

**GUIDING RULES AND REGULATIONS  
OF THE  
OTU ODU**



**ONITSHA UK AND IRELAND**

## **GUIDING RULES AND REGULATIONS FOR OTU ODU OF UK AND IRELAND**

With due respect and pledge to abide by the National constitution of OTU ODU Onitsha.

The OTU ODU of UK adopt the following rules to guide the UK branch members:

The society shall be known as OTU ODU OF GREAT BRITAIN AND IRELAND.

Membership shall be voluntary for all interested women initiated into the prestigious OTU ODU of Onitsha.

Registration shall be in fulfilment of the following conditions

- [1] Application letter for membership.
- [2] Payment of £100 registration fees.
- [3] Presentation of 7 kola-nuts.
- [4] Presentation of one bottle of Remy Martin brandy

### **EXECUTIVES**

The society shall be run by an Executive Committee made up of the following .

- [1] A Co-ordinator
- [2] A Secretary
- [3] An Assistant Secretary
- [4] A Financial Secretary
- [5] A Treasurer
- [6] A Social Secretary/Welfare
- [7] A Publicity Secretary

## **DUTIES OF EXECUTIVES**

### **CO-ORDINATOR**

- [1] The Co-ordinator shall preside at all meetings and shall be responsible for selecting members of adhoc committees.
- [2] In the absence of the Co-ordinator, the Secretary shall preside at meetings.
- [3] Co-ordinator to liaise with National Executive as deemed necessary

### **SECRETARY**

- [1] The Secretary shall write the minutes of meeting.
- [2] Shall be responsible for sending the circulars for meetings and events
- [3] Secretary shall be responsible for making the quarterly hosting Rota
- [4] Secretary shall preside at meetings in the absence of the Co-ordinator.

### **ASSISTANT SECRETARY**

- [1] Assistant Secretary to write minutes of meeting in the absence of the Secretary and Secretary is the Presiding Officer.

### **FINANCIAL SECRETARY**

Financial Secretary shall be responsible for collecting monthly dues and all levies.

Pay same to the treasurer for payment into the bank.

## **TREASURER**

The Treasurer shall be in custody of all banking documents and shall be responsible for paying funds into bank.

## **SOCIAL /WELFARE SECRETARY**

- [1] Shall be responsible for sending all good will and condolence messages on behalf of OTU ODU.
- [2] Shall be responsible for paying social and sympathy visits with selected members.

## **PUBLICITY SECRETARY**

- [1] Publicity Secretary shall be responsible for organising events and activities on behalf of the Society.  
Organise good publicity network for the Society.

## **MEETINGS**

- [1] The Society shall hold its general meetings quarterly February, May, August and November.
- [2] Meeting shall be on third Saturday of the Month.
- [3] 5 Members present shall form the quorum to commence the meeting.
- [4] Meeting shall commence at 3.30pm.
- [5] Meeting shall be rotational to members residence.
- [6] Monthly dues shall be £4 per month and £48 per annum.

## **WELFARE BENEFITS**

For a member to be entitled to any benefits, member must be financially up to date and must have been regular at meetings; must not have missed three meetings without apology or due to illness.

## **HAPPY EVENTS**

On invitation

- [1] Birthday celebration
- [2] Wedding invitations
- [3] Marriage anniversaries
- [4] Naming ceremonies

Dressing code shall be lemon yellow george, white blouse and yellow head tie.

Purse of £25 shall be presented.

## **SEND OFF**

A member on event of relocation to another country shall be entitled to a send off purse of £200.

## **SICKNESS/ADMISSION**

In event of hospital admission of member. The Social/Welfare Secretary shall pay a visit with nominated members with a get well card.

## **UNHAPPY EVENTS**

### **DEATH OF MEMBER**

The Co-ordinator and Secretary to be informed.

The Welfare Secretary shall call members to inform them.

Executive shall have an urgent conversation and decision to arrange date of condolence meeting by members prior to burial arrangement.

All members to attend wake keep /burial ceremony.

Dressing code: shall be white attire.

A purse of £500 + sympathy card shall be presented to family.

A levy of £20 each shall be paid by members to raise the purse.

### **DEATH OF MEMBER'S HUSBAND**

All members to attend in yellow attire to provide support to the bereaved member.

A purse of £300 shall be presented with sympathy card to the bereaved member.

### **DEATH OF MEMBER'S CHILD**

The social/welfare secretary shall visit with selected members with sympathy card +£50 purse.

### **DEATH OF MEMBER'S PARENTS**

Only direct parents will be acknowledged, no step-parents

The Social/Welfare Secretary shall pay a condolence visit with selected members with sympathy card and purse of £25.

## **BANQUETE**

The Society shall organise biannual ODU DAY in summer at identified venue purposely for fund raising and entertainment. Gate fees to be charged.

Fund for the ODU DAY banquet shall be raised through levy of £30 and through sale of gate tickets.

**ONLY REGISTEED ACTIVE MEMBERS SHALL BE ALLOWED TO PARTICIPATE**

Dressing code-shall be the full OTU ODU REGALIA.

There shall be end of year party for members and family on alternate years.

## **ELECTION**

### **CRITERIA FOR VOTING AND BEING VOTED FOR**

- [1] Election shall be conducted every 4 years.
- [2] Members of the Executive shall be elected by simple majority vote of members of the house.
- [3] Election in absentia not allowed.
- [4] For the post of the Co-ordinator member must have been member of the Society for not less than 2 years.
- [5] For other post member must have been registered member for not less than 6 months.

## **DISCIPLINE**

All members are expected to respect the institution of OTU ODU at all times.

Failure to comply will attract a disciplinary action as deemed right by the Co-ordinator and the Executive.

## **UNACCEPTABLE BEHAVIOUR INCLUDES**

- [1] Immoral verbal communications, use of foul words and language.
- [2] Being abusive to fellow member and others.
- [3] Quarrelling in the public.
- [4] Misappropriation of public fund.
- [5] Members representing OTU ODU anywhere without prior permission to do so shall be liable to be disciplined.
- [6] Members continuously distracting other members or disturbing proceedings at any function shall be liable to be disciplined.
- [7] The Society shall be one united indivisible body. Any attempt by any member or members to dissolve, partition, dismember or to break up the Society is guilty of a grave offence, punishable by suspension.

## **DISCIPLINARY ACTIONS**

Each case to be treated individually and according to seriousness of the offence.

- [1] Invitation of member to the house for explanation of behaviour.
- [2] Fine to range from £50 to £100 or more depending on seriousness of the case.
- [3] £50 for being foul-mouthed and use of inappropriate words.
- [4] £100 for quarrelling and fighting.

- [5] Suspension time period to be agreed by executive and general house
- [6] For more serious misconduct see 5 and 6. Disciplinary decision will be made at a meeting by the Executives and the general house.

Member shall remain out of meeting until fine is paid.

### **CESSATION OF MEMBERSHIP**

Member shall be deemed to cease to be member of the society for the following reasons:

- [1] If a member did not attend meetings for 1 year or three consecutive meetings without apology.
- [2] Through written withdrawal letter.
- [3] Relocation to another country [member will be entitled to send-off].
- [4] Through death.