

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



CONSTITUTION

(AMENDED VERSION – 02/28/2010)

Done in Atlanta, GA-USA.

www.orokogeorgia.org

INTRODUCTION

The formal and current executive councils chaired by Dr. Mercy Mabian and Prince Fred Mediko respectively, wishes 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 sets the principles under which the association operates.

However, members overtime identified the need to make a few adjustments to incorporate the needs of the present in the constitution. Thanks to the General Assembly for giving the executive council the opportunity to put forward some proposals. These proposals were aimed at stimulating discussions at the general assembly meetings and agreeing on a final document.

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

(CONSTITUTION)

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 the “double traditional drums”
- 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 as follows: P.O. Box 208, Smyrna, GA. 30081. Any change of the postal address shall be agreed by a 2/3 majority of members at the general assembly meeting. The President shall at all times be in possession of the post office box keys during his/her term of office.
- Section 3:** The official website and e-group of the Association shall be www.orokogeorgia.org and orokoga@yahoogleroups.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
- Affiliate 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.

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. During the first meeting of every year, the general assembly shall update the list of honorary members.

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 shall be classified as an affiliate member. Their membership must be approved by the general assembly by a two-third majority.

Section 5: **Inactive Members** - Those who do not attend general assembly meetings and have not met with most of their financial obligations 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 twenty five dollars (\$25) 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: Only members who pay an annual registration fee of \$25 shall be considered as registered members. 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** – Any registered member who gives birth to a child shall receive a gift (e.g. diapers) worth \$100 from the Association.

Also any registered member who is formally celebrating his/her marriage shall receive a gift worth \$50 from the Association.

Section 2: **Graduation** – Graduating kids of registered members shall receive gifts on special occasions from the Association. The cost of the gift shall be fixed by the general assembly.

Graduating registered adults shall receive a congratulatory gift or card from the Association. Members shall also be encouraged to participate actively in any related ceremony.

Section 3: **Death of a registered** – The Association shall seek the acquisition of Group Insurance to benefit registered and active member in the event of death. Until then, each registered member shall contribute \$100 to the bereaved family.

Death of a member’s husband, wife, child, mother, father, brother, or sister:

1. For a single-family, each registered member shall contribute \$35.00 to a registered member who is bereaved and has met with his/her financial obligations. A single- family is when the concern member has no brother or sister of the same biological parents in the association.
2. For a multi-family, each registered member shall contribute \$50.00 to the family. A multi-family is one with two or more registered members in the association who share the same biological parents.

Death of a honorary or affiliate member - The general assembly shall decide and agree on what contributions to make.

Section 4: All gift and contributions shall be handed to those concerned by President or Treasurer in the presence of most members of the Association.

Section 5: In the death of a qualified member in other chapters within USA, the Treasurer Oroko-GA, shall issue a check to the bereaved family and to the amount fixed by the general assembly.

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 operations 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 association;
2. Actively participate in all 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 association;
2. Have raised more money than any one in the association;
3. Be recognized by most members as a leading advocate for the profession of internal auditing;
4. Participates actively in the chapter fundraising activities.

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: Program/Project Committee; Website Management Committee; Children Educational Fund Committee; and Socio-cultural 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.
4. The General Assembly shall elect members of the Executive Council.

Section 3: THE GENERAL ASSEMBLY MEETINGS

1. The General Assembly shall meet on every last Sunday of the month.
2. The venue of the General Assembly shall be on a list-base 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. In the case of an emergency (i.e. where the assigned host of the month is unable to host due to circumstances), the President hosts the 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. However, the President can delegate any other member to chair the general assembly meeting when need be.
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 Publicity Secretary
- The Assistant Publicity Secretary
- The Technical Director
- Advisers.

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 behalf 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 in his/her absence.
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 sign the checks, contracts, and other official documents of the organization. He/she shall be a signatory to the association's bank account.
10. Consult 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, in case of a vacancy 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. Be shall be a signatory to the association's bank account.
10. 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.
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 equipment; 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. Be a signatory to all withdraws from the association's bank account as well as the President, and Vice President.
3. Be one of the signatories to the association's bank account.
4. Have the care and custody of all monies belonging to the association; and deposit all monetary transactions into the association's bank account and shall present receipts to the Executive Committee.
5. One of the officers responsible for signing checks, contracts, and drafts of the organization.
6. All special funds must be deposited separately and the receipts presented to the Executive Committee.
7. Maintain financial reports of all financial transactions; keep all the receipts of payments, expenses, income, and profit; and present them to the executive committee when need arises.
8. Assist in the preparation of the budget, help develop fundraising plans, and make financial information available to the Executive Committee and the Members.
9. Assist in the writing of contract and grant proposal to develop additional funding.

Section 5.8: PUBLICITY SECRETARY

The Publicity Secretary 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;
7. Inform members of any news about the activities of the Association i.e. births, deaths, marriages, meetings, etc.

Section 5.9: TECHNICAL DIRECTOR

The Technical Director shall chair and coordinate the activities and functioning of the website management committee

Section 5.10: ADVISERS

The Advisers shall advise the Executive Council on controversial issues involving members and the association.

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 simple 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 otherwise from the Association

ARTICLE 4: SUPPORT COMMITTEES

Section 1: The support committees shall include:

1. Program/Project Committee ;
2. Website Management Committee;
3. Children Educational Fund Committee; and
4. Socio-Cultural Committee.

Each committee shall report to the President, Executive Council and the General Assembly.

Section 2: PROGRAM AND PROJECT COMMITTEE

The Project/Program Committee shall:

1. Focus its activities on Income Generation Activities and beneficial development initiatives of the Association.
2. Consist of members elected by the general assembly.

3. Be headed by a committee chairperson.
4. The duties and responsibilities of the Project/Program Committee shall be to:
 - Coordinate production of programs and public service announcements; create fund-raising campaigns for the Organization.
 - Research, set goals, and prioritize the programs necessary to insure the organization's sound economic base.
 - Prepare and maintain project schedules and monitor progress to achieve on-time programs and activities.
 - Assist in the writing of contract and grant proposal to develop additional funding.
 - Solicit feedback on programs, activities, and events through questionnaires and present it to the executive committee.
 - 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.
 - Review and prepare all the contracts, plans, and keep records of all the activities and the programs.

Section 3: WEBSITE MANAGEMENT COMMITTEE

The Website Management Committee shall:

1. Focus its activities on updating and managing information on the website;
2. Consist of members elected by the general assembly.
3. Be headed by a committee chairperson.
4. The duties and responsibilities of the Website Management Committee shall be to:
 - Monitor and update site with relevant information and events;
 - Encourage advertisements and announcements on the website

Section 4: CHILDREN EDUCATIONAL FUND COMMITTEE

The Children Educational Fund Committee shall:

1. Focus its activities on Oroko children and Youths in GA.
2. Consist of members elected by the general assembly.
3. Be headed by a committee chairperson.
4. The duties and responsibilities of the Educational Committee shall be to:
 - Coordinate production and publicity of programs that meet the children needs;
 - Organize fund-raising campaigns for the children fund;
 - Develop different educational materials to meet different objectives to improve the children's knowledge on the Oroko culture and language;
 - Monitor and evaluate progress on all on-going activities.
 - Keep records of all the activities and events of the children's program.

Section 5: SOCIO-CULTURAL COMMITTEE

The socio-cultural committee shall:

1. Focus its activities on entertainment, traditional dance, and oroko cuisine.
2. Consist of members elected by the general assembly.
3. Be headed by a committee chairperson.
4. The duties and responsibilities of the Socio-cultural Committee shall be to:
 - Design and develop programs, activities, and events for the dance group
 - Solicit occasions for the dance group to perform
 - Equip the dance group with basic needs
 - Prepare dance group for all occasions, events, and activities

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 within three business days, from the day 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 president, treasurer or financial secretary.

Section 6: Although quarterly and yearly financial report is expected from the financial secretary and treasurer, the treasurer must present at every General Assembly meeting a brief financial statements of the association's financial situation.

Section 7: 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 if only the association have enough funds in her account. The borrower must have a clean financial record.

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 or audit committee shall be appointed by the General Assembly to look into any reported financial statement to ensure transparency when need be.

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.

Section 4: The Auditing Committee shall consist of three (3) or four (4) members and shall be headed by a committee chairperson.

ARTICLE 4: FINANCIAL YEAR

Section 1: The financial year of the Association shall run from January 1st. to December 31st.

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. 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 any foul language will be fined \$25.00 and will be 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. The Executives and General Assembly shall decide to reinstate the hosting privilege to such individual in the future.
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 properties 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



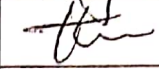
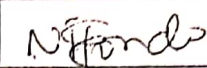
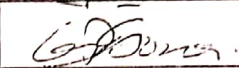
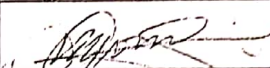
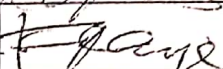
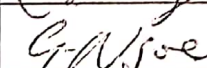
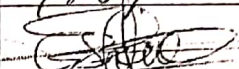

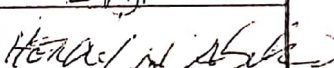

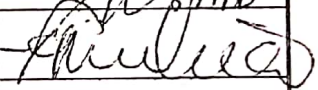
Section 1: This constitution is subject to amendments from time to time by the General Assembly as situations and circumstances permit.

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.

The amendments were discussed, adopted and the final document was signed as shown below by OROKO-GA, USA members present at the General Assembly meeting of *February, 28th, 2010* held at the residence of *Loveline Itoe*.

Names and Signature of Members Present at the General Assembly Meeting of 02/28/2010

No.	Name	Position	Signature
1	MOTUBA MOTUBA	Member	
2	Dr. Mathew B. Esona	Vice President	
3	Linela Motuba.	Financial sec.	
4	Iboe Lovelure	Treasurer	
5	Matthew F. Glory Esona	member	
6	Chief V. N. Obi	Ass. Financial sec.	
7	Evaristus Nanyi	Member	
8	Gertrude Njoe	Member	
9	BLESSED SAKWE	Member	
10	Adete SAKWE	member	
11	Abooko HENRY	members	
12	Adolf Epile	Sec. General	
13	Fred Medler	President	
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ORGANIZATIONAL STRUCTURE

(OROKO-GA, USA)

