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**BYLAWS**

...Of the...

**THE OSUN INDIGENES ORGANIZATION**

**TOIOG**

\*June 2003\*



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Approved \_\_July 5, 2003

# THE OSUN INDIGENES ORGANIZATION - BY-LAWS

## Rules & Regulations

### Meeting Regulations

*The following must become part of our meeting rules and regulations.*

- General meetings must commence @ 6:00 with 2/3 majority' or at the discretion of the presiding officer
- Lateness to the meeting will be fined \$5.00 flat and shall be collected by the Financial Secretary.
- All cell phones must be turned to "vibration" during meeting.
- To answer a call, the receiving party must step out of the meeting quietly.
- Late arrivals shall proceed to their seats without disrupting the meeting.
- Member comments in the meeting shall be straight to the point and shall not include story telling
- Any comment more than two minutes shall be stopped by the chief whip or the presiding officer
- If any member misses three meetings in a row without excuse, the welfare committee must write a letter to the person. After the fourth meetings in a row without prior notification or request, the member's status shall automatically change to non-active
- Members owing more than six month dues shall have his/her status changed from active to non-active until all dues are paid in full. In addition, will not be entitled to TOIOG benefit of any kind.
- Any member who remains inactive for more than six months cannot hold any executive office or host any meeting.
- Member must sign his or her name upon arrival at the meeting

### The proposed changes to meeting formats.

All new suggestions, requests, or ideas must be documented and submitted to Assistant General Secretary (AGS) for review

- AGS will present the suggestions to the executive meeting who will then schedule them for general presentation at the meeting?
- New suggestions shall be scheduled for general discussions to allow members participation.
- The detail report of a task or project shall be made available to members when requested.
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- The whip shall enforce the time allocated on the agenda for discussion.

### Committee structures

- ❖ The Vice President will be in charge of all committees.
- ❖ All committees shall present progress report during general meeting
- ❖ The leader / chairman chosen by the committee will make presentation to the house.
- ❖ All committee reports must be written and must be presented at the completion of each project or task
- ❖ Each committee shall consist of a minimum of three (3) members

### Members' Miscellaneous Benefit Process

**LOAN:** Any member who requests loan from the organization shall follow the process below:

- o Write a letter to request a loan stating reason, amount to the committee.
- o The committee presiding over the request must check the member's participation and financial record in the organization.
- o He/she must not owe any prior year monthly dues.
- o At least 2/3 of the majority of the meeting must recommend the approval of the loan.

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- o Extension of payment term shall be approved by the 2/3 of the general meeting.
- o Outstanding loan shall not exceed \$3000 at a any given time
- o Loan Agreement Form must be signed by the borrower
- o Repayment of the loan term shall not exceed six months

### Collection of Overdue Monthly Dues

- Financial Secretary shall use his / her discretion in collecting dues
- The Financial Secretary shall be responsible for the collection of all dues and charges.
- Financial Secretary shall write to members in default of at least five monthly dues
- Financial Secretary shall notify the meeting if collection become uncollectible or difficult
- Since members' dues are used to finance the activities of the organization, members who owe more than six months dues should be listed as non active and should not qualify for TOIOG benefit of any kind.

### Schedules and venues of activities (Anniversary, Picnic, End of Year)

- Anniversary should be fixed for Third Saturday of every June.
- Picnic should be fixed for Fourth Saturday of every August.
- End of year Party should be fixed for Second Saturday of every December.

### Compliance with 501C(3)

- ❖ Finance Committee will coordinate.

### *Proposed Standing Committees:*

1. Finance Committee
2. Project Committee
3. Scholarship Committee
4. Welfare Committee
5. Investment Committee
6. Entertainment / Social Committee
7. Public Relation Committee
8. Membership Committee
9. Constitution Committee