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TALLAHASSEE, FLORIDA

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SECRETARY OF STATE
TALLAHASSEE, FLORIDA

12/1/04

TRANSMITTAL LETTER

Department of State
Division of Corporations
P. O. Box 6327
Tallahassee, FL 32314

SUBJECT: ASSOCIATION OF NDI IGBO IN TALLAHASSEE INC (ANIT)
(PROPOSED CORPORATE NAME - MUST INCLUDE SUFFIX)

Enclosed is an original and one(1) copy of the articles of incorporation and a check for :

☐ \$70.00
Filing Fee

☒ \$78.75
Filing Fee &
Certificate of
Status

☐ \$78.75
Filing Fee
& Certified Copy

☐ \$87.50
Filing Fee,
Certified Copy
& Certificate

ADDITIONAL COPY REQUIRED

FROM: DR. PETER N. KALU
Name (Printed or typed)

4721 PLANTATION VIEW DR
Address

TALLAHASSEE, FL 32311
City, State & Zip

(850) 264-6929
Daytime Telephone number

NOTE: Please provide the original and one copy of the articles.

ARTICLE OF INCORPORATION FOR THE ASSOCIATION OF NDI IGBO IN TALLAHASSEE

ARTICLE 1. - NAME AND ADDRESS

The Association shall be known as the Association of Ndi Igbo in Tallahassee and its Association address is P.O. Box 15888, Tallahassee, FL 32317.

ARTICLE 2. - PURPOSE & OBJECTIVES

The purpose and objectives of the Association are:

- (a) To promote togetherness and cultural awareness amongst Ndi Igbo in Tallahassee.
- (b) To foster good relationships between us and other Igbo communities in Florida and elsewhere.
- (c) To promote political awareness and civic responsibility amongst members of our community
- (d) To serve as a conduit for financial and material assistance to needy students and to community development efforts in Nigeria

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ARTICLE 3. - MEMBERSHIP

Membership shall be open to all persons of Igbo descent and their families. In order to vote on Association deliberations, a member must be in good financial standing.

ARTICLE 4. - STRUCTURE OF ORGANIZATION

4.1 Officers of the Association

The officers of the Association shall include a President, Vice President, Secretary, Treasurer, Financial Secretary, Publicity Secretary and Provost.

4.2 The Standing Committees of the Association shall include: (a) Business committee and (b) Cultural and Welfare committee

4.3 Membership of the Executive Committee shall consist of the following: a President, Vice President, Secretary, Treasurer, Financial Secretary, Publicity Secretary and Provost, and Chairpersons of standing committees.

4.4 Duration of Office: Each Member of Executive Committee shall serve for 2 years. The President, Secretary, Financial Secretary and Treasurer shall serve for no more than two consecutive terms.

4.5 The Executive Committee shall have the following responsibilities:

- (A) Serve as officers of the Association.
- (B) Shall be responsible for the day-to-day management and operation of the Association.
- (C) Shall execute the policies of the Association.
- (D) Shall represent the views of the Association.
- (E) Shall give semi-annual account of its activities to the General Membership of the Association during the first and third quarterly meetings of each year.
- (F) Shall exercise any other authority as approved by the General Membership of the Association.

ARTICLE 5. DUTIES OF THE OFFICERS OF THE ASSOCIATION

5.1 President – The President shall:

- (A) Be the chief executive officer (**CEO**) and spokesperson of the Association.
- (B) Supervise and control all operations of the organization **as** directed by the *Executive Committee and the General Membership of the Association*.
- (C) Summon executive meetings, and emergency meetings in consultation with a majority of the Executive Committee Members.
- (D) Preside over all meetings of the Executive Committee.
- (E) In consultation with the Executive Committee, fill all vacancies in the Executive Committee until the next Quarterly meeting when elections will be held.
- (F) Cast the deciding vote in the event of a tie at the Executive Committee Meetings.
- (G) Be responsible for major policy recommendations for the administration of the organization.
- (H) President shall, in consultation with the Executive Committee, make determinations on behalf of the Association.
- (I) Perform all duties as may be prescribed by the General Membership from time to time.

5.2 Vice President – The Vice-President shall:

- (A) Assist the President in his/her duties and shall deputize for the President during the President's absence or when delegated to do so by the president.
- (B) Shall enjoy all the rights and privileges of the president when acting in that capacity.

5.3 Secretary – The Secretary shall:

- (A) Be responsible for the proper upkeep of all Association's records incident to his/her office.
- (B) Record the minutes of all meetings of the Quarterly Meetings and the Executive Committee Meetings.
- (C) Send notice regarding quarterly meetings, to reach members no later than 30 days prior to the meeting date. In the event of an emergency, a shorter notice far less than the period of time mentioned above shall become necessary.
- (D) Perform all other duties incident to the office of the Secretary and such other duties as from time to time that may be assigned by the President.

5.4 Financial Secretary – The Financial Secretary shall:

- (A) Receive and issue receipts for **all** funds collected on **behalf** of the organization and shall ensure that all the collected funds are paid to the treasurer when collected.
- (B) Be responsible for giving accurate account of the organization's financial transactions with accurate documentation and shall be responsible for keeping the required books of accounts for the Association.
- (C) Present a report of the Association's finances during the first meeting of each year.

5.5 Treasurer – The Treasurer shall:

- (A) Receive and issue receipts to the Financial Secretary for all monies received on behalf of the Association and shall deposit the same into the Association's bank account in the name of the Association within five working days of receipt.
- (B) Maintain an expense account to be determined by the Executive Committee.
- (C) Be responsible for the custody of the Association banking documents and treasurers receipts.

5.6 Publicity Secretary – The Publicity Secretary shall:

- (A) Be responsible for publication of ANIT affairs, obtaining contracts, soliciting for donations, fundraising from corporations both public and private as well as charitable organizations.
- (B) Work with the Executive Committee or other committees to disseminate ANIT information to the mass media.
- (C) Be responsible for distributing ANIT publications to member organizations and at-large members.
- (D) Be Custodian of ANIT information and public records as seen fit by the Executive Committee.
- (E) Perform any other duties that may be assigned by the Executive Committee in line with the goals of the ANIT in compliance with relevant laws, rules and regulations.

5.7 Provost – The Provost shall keep time, maintain order and assess penalty accordingly at meetings of the Executive Committee and all general Quarterly Meetings.

ARTICLE 6. ORDER OF SUCCESSION

Election of Officers:

An electoral officer shall be appointed by the executive committee prior to the day of the election.

A candidate for an office may be nominated by another member or volunteer her or his candidacy.

All candidates shall make their candidacy known to the electoral officer anytime prior to the start of the meeting at which elections will be held. All candidates must be in good financial standing.

A candidate may present a manifesto or statement of candidacy, advocating program(s) which are in concert with the objectives of the Association.

Replacement of Officers:

In the event that an executive committee position becomes vacant, the President will appoint person to fill the position which will then be filled permanently by election at the next general meeting of the Association. In the event the President vacates her or his office for any reason, the vice-President shall become the President.

Handover: *When there is a change of administration, the handover of the documents and properties of the Association shall be done no more than one month after the elections.*

ARTICLE 7. FISCAL YEAR OF THE ASSOCIATION

The fiscal year of the Association shall begin at 12:00 a. m. on the first day of January and end at 11:59 p.m. of the last day of December of the same year.

ARTICLE 8. AMENDMENTS TO THE CONSTITUTION

Amendments to this document may be initiated by one or more members of the Association who are in good standing. Such proposed amendment must be initiated through a signed petition which must be submitted to the secretary of the Association no less than 30 days before the next meeting of the Association. A vote of "yes" by two-thirds of the members present and voting at the meeting shall be required for adoption. Amendments so adopted shall become effective from the date of the next meeting.

**CERTIFICATE OF DESIGNATION OF
REGISTERED AGENT/REGISTERED OFFICE**

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04 DEC -1 AM 10:57

Pursuant to the provisions of Section 607.0501 or 617.0501, Florida Statutes, the undersigned corporation, organized under the laws of the state of Florida, submits the following statement in designating the registered office/registered agent, in the state of Florida.

SECRETARY OF STATE
TALLAHASSEE, FLORIDA

1. The name of the Corporation is:

ASSOCIATION OF NDI IGBO IN TALLAHASSEE, INC

2. The name and address of the registered agent and office is:

DR. PETER N. KALU

(Name)

4721 PLANTATION VIEW DR

(P.O. Box NOT acceptable)

TALLAHASSEE, FL 32311

(City/State/Zip)

ARTICLE VII INCORPORATOR

The name and address of the Incorporator is:

REGINALD OFUWU

1900 Vineland Lane, Tallahassee, FL 32317

Signature/Incorporator

Reginald C. Ofuwa

Date

12/1/04

Having been named as registered agent and to accept service of process for the above stated corporation at the place designated in this certificate, I hereby accept the appointment as registered agent and agree to act in this capacity. I further agree to comply with the provisions of all statutes relating to the proper and complete performance of my duties, and I am familiar with and accept the obligations of my position as registered agent.

Signature

Date

12/01/04