ASSOCIATION DES NIGÉRIANS DE VALENCE, DRÔME

One love, keep us together

UNITY · CULTURE · PROGRESS

CONSTITUTION

Association déclarée sous la Loi du 1er juillet 1901

Adopted by the Constitutive General Assembly on 4 October 2026

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1 The Creation

1.1 Name

There is hereby created among the subscribers to the present Constitution, and all persons who subsequently satisfy the conditions of membership, an association governed by the French Law of 1st July 1901 and the Decree of 16th August 1901, bearing the name **Association des Nigérians de Valence, Drôme** (in English: Nigerian Association of Valence, Drôme), hereinafter referred to as "the Association" and abbreviated **Navald**.

1.2 Legal form

The Association is a non-profit association declared under the Law of 1st July 1901. It pursues no commercial purpose, and no part of its income or assets may be distributed to its members.

1.3 Registered office

The registered office (*siège social*) of the Association is established at **5 Allée Georges Simenon, 26000 Valence, Drôme, France**. It may be transferred to any other address within the Commune of Valence by decision of the Executive Committee, and elsewhere by decision of the General Assembly.

1.4 Duration

The duration of the Association is unlimited.

1.5 Motto and emblem

The motto of the Association is *"One love, keep us together."* Its guiding principles are **Unity, Culture and Progress**. The official emblem is the seal reproduced on the cover of this Constitution, and it may not be altered or used for any purpose outside the activities of the Association without the written authorisation of the Executive Committee.

1.6 Languages

The working languages of the Association are English and French. Where a discrepancy arises between versions of an official document, the French text shall prevail.

1.7 Adoption

This Constitution was adopted by the Constitutive General Assembly held at Valence on 4 October 2026, and takes effect from that date.

2 Membership

2.1 Eligibility

Membership is open, without distinction as to ethnic origin, state of origin, religion, gender or political opinion, to:

- any person of Nigerian nationality or Nigerian descent residing in Valence or its surrounding area;
- the spouse and children of any such person;
- any other person who supports the aims of the Association and is admitted by the Executive Committee.

Every member must be at least 18 years of age to vote or hold office.

2.2 Categories of membership

- **Full members** — admitted under Article 2.3, up to date with their contributions, entitled to vote and to hold office.
- **Associate members** — persons who support the Association without satisfying the conditions of full membership. They may attend meetings and speak, but may not vote or hold office.
- **Honorary members** — persons on whom the General Assembly confers the title in recognition of services rendered. They are exempt from contributions and do not vote.

2.3 Admission

An applicant shall complete the membership form, be introduced at a general meeting, pay the registration fee of €50, and be approved by the Executive Committee. Admission takes effect upon payment of the first monthly contribution. The Executive Committee is not required to give reasons for refusing an application, and any refusal may be appealed to the General Assembly.

2.4 Rights of members

- To attend, speak and vote at general meetings.
- To elect officers and to stand for election, subject to Article 4.2.
- To benefit from the welfare provisions of the Association.
- To participate in all activities and programmes of the Association.
- To inspect the accounts and minutes of the Association on reasonable notice to the General Secretary.

2.5 Obligations of members

- To respect this Constitution and the decisions of the General Assembly.
- To pay contributions, levies and fines promptly.
- To attend meetings and participate in the activities of the Association.

- To conduct themselves in a manner that upholds the good name of the Association and of the Nigerian community in France.
- To notify the General Secretary of any change of address or contact details.

2.6 Good standing

A member is in good standing, and therefore a “financial member”, when their contributions are not more than 3 months in arrears. Only financial members may vote, contest an election, or claim welfare assistance.

2.7 Resignation

A member may resign at any time by written notice to the General Secretary. Resignation does not discharge any sum owed to the Association up to the date of resignation, and no contribution already paid is refundable.

2.8 Suspension and termination

Membership ends by resignation, by death, by non-payment of contributions for more than 6 consecutive months after formal notice, or by expulsion pronounced under Chapter 7. A member facing suspension or expulsion shall first be invited to present their defence.

3 Aims & Objectives

The Association is established to pursue the following aims:

- To promote unity among Nigerians in Valence.
- To preserve and promote Nigerian culture and heritage.
- To support members in times of need and at major family events: the death of a member or of a close relative, the birth of a child, and marriage.
- To organise educational, cultural, social and sporting activities.
- To encourage cooperation with the French authorities and with other organisations.
- To assist members in their integration into life in France, including matters of administration, employment, housing, education and health.
- To represent the interests of the Nigerian community of Valence before the municipal, departmental and national authorities, and before the diplomatic representations of the Federal Republic of Nigeria in France.
- To foster friendly relations with other African and diaspora associations in the Drôme and beyond.

The Association is strictly non-political and non-religious. It shall not affiliate to, campaign for, or fund any political party or religious body, whether in France or in Nigeria.

4 The Executive Committee

4.1 Composition

The Association is administered by an Executive Committee (*le Bureau*) composed of the following elected officers:

- President
- Vice-President
- General Secretary
- Assistant Secretary
- Treasurer / Financial Secretary
- Auditor / Chief Technology Officer
- Admin
- Public Relations Officer
- Welfare Officer
- Provost

4.2 Eligibility

To contest any office a member must be a financial member in good standing, must have been a member for at least 6 months, and must not be serving a disciplinary sanction. The offices of Treasurer and Financial Secretary are held by one officer, the Treasurer / Financial Secretary. The Auditor may not be related to, or a member of the same household as, the Treasurer / Financial Secretary.

4.3 Election and tenure

- Officers are elected by the General Assembly every **year**, by secret ballot. Each term of office lasts one year.
- Only financial members may vote or contest.
- An independent Electoral Committee of 3 members, none of whom is a candidate, is appointed by the General Assembly at least 4 weeks before the election, and supervises the whole process.
- An officer may serve only **one term** in the same office and may not be re-elected to that office at the next election. They may stand for a different office.
- Officers remain in place until their successors are installed.

4.4 Vacancy and removal

Where an office falls vacant by resignation, death, incapacity or removal, the Executive Committee shall appoint a financial member to act until the next General Assembly, which shall elect a replacement for the remainder of the term. An officer may be removed before the end of their term

by a two-thirds majority of the members present and voting at a General Assembly convened for that purpose, after the officer has been given written notice of the grounds and an opportunity to reply.

4.5 Duties and roles of the elected officers

President

The President is the chief executive officer and legal representative of the Association as written and prescribed in this Constitution. The President's duties include:

- Provide leadership to the Association and promote its aims and objectives.
- Preside over all meetings, including General Meetings and Executive Committee meetings.
- Represent the Association in dealings with French authorities, other organizations, and the public.
- Ensure that the constitution, rules, and decisions of the Association are respected and implemented.
- Supervise all executive officers and coordinate their activities.
- Sign official documents and, where required, jointly sign financial documents with the Treasurer or Secretary.
- Call meetings in accordance with the constitution and approve meeting agendas.
- Promote unity, peace, and cooperation among members.
- Resolve disputes or appoint committees to handle disciplinary or conflict matters according to the constitution.
- Present an annual report on the Association's activities at the Annual General Meeting.
- Oversee committees and projects to ensure they are effectively carried out.
- Perform any other duties assigned by the General Assembly or provided in the Association's constitution.

Vice-President

Deputize for the President

- Act on behalf of the President whenever the President is absent, unavailable, or has delegated authority.
- Preside over meetings in the President's absence.

Assist the President

- Support the President in planning, coordinating, and implementing the Association's activities.
- Help ensure that decisions of the Executive Committee are carried out.

Supervise committees

- Oversee the work of committees and ensure they perform their assigned responsibilities.

- Monitor progress and report to the Executive Committee.

Promote unity

- Encourage peace, cooperation, and mutual respect among members.
- Help resolve disputes through dialogue before they escalate.

Coordinate programmes

- Assist in organizing meetings, cultural events, community projects, fundraising activities, and social programmes.

Support membership development

- Welcome new members.
- Encourage participation in meetings and association activities.

Represent the Association

- Represent the Association at official functions when delegated by the President.
- Maintain good relationships with local authorities and partner organizations when required.

Ensure compliance

- Help ensure that the constitution, rules, and decisions of the Association are respected by members and officers.

Perform assigned duties

- Carry out any additional responsibilities assigned by the President or approved by the Executive Committee, provided they are consistent with the Association's constitution.

Leadership continuity

- Be prepared to assume the responsibilities of the President on an interim basis until the President returns or a replacement is elected, if required by the constitution.

General Secretary

The General Secretary is the chief administrative and record-keeping officer of the Association. The position is responsible for the smooth running of the Association's correspondence, meetings, documentation, and official records.

- Serve as the chief administrative officer of the Association.
- Keep accurate records of all meetings (general meetings, executive meetings, and emergency meetings).
- Prepare and distribute notices of meetings to members within the period required by the constitution.
- Write and circulate the agenda for meetings in consultation with the President.
- Record minutes of meetings, including attendance, decisions made, and resolutions passed.

- Read and present the minutes of the previous meeting for confirmation at the next meeting.
- Handle all official correspondence of the Association, including letters, emails, invitations, and communications with external organizations.
- Maintain the Association's membership register, records of attendance, and other official documents.
- Keep custody of important documents such as the constitution, bylaws, certificates of registration, and official records.
- Ensure that decisions and resolutions of the Association are properly documented and implemented.
- Prepare and submit administrative reports at meetings and during the Annual General Meeting (AGM).
- Coordinate communication between the Executive Committee and the general members.
- Assist the President in organizing meetings, elections, cultural events, welfare activities, and other association programmes.
- Ensure that all correspondence and records are filed, archived, and preserved for future reference.
- Perform any other administrative duties assigned by the President or the Executive Committee in accordance with the Association's constitution.

> **Accountability.** The General Secretary is responsible to the President and the Executive Committee, and is expected to act with confidentiality, accuracy, impartiality, and diligence in handling the affairs of the Association.

Assistant Secretary

The Assistant Secretary serves as the deputy to the General Secretary and helps ensure the smooth administration and communication of the Association. The Assistant Secretary supports the Secretariat and acts on behalf of the Secretary when necessary.

- Assist the General Secretary in all administrative duties and secretariat work.
- Attend all executive committee and general meetings of the Association.
- Take minutes of meetings when assigned and help prepare and finalize meeting minutes.
- Help prepare meeting notices, agendas, and official correspondence.
- Maintain accurate records of members, attendance registers, and association documents.
- Keep custody of copies of letters, reports, and other official records of the Association.
- Assist in organizing meetings, cultural events, welfare activities, and special programs.
- Communicate information from the Executive Committee to members through approved channels.
- Follow up on decisions made during meetings and help ensure their implementation.
- Help prepare periodic reports and administrative updates for the Executive Committee.

- Receive and file incoming correspondence and assist in drafting outgoing letters and emails.
- Coordinate with other officers (President, Vice-President, Treasurer, Welfare Officer, PRO, etc.) on administrative matters.
- Stand in for the General Secretary whenever the Secretary is absent, unavailable, or delegated to do so.
- Perform any other lawful duties assigned by the President, the General Secretary, or the Executive Committee in accordance with the Association's constitution.

These duties shall be carried out in accordance with this Constitution and the rules governing non-profit associations under French law (Loi 1901), while supporting the Association's goals of unity, welfare, cultural promotion, and community development among Nigerians in Valence.

Treasurer / Financial Secretary

The offices of Financial Secretary and Treasurer are combined and held by one officer, the Treasurer / Financial Secretary, who carries out all the duties below. Where they refer to the Financial Secretary and the Treasurer working together, the officer keeps the collection records and the accounts as two separate sets of records, so that the Auditor can reconcile one against the other.

As Financial Secretary

The Financial Secretary is the officer responsible for the collection, recording, and financial administration of the Association's income, especially members' dues, levies, fines, donations, and event contributions. The role complements that of the Treasurer, who keeps the money and manages the Association's bank account.

- Collect monthly dues, annual membership fees, levies, fines, donations, and other approved payments from members.
- Issue receipts or written acknowledgments for every payment received.
- Maintain an accurate register of all financial contributions made by members.
- Keep up-to-date records of members who have paid and those who are in arrears.
- Prepare and present financial collection reports at executive committee meetings and general meetings.
- Work closely with the Treasurer to ensure that all money collected is promptly handed over and deposited into the Association's bank account.
- Reconcile collection records with the Treasurer's records to ensure transparency and accountability.
- Notify members of outstanding dues, fines, or other financial obligations approved by the Association.
- Assist in preparing the Association's annual budget and financial planning.
- Support fundraising activities by recording contributions and monitoring income generated from events and projects.
- Maintain proper financial documentation, including receipt books, payment registers, and contribution records.

- Ensure confidentiality and security of members' financial records.
- Assist internal or external auditors by providing financial collection records when required.
- Advise the Executive Committee on the status of members' financial compliance and revenue collection.
- Perform any other financial administrative duties assigned by the President or the Executive Committee in accordance with the Association's constitution.

> **Accountability.** The Financial Secretary is accountable to the General Secretary, Treasurer, President, Executive Committee, and the General Assembly of members. Regular reporting and proper record-keeping help ensure that the Association operates transparently and in compliance with French association standards (Loi 1901).

As Treasurer

The Treasurer is the executive officer responsible for the Association's finances, financial records, and accountability to members. The exact powers depend on the Association's statutes, because French law leaves internal officer roles to the statutes of the association.

- **Manage all association funds** — receive and safeguard money from membership dues, donations, fundraising, sponsorships, grants, and other approved income.
- **Keep accurate financial records** — maintain a cashbook or accounting record of all income and expenditure and preserve receipts, invoices, bank statements, and supporting documents.
- **Prepare the annual budget** — work with the President and Executive Committee to prepare the Association's yearly budget and financial plan.
- **Collect membership dues** — ensure members pay monthly or annual contributions and record payments accurately.
- **Pay approved expenses** — make payments only after approval according to the constitution or executive decisions, such as hall rental, cultural events, welfare support, administrative costs, and community activities.
- **Operate the Association's bank account** — deposit funds promptly, monitor balances, and carry out transactions in accordance with the Association's financial rules and authorized signatories.
- **Present financial reports** — provide financial statements at executive meetings, general meetings, and the Annual General Meeting (AGM), including income, expenditure, available balance, and outstanding obligations.
- **Prepare annual financial statements** — produce an end-of-year statement of accounts and, where required by the statutes, submit the accounts for internal audit or review before presentation to members.
- **Ensure transparency and accountability** — make financial information available to authorized officers and members, prevent misuse of funds, and ensure all transactions are properly documented.

- **Maintain financial documents** — keep receipts, payment vouchers, bank records, budgets, and financial reports securely for future reference and legal or administrative purposes.
- **Advise the Executive Committee** — provide financial guidance on projects, events, welfare assistance, and proposed expenditures so that decisions remain financially sustainable.
- **Assist with legal and administrative compliance** — help ensure the Association's financial management complies with its constitution, internal regulations, and applicable French association requirements, especially regarding record-keeping and use of funds.

> **Accountability.** The Treasurer is accountable to the President, the Executive Committee, and ultimately the General Assembly of members. The Treasurer shall not spend association money without proper authorization and shall ensure that all financial transactions are traceable and supported by evidence.

Auditor / Chief Technology Officer

The Auditor is the officer responsible for independently examining the Association's financial records and ensuring transparency, accountability, and compliance with this Constitution, the internal regulations, and French association law. The Auditor works independently from the Treasurer and Financial Secretary and reports to the Executive Committee and the General Assembly.

- Audit the financial records of the Association periodically (monthly, quarterly, or annually).
- Examine cash books, receipt books, payment vouchers, bank statements, and financial reports to ensure accuracy and completeness.
- Verify all income and expenditure of the Association, including monthly contributions, donations, levies, fines, fundraising proceeds, grants, and event income.
- Confirm that all payments are properly authorized according to the constitution and approved procedures.
- Check that supporting documents exist for every financial transaction (receipts, invoices, contracts, or approvals).
- Reconcile bank balances with the Association's accounting records and verify cash balances where applicable.
- Review the Treasurer's and Financial Secretary's reports and ensure that the figures presented to members are correct and consistent.
- Detect errors, irregularities, misuse of funds, fraud, or financial mismanagement, and report findings promptly.
- Prepare an independent audit report for presentation at the Annual General Meeting (AGM) or any General Meeting where financial reports are presented.
- Advise the Executive Committee on improving financial controls, record-keeping, budgeting, and accountability procedures.
- Ensure compliance with the constitution, financial regulations, and applicable French legal requirements for associations.
- Maintain confidentiality of financial information obtained during audits.

- Request clarification or additional documents from the Treasurer, Financial Secretary, or other officers whenever necessary.
- Certify whether the Association's financial statements present a true and fair view of the Association's finances before they are adopted by members.

> **Accountability.** The Auditor is accountable to the General Assembly of members and shall remain independent, impartial, and objective in carrying out audit duties. The Auditor shall not approve payments, keep association funds, or perform the daily financial duties of the Treasurer; instead, the Auditor provides oversight and verification of those activities.

As Chief Technology Officer

The same officer looks after the Association's website and digital tools. This role involves no handling of money, so it does not affect the Auditor's independence.

- Keep the Association's website online, secure and up to date, in English and French.
- Run the online election system when the General Assembly decides to use it, including voting codes and the publication of results.
- Look after the Association's domain name, email addresses and other digital accounts, which are held in the Association's name.
- Protect members' personal data held online, in line with the RGPD.
- Advise the Executive Committee on digital tools and their costs.

Admin

The Admin handles the day-to-day administration of the Association and its member communication channels.

- Manage the Association's member groups and channels (such as WhatsApp), adding and removing members as decided by the Executive Committee.
- Keep members informed of meetings, decisions and announcements, working with the General Secretary and the Public Relations Officer.
- Keep members' contact details up to date, in confidence.
- Help organise the practical arrangements for meetings and events.
- Perform any other administrative duties assigned by the President or the Executive Committee.

> **Accountability.** The Admin is accountable to the General Secretary, the President and the Executive Committee.

Public Relations Officer

The Public Relations Officer (PRO) is responsible for the Association's public image, communication, publicity, and relationships with members, local authorities, partner organizations, and the wider community.

- Promote the Association and create a positive public image for the Nigerian community in Valence.
- Serve as the communication officer of the Association and coordinate public announcements and publicity.
- Manage relationships with external organizations, including the Valence municipality, local authorities, community groups, NGOs, cultural associations, and other African diaspora organizations.
- Publicize meetings, events, and activities through social media, WhatsApp groups, email, posters, and community networks.
- Manage the Association's social media pages and public communication channels, ensuring that information shared is accurate, respectful, and consistent with the Association's objectives.
- Prepare press releases, announcements, and publicity materials for cultural events, celebrations, charity activities, and official ceremonies.
- Welcome guests, visitors, and invited dignitaries during association events and help coordinate protocol arrangements.
- Represent the Association publicly when delegated by the President or Executive Committee.
- Maintain good relationships with members by encouraging participation, addressing communication concerns, and promoting unity within the Association.
- Coordinate publicity campaigns for membership drives, fundraising activities, cultural festivals, and community outreach programs.
- Work closely with the President and General Secretary to ensure that official statements and public communications reflect decisions approved by the Executive Committee.
- Document and publicize the Association's achievements through newsletters, photographs, videos, event reports, and media updates.
- Protect the reputation of the Association by responding appropriately to public inquiries and helping manage communication during misunderstandings or disputes.
- Assist in organizing public and cultural events, including Nigerian Independence Day celebrations, community gatherings, educational programs, and charity activities.
- Perform any other communication or public-relations duties assigned by the President, Executive Committee, or General Assembly in accordance with the Association's constitution.

The PRO is essentially the bridge between the Association and the public, ensuring that the Association is well represented, well known, and positively perceived within both the Nigerian community and the wider French community.

Welfare Officer

The Welfare Officer is responsible for the welfare, care, support, and social well-being of members.

- **Promote members' welfare:** ensure the general well-being of members and encourage a caring and supportive association environment.

- **Provide support during emergencies:** coordinate assistance for members facing illness, accidents, bereavement, financial hardship, family emergencies, or other difficult situations.
- **Organize welfare visits:** arrange visits, phone calls, or messages of support to members who are sick, hospitalized, grieving, or otherwise in need.
- **Manage welfare funds or assistance programs:** administer welfare contributions or emergency relief funds according to the constitution and financial procedures.
- **Coordinate social support:** help members access community resources, social services, housing information, employment guidance, healthcare information, or integration support in France when appropriate.
- **Organize welfare and social activities:** plan activities that strengthen unity among members, such as family gatherings, cultural celebrations, welcome events for new members, and support programs for vulnerable members.
- **Maintain confidentiality:** handle members' personal and welfare-related information with discretion and respect for privacy.
- **Keep welfare records:** maintain accurate records of welfare cases, assistance provided, and recommendations for future action, while respecting confidentiality.
- **Advise the Executive Committee:** inform the President and Executive Committee about members' welfare needs and recommend appropriate support measures.
- **Work with other officers:** collaborate with the President, General Secretary, Financial Secretary, Treasurer, PRO, and other committee members to implement welfare decisions and community support initiatives.
- **Mobilize members during crises:** coordinate fundraising, donations, volunteer support, or emergency response efforts when a member or the Association faces a crisis.
- **Promote inclusion and harmony:** encourage mutual respect, solidarity, conflict reduction, and equal treatment of all members regardless of ethnicity, religion, gender, age, or region of origin.

The Welfare Officer shall be responsible for the welfare of all members of the Association; coordinate assistance during illness, bereavement, financial distress, and other emergencies; organize welfare visits and social support activities; maintain confidential welfare records; and report welfare matters to the Executive Committee for appropriate action.

Provost

The Provost keeps order and discipline at the Association's meetings and events.

- Maintain order and decorum at general meetings, Executive Committee meetings and events.
- See that members respect the code of conduct, the agenda and the speaking order set by the chair.
- Record attendance and lateness where the Association applies fines, and report them to the Treasurer / Financial Secretary.
- Calm disputes during meetings and report serious misconduct to the Executive Committee.
- Welcome and seat guests at events, working with the Public Relations Officer.

> **Accountability.** The Provost is accountable to the President and the Executive Committee, and acts on the instructions of the chair of each meeting.

5 Meetings & Timings

5.1 Ordinary general meetings

The Association shall hold an ordinary general meeting once a month, on the second Sunday of the month, beginning at 3 pm, in Valence or at any other place notified in advance.

5.2 Annual General Assembly

The Annual General Assembly shall be held once a year, in the month of October. Notice, together with the agenda, shall be given to all members at least 14 days in advance. The Assembly shall:

- receive the President's annual report on the activities of the Association;
- receive the Treasurer's statement of accounts and the Auditor's report;
- approve the budget for the coming year;
- elect officers, in election years;
- decide on any matter placed on the agenda.

5.3 Executive Committee meetings

The Executive Committee shall meet at least once a month, convened by the President or at the written request of at least 3 of its members.

5.4 Extraordinary and emergency meetings

An extraordinary general meeting may be convened at any time by the President, by decision of the Executive Committee, or at the written request of at least one third of the financial members. Notice shall be not less than 7 days, save in a genuine emergency, when the Executive Committee may convene a meeting at 48 hours' notice.

5.5 Quorum

- General meetings: half of financial members.
- Executive Committee: 5 officers, including the President or the Vice-President.
- Amendment of this Constitution and dissolution: see Chapter 8.

Where a quorum is not reached, the meeting shall be adjourned and reconvened after 15 days, when it may deliberate whatever the number of members present.

5.6 Conduct of meetings and voting

- Meetings are presided over by the President, failing whom the Vice-President, failing whom a chairperson elected by those present.
- Each financial member has one vote. Decisions are taken by a simple majority of members present and voting, except where this Constitution requires a larger majority.
- In the event of a tie, the person presiding has a casting vote.
- Voting is by show of hands, save for elections and any question on which the meeting decides to vote by secret ballot.
- Proxy voting is permitted. If permitted, no member may hold more than one proxy.

5.7 Attendance and minutes

An attendance register shall be signed at every meeting. The General Secretary shall record minutes of every meeting, which shall be read and confirmed at the following meeting and signed by the President and the General Secretary. Confirmed minutes are the official record of the Association.

6 Monthly Contributions & Fines

6.1 Sources of income

The income of the Association consists of registration fees, monthly contributions, levies, fines, donations, proceeds of fundraising and events, subventions from public authorities, and any other resource permitted by law.

6.2 Registration fee

Every new member shall pay a one-off registration fee of €50 on admission.

6.3 Monthly contributions

Every full member shall pay a monthly contribution of €20, due on or before the 10th of each month. Contributions may be paid in cash at a general meeting, by bank transfer, or by any other means approved by the Executive Committee. A receipt shall be issued for every payment.

6.4 Levies

The General Assembly may impose a special levy for a specific purpose, such as a bereavement, a community project, or a cultural event. The purpose and the amount shall be recorded in the minutes, and the levy is binding on all financial members.

6.5 Fines

The following fines apply. All amounts are to be fixed by the General Assembly and may be revised by it.

- Lateness to a meeting — €10
- Absence without prior excuse — €10
- Failure to pay monthly contribution on time — €5
- Disorderly conduct at a meeting — €20
- Failure to perform an assigned duty — €10

Fines are recorded by the Financial Secretary and are payable within 30 days. A member may apply to the Executive Committee for a fine to be waived on good cause shown.

6.6 Arrears

A member whose contributions are more than 3 months in arrears ceases to be a financial member and loses the right to vote, to contest an election, and to claim welfare assistance, until the arrears are cleared.

6.7 Welfare fund

A welfare fund is established from €5 taken from each monthly contribution. It is applied to support members and their families:

- on the death of a member or of a member of their close family;
- on the birth of a child;
- on marriage;
- in cases of illness or serious hardship.

The amount of each contribution follows a scale approved by the General Assembly. The fund is administered by the Welfare Officer with the Treasurer. Only members up to date with their contributions may benefit (article 6.6).

6.8 Banking and signatories

The funds of the Association shall be kept in a bank account opened in the name of the Association. Withdrawals and payments require the signature of any two of the following four officers: the President, the Vice-President, the Treasurer and the General Secretary. No officer may hold association funds personally beyond a petty-cash float of €200.

6.9 Financial year, reporting and audit

The financial year runs from 1 January to 31 December. The Treasurer shall present a statement of account at every general meeting and full annual accounts at the Annual General Assembly. The accounts shall be examined by the Auditor before presentation, and the Auditor’s report shall be read to the Assembly.

7 Laws, Rules & Regulations

7.1 Code of conduct

Every member shall:

- treat all other members with respect, whatever their ethnic group, state of origin, religion, gender, age or status;
- obey this Constitution and the lawful decisions of the General Assembly and the Executive Committee;
- refrain from conduct that brings the Association, or the Nigerian community in France, into disrepute;
- respect the laws of the French Republic;
- keep the affairs of the Association, and the personal circumstances of members disclosed in welfare matters, confidential;
- refrain from using the name, emblem or funds of the Association for personal, commercial, political or religious purposes.

7.2 Offences

The following constitute offences against the Association:

- persistent absence from meetings without excuse;
- persistent failure to pay contributions, levies or fines;
- abuse, assault, threat or insult directed at another member or an officer;
- fighting or disorderly conduct at any meeting or event;
- misappropriation of, or failure to account for, funds or property of the Association;
- forgery or falsification of records;
- disclosure of confidential information;
- conduct gravely prejudicial to the good name or interests of the Association.

7.3 Disciplinary procedure

- A complaint shall be made in writing to the General Secretary.
- The Executive Committee shall constitute a Disciplinary Committee of 3 members, none of whom is a party to the matter.
- The member complained against shall be given written notice of the allegation and at least 15 days to reply, and shall be heard in person before any decision is taken.
- The Disciplinary Committee shall report its findings and recommendation to the Executive Committee, which shall decide.
- The decision, with reasons, shall be communicated to the member in writing and recorded in the minutes.

7.4 Sanctions

Depending on the gravity of the offence, the following sanctions may be imposed: verbal caution; written warning; fine; suspension of membership rights for a stated period not exceeding six months; removal from office; or expulsion from the Association. Expulsion may be pronounced only by the General Assembly, by a two-thirds majority of members present and voting.

7.5 Appeals

A member on whom a sanction is imposed may appeal in writing to the General Assembly within 30 days. The decision of the General Assembly is final within the Association. Nothing in this Chapter deprives a member of any right they may have under French law.

7.6 Dispute resolution

Members shall make every effort to resolve disputes amicably within the Association, through the good offices of the President, the Vice-President and the Welfare Officer, before recourse to any external authority.

7.7 Internal regulations

The Executive Committee may prepare internal regulations (*règlement intérieur*) dealing with the day-to-day running of the Association. Such regulations take effect on approval by the General Assembly and may not conflict with this Constitution.

8 The Constitution

8.1 Supremacy

This Constitution is the supreme instrument of the Association. Any decision, rule or practice inconsistent with it is void to the extent of the inconsistency.

8.2 Interpretation

Questions on the interpretation of this Constitution shall be decided by the Executive Committee, subject to appeal to the General Assembly, whose decision is final.

8.3 Custody and availability

The General Secretary shall keep the original signed copy of this Constitution and shall furnish a copy to every member on request.

8.4 Amendment

This Constitution may be amended only by a General Assembly convened for that purpose, at which at least half of the financial members are present, and by a majority of at least **two-thirds of the**

members present and voting. The proposed amendment shall be circulated in writing to all members at least 15 days before the Assembly.

8.5 Declaration of changes

Any change to the name, registered office, aims or officers of the Association shall be declared to the Préfecture de la Drôme within three months, in accordance with the Law of 1st July 1901.

8.6 Dissolution

The Association may be dissolved by a General Assembly convened for that purpose, by a majority of at least **two-thirds of the members present and voting**. The Assembly shall appoint one or more liquidators. After settlement of all debts and liabilities, any remaining assets shall be transferred to another non-profit organization with similar objectives, designated by the General Assembly. In no circumstances may the assets of the Association be distributed among its members. This reflects the non-profit principles of French association law.

8.7 Entry into force

This Constitution enters into force on the day of its adoption by the Constitutive General Assembly and supersedes any earlier rules of the Association.

— Adoption & Signatures

Adopted by the Constitutive General Assembly of the **Association des Nigérians de Valence, Drôme**, held at Valence on 4 October 2026.

President — John Austine

General Secretary — Ilori Oladele Oluwole

Auditor / Chief Technology Officer — Temidayo Folorunsho

Treasurer — Hammed Lolade Adeyeri