consultation with the President, the Secretary General shall then call for an emergency executive council meeting. In the meeting, the President shall appoint someone to take over the duties of the person leaving office.
3. The General Assembly by a simply majority of those present in a meeting shall have to approve the new appointee. In case the General Assembly is not able to meet the President will give the new appointee a recess appointment.



4. Upon the recommendation of the President, an officer can be asked to leave his/her position if he or she is not performing his or her duties to the best interest of the Association.
5. By a simple majority of members of the General Assembly an elected officer, shall be forced to resign his/her office if his/her behavior is detrimental to the smooth running of the Association. Such behavior includes theft of the Association's property, fighting, verbal, and or physical assault of another member among others.
6. Such a member must send to the Association any property in his or her keeping that belongs to the Association immediately upon request either by the President or Secretary General of the Association.
7. Any administration or official leaving office must handover to the incoming administration or official all the Association's property in his or her possession. In no circumstance shall an administration or official (s) leaving office be allowed to bankrupt the Association nor benefit either financial or other wise from the Association

#### **ARTICLE 4: SUPPORT COMMITTEES**

**Section 1:** The support committees shall include:

1. Project/program Committee (with focus on Income Generation Activities);
2. Internet Committee (with focus on Website development/Management);
3. Educational Committee (with focus in Oroko children/youths in GA, and Cameroon);
4. Socio-Cultural Committee (with focus on entertainment, traditional dance, and traditional cousin); and
5. Marketing Committee (with focus on building a good public relation, and publicity).

#### **Section 2: PROJECT/PROGRAM COMMITTEE**

The Project/Program Committee shall:

1. Focus its activities on Income Generation Activities for the Association.
2. Consist of \_\_\_\_\_ members.
3. Be headed or coordinated by the Project/Program Director and shall be assisted by the Assistant Project/Program Director in the absence of the Project/Program Director.
4. The duties and responsibilities of the Project/Program Committee shall be to:

#### **Section 3: INTERNET COMMITTEE**

The Internet Committee shall:

1. Focus its activities on Website development/Management.
2. Consist of \_\_\_\_\_ members.
3. Be headed or coordinated by the Internet Director and shall be assisted by the Assistant Internet Director in the absence of the Internet
4. The duties and responsibilities of the Internet Committee shall be to:

#### **Section 4: EDUCATIONAL COMMITTEE (OR ----- COMMITTEE)**

The Educational Committee shall:

1. Focus its activities on focus in Oroko children/youths in GA, and Cameroon
2. Consist of \_\_\_\_\_ members.

3. Be headed or coordinated by the Educational Committee Director (Director of Children Program) and shall be assisted by the Assistant Educational Committee Director in the absence of the Educational Committee Director.
4. The duties and responsibilities of the Educational Committee shall be to:

**Section 5: SOCIO-CULTURAL COMMITTEE (OR ----- COMMITTEE)**

The socio-cultural committee shall:

1. Focus its activities on entertainment, traditional dance, and traditional cousin within and outside Georgia.
2. Consist of \_\_\_\_\_ members.
3. Be headed or coordinated by the Socio-cultural committee Director (Director of Traditional Dance Group) and shall be assisted by the Assistant Socio-cultural Director in the absence of the Educational Committee Director.
4. The duties and responsibilities of the Socio-cultural Committee shall be to:

**Section 6: PUBLICITY COMMITTEE (MARKETING COMMITTEE)**

The publicity committee shall:

1. Focus its activities on building a good public relation, and marketing the Association within and out of Georgia, USA
2. Consist of \_\_\_\_\_ members.
3. Be headed or coordinated by the Publicity Committee Director and shall be assisted by the Assistant Publicity Committee director in the absence of the publicity Committee Director.
4. The duties and responsibilities of the Publicity Committee shall be to:
  - a. *Arrange for advertisement and publicity campaigns for activities and programs such as media coverage to all programs and activities of the Association.*
  - b. *Participate in grant writing and other fund-raising activities; assist in developing our COOKBOOK and conducting research of programs and activities.*
  - c. Work closely with the Secretary in publicizing the activities, programs, website; and products and promotions of the Association. \*\*
  - d. Inform members of any news including but limited to the activities of the Association such as births, deaths, marriages, meetings, etc. \*\*
  - e. Call members (active and inactive members) to attend meetings or occasions
  - f. Help the organization attract attention by communicating regularly with the target audiences which often involves public relation activities such as writing website releases and creating packets of information and photographs for distribution to members and the public.

**Section 7: AUDITING COMMITTEE**

The auditing committee shall:

1. Focus its activities on \_\_\_\_\_ the Association within and out of Georgia, USA
2. Consist of \_\_\_\_\_ members.

3. Be headed by the Auditing Committee Director and shall be assisted by the Assistant Auditing Committee director in the absence of the Auditing Committee Director..
4. The duties and responsibilities of the Auditing Committee shall be to:
  - a. Review and approve all bookkeeping records; and quarterly and yearly auditing financial statements.
  - b. Work in collaboration with the Financial Secretary, Assistant Financial Secretary and the Treasurer to provide the member with the financial records of the organization.
  - c. Submit audited quarterly and annual reports to the executive committee showing income, expenditures, profit, and pending income.
  - d. Analyze budget expenditures and revenue; and to develop budgets for projects and activities.
  - e. Monitor all accounting practices, procedures, collections, deposits and operating strategies.
  - f. Recommend and assist in fundraising activities and in the development and implementation of accounting procedures and financial controls.
  - g. Work with the Financial Secretary, Assistant Financial Secretary, and Treasurer to ensure smooth financial operations.
  - h. Assist in writing the budget, grant, contract proposals and provide analytical evaluations of programs, activities and events.
  - i. Supervise the management of all grants and contracts, including tracking of income, profits, and expenses, invoices and preparation of required quarterly and year-to-date reports.
  - j. Provide strategies to improve the donations, contributions and fundraising events in the organization with the assistants of the Program and Assistant Program Directors.
  - k. Develop and publish quarterly and annual financial and performance reports of the organization.\*\*
  - l. Conduct and coordinate quarterly questionnaires.
  - m. Prepare annual budgets to meet financial expectations of the Association in collaboration with Financial Secretary, Treasurer, and Assistant Financial Secretary. \*\*
  - n. Provide timely, relevant financial and analytical information to prepare and support quarterly and annual financial statements.\*\*

## **PART V: SOURCES AND MANAGEMENT OF FUNDS**

### **ARTICLE 1: SOURCE OF FUNDS**

**Section 1:** The Association shall derive its funds from:

- Members registration fees;
- Annual contribution from registered members;
- Fund raising activities; and
- Donations, grants, and subsidies.

### **ARTICLE 2: SAFEGUARD OF FUNDS**

**Section 1:** Under the control of the Treasurer, the Association shall operate only one bank account and in the name of OROKO-GA, USA. .

**Section 2:** Three signatories shall be required to operate the bank account. Any two of the signatories shall be necessary for withdrawal of funds. When two of the signatories are related or have some common interest, one of the member or signatories must be replaced.

**Section 3:** The Treasurer shall deposit all funds into the Association's bank account after three working days, from the time the funds are collected. The deposit slips shall then be mailed to the Financial Secretary within two weeks of such deposit.

**Section 4:** Payments - All payment must be approved by the President and the Secretary General. Under no circumstances is the Treasurer allowed to make any payments without the consent of the President and Secretary General. Payments shall only be done by the Association's checks cash debits or credits.

**Section 5:** All penalties from the bank must be reported to the association. All bounce /bad checks including penalties must be paid by the guilty members. All activities in the account must be reported to the association by the treasurer, financial secretary or vice president

**Section 6:** Loans - *Members shall not be allowed to borrow money from the Association. However, in extreme circumstances, a loan of no more than \$500 with interest and backed by an active member can be borrowed to any person in need. !!!!!!!!!*

**Section 7:** Although quarterly and yearly financial report is expected from the Treasurer, the Treasurer must present at every General Assembly meeting a brief financial statements of the Association's financial situation.

### **ARTICLE 3: ACCOUNTS AND AUDIT**

**Section 1:** The accounts of the Association shall be audited annually. Consequently, the budget of the Association shall provide for expenses related to this audit.

**Section 2:** Independent auditors shall be appointed by the General Assembly to look into the accounts to ensure transparency.

**Section 3:** The duly appointed auditors shall have free access to the books, accounts, property and documents of the Association. The auditors may interrogate any member of the Association who they deem useful towards providing information on the activities and administration of the Executive Council. Persons so contacted shall be bound to provide the auditors with all the information required.

### **ARTICLE 4: FINANCIAL YEAR**

**Section 1:** *The financial year of the Association shall run from January 1<sup>st</sup>. to December 31<sup>st</sup>.*

## **PART VI: FINAL PROVISIONS**

### **ARTICLE 1: NATIONAL CONVENTION MEETINGS**

**Section 1:** All OROKO-GA registered members must attend National Convention Meetings. A conventional committee shall be appointed by the President with the approval of the

General Assembly to facilitate the preparations, organization and coordination of agreed convention activities and programs.

**Section 2:** If the convention takes place out of Georgia, OROKO-GA shall provide a common transportation for registered members to the convention venue. However, members shall be responsible for fueling the vehicle.

**Section 3:** Prior to the convention, OROKO-GA shall facilitate the collection the national association's annual due of one hundred (100) dollars form her members. The amounts collected shall be channeled or handed to the national treasurer on or before the convention date. Even members who do not attend the convention shall pay their national annual fee of **\$100.00**

## **ARTICLE 2: DISCIPLINARY MEASURES**

### **Section 1: IMPEACHMENT**

1. Any OROKO-GA member found guilty of the following offences - Embezzlement, Fraud, Misrepresentation of the Association, Betrayal of trust, Theft, and Deviating the Association's funds into unapproved operation (s) shall be impeached from the Association. An official letter narrating the action of the association shall be sent to the guilty member
2. Members found guilty of any these offences shall NEVER hold any office in the Association either at Local or National level.
3. Members guilty of Embezzlement and Theft must pay back the amount in question otherwise, legal action shall be taken by the Association to retrieve her money.

### **Section 2: SUSPENSION**

1. At all times members must respect the integrity and privacy of other members. The General Assembly shall not welcome any form of abuse (physical or verbal) of a member.
2. In a case where an abuse has been established and confirmed by the majority of members in a meeting, the member concern shall be suspended for at least two meetings and in extreme case(s) be expelled from the organization but with approval of the General Assembly.
3. However, such a member can only be reinstated if he/she apologizes to the General Assembly and to the abused member during a General Assembly meeting and pays a fine of \$25.

### **Section 3: FINES**

1. Any Individual who excess 3 minutes will be stopped by the time keepers and fine of **\$1.00** payable immediately.
2. Debates shall be limited to the issue(s) on the agenda. Any debates that are personal in nature will be stopped and both parties fined \$25.00 payable by the next meeting.
3. During debates in meetings, any member who uses an example of a personal nature will be fined \$25.00 and expected to apologize to the innocent party
4. All disrespects, dishonored or rudeness by a host during a meeting will result to a fine of \$25.00 and banned from hosting any Oroko GA Meetings. It will be then the future

decision of the Executives and General Assembly to reinstate the hosting privilege to such individual

5. All fines and penalties must be paid by the next meeting or the amount is deducted from the individual's monthly contributions
6. A member who fails to bring either food or drinks shall not take part in the refreshments during the meeting and shall be charged a fine \$20.
7. Any member who uses foul language or is disrespectful to any member shall be fined \$25.00
8. Any member who threatens another member (s) either verbally or physically shall be suspended for at least two meetings. Such a member can be reinstated if he/she apologizes to the General Assembly and to the abused member at a General Assembly meeting. A fine of **\$100** will be imposed on such a member. However in an extreme case (s) the member shall be expelled from the Association and shall never be allowed into the Association's membership.

### **ARTICLE 3: PROPERTY**

**Section 1:** This constitution is a property of the Association.

**Section 2:** All other property acquired for or donated to the Association and assigned to individuals working for the Association shall:

1. At all times remain the property of the Association even after completion of assignments.
2. Only be deployed for the furtherance of the objectives of the Association and must especially not be used otherwise.

**Section 3:** *Any violation of this provision shall attract legal prosecution. !!!!!!!!*

### **ARTICLE 4: INTERNAL REGULATIONS**

**Section 1:** As and when necessary, the internal regulations shall elaborate on certain provisions of this constitution as shall be decided upon at the meeting of members, the General Assembly.

### **ARTICLE 5: AMENDMENT OF THE CONSTITUTION**

**Section 1:** This constitution is subject to amendments from time to time by the General Assembly as situations and circumstances permit.

**Section 2:** Proposed amendment (s) shall be submitted to the Executive Council through the President at least ONE month before the General Assembly meeting. All the amendment proposals to the constitution must be in writing and must have at least three signatures of active members.

**Section 3:** The amendment (s) shall be carried out by a constitutional amendment review committee headed by a committee chairperson appointed by the president. The draft shall be presented to the Executive Council for study before presenting the to the General Assembly for further deliberations and adoption. A two-thirds majority vote cast by the General Assembly shall either adopt or null the amendment.

**ARTICLE 6: LIABILITY**

**Section 1:**

**Section 2:**

These amendments were discussed, adopted and signed by OROKO-GA, USA members present at the General Assembly meeting of ....., 2008 held at the residence of .....

	<b>Name</b>	<b>Position/Office</b>	<b>Signature</b>
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