

BIG SAM INNOVATION HUB INTERNATIONAL

□ www.bsihub.org

+233232294877

CENTER

YOTA BUILDING, American House, La-Bawaleshie
Road, East Legon, Accra - Ghana

□ bsinnovationhub@gmail.com

CONSTITUTION

BYLAWS

BIG SAM INNOVATION HUB shall be governed by this constitution and shall by no means violate or deviate from the bylaws under any circumstances. However, the constitution shall be subject for review and amendment by the head lead, executive board and a proposal from a vibrant member in good standing with the hub. THE CONSTITUTION shall only be shared with the members, board leaders, partners and shareholders of the hub. Plagiarism in any form without reference or copyright permission from the hub is strictly prohibited.

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ARTICLE 1 | WHO WE ARE

The name of the ORGANIZATION shall be (registered), BIG SAM INNOVATION HUB, INTERNATIONAL - launched, established and founded on the 1st of JULY, 2019.

WE ARE A:-

- **Non-Political & Non-Governmental Organization.**
- **Centre of Impact.**
- **Social Development Network Hub.**

I - VISION & MISSION:-

TO BE A THRIVING, LEADING AND GLOBAL ORGANIZATION - creating a lasting positive change in the lives of individuals and ethically standing out in our drive for impact across the communities through our various empowerment programs, humanitarian services and sustainable outreach projects.

II - MOTTO:-

Empowering Minds, Disrupting Status Quo, Impacting Society.

III - AREA OF FOCUS:-

WE ARE constitutionally by-law limited to the following A.O.F □

- **Self Growth & Personal Development**
- **Human Responsibility & Leadership**
- **Business StartUps (Entrepreneurship)**
- **Branding**
- **Innovation (Creativity)**
- **Mental Hygiene & Health Fitness**
- **Education & Career Guidance**
- **Public Speaking & Relations**
- **Financial Literacy, Investment & Money Management**
- **Youth & Community Development**
- **Relationship & Marriage**
- **Information Technology**
- **Digital, Social Media and Network Marketing.**

**REFER TO ARTICLE 2 OF THE
CONSTITUTION to know our other
CAUSES...**

ARTICLE 2 | BSFOUNDATION PROJECTS

BSFOUNDATION PROJECTS shall be an initiative and subsidiary of BSI HUB established with the aim of executing, implementing and carrying out the hub's several empowerment workshops and sustainable outreach projects in the communities, locally and globally.

BSF PROJECTS shall be committed and dedicated to the following CAUSES, annually:

- **Workshop Projects**
- **Educational Support Projects**
- **Environmental, Cleaning or Sanitation Projects**
- **Charity or Donation Projects**
- **Girls/Women Empowerment Projects**
- **Hand Washing & Mental Hygiene Projects**
- **Cancer Awareness Projects**
- **Hope Projects**
- **Community Development Projects**
- **Local/International Partnership Projects**

BSFOUNDATION PROJECTS shall be open to the GENERAL PUBLIC including NON-MEMBERS for VOLUNTEERISM, PARTNERSHIP & SPONSORSHIP.

Volunteers, Partners and Sponsors of BSF

Projects shall be tagged or refer to as SHAKERS - required to patronize the FOUNDATION'S T-SHIRT for use during projects on the fields. BSF-P MOTTO shall be :-: "WE CAN SHAKE THE WORLD."

ARTICLE 3 | CORE VALUES

WE ARE driven by the following CORE VALUES upon which the entire operations or activities of the HUB rides:-

- **Activeness, Responsiveness & Communication**
- **Belonging, Participation & Contribution**
- **Accountability, Teamwork & Collaboration**
- **Creativity, Innovation & Entrepreneurial**

- **Diversity, Networking & Family Driven**
- **Clarity, Honesty & Transparency.**
- **Kindness, Individualistic & Respect**
- **Impact, Service & Excellence**

ARTICLE 4 | THE BOARD

THE BOARD shall be made up of:

- **COUNTRY DIRECTORS:** which shall head the regions, work **HAND-IN-HAND** with the **REGIONAL OFFICERS** and oversee the affairs, activities, operations and programs of the hub across the country.

- **REGIONAL OFFICERS:** which shall lead their respective region to promote and advance the operation of the hub's programs or activities in their locality and account or report to their immediate **COUNTRY DIRECTORS.**

LEADERSHIP BOARD:-

THE HUB shall be headed, directed and governed by the **EXECUTIVE LEADERSHIP BOARD** which shall comprises of the following; **NAMELY:**

- **President**
- **Vice President**
- **Treasurer**
- **Financial Secretary**

- **Public Relations Director**
- **Events Planning Coordinator**
- **Service Project Director**
- **Membership Director**
- **Fundraising Coordinator**
- **Readers Forum Director**

THE EXECUTIVE LEADERSHIP BOARD shall be elected or appointed in accordance to the ARTICLE 5 OF THE CONSTITUTION.

ARTICLE 5 | ELECTION

ELECTION, nomination or appointment of a new executive leader(s) made up of country director(s) or regional officer(s) - as stated in ARTICLE 4 OF THE CONSTITUTION - shall

be centered or based on the resignation or termination of the current or existing leader due to inability, dormancy or non-activeness - which shall be held during any month in the quarter of the year.

ELECTION PROCEDURE:-

- **After official and public awareness of the termination or resignation, THE ELECTORAL COMMISSION CHAIRPERSON OR COMMITTEE MANAGEMENT - shall send a vacancy notice to request individuals or members of the hub to apply for the available**

position by filling a **NOMINEE FORM to turn in their application.**

- **THE SELECTED NOMINEE (S)** shall be required to do or record a short video of not more than **5 MINUTES** explaining why he or she should be giving the position.
- **THE E.C.C MANAGEMENT** shall review the application and video recording; after which the nominee(s) shall be called for physical or virtual interview.
- **BEST OR SUITABLE NOMINEE(S)** based on excellence, conviction or experience shall be elected or appointed to be the new **EXECUTIVE LEADER** who shall

resume office the following week or month while transition and official notification of the appointment is executed and publicly announced for awareness.

#NOTE

- **NOMINEE(S) must be in GOOD STANDING with the hub as stated in ARTICLE 10(I) OF THE CONSTITUTION to be successfully nominated or elected into the executive directorate or regional office.**

- **ELECTORAL COMMISSION COMMITTEE MANAGEMENT** shall be made up of **MEMBERS** in the organization. The committee (platform) shall be led or head by the **COUNTRY ELECTORAL COMMISSION CHAIRPERSON**.

ARTICLE 6 | DUTIES OF EXECUTIVE LEADERS

COUNTRY DIRECTOR(S)/REGIONAL OFFICER(S) shall bylaw be responsible in performing the following **DUTIES**:

1... PRESIDENT

- Shall preside over all the annual meetings, committees activities and programs of the HUB.
- In the process or event of termination, resignation and VACANCY for the nomination of a new DIRECTOR/OFFICER, the president shall fill such vacancy or play the role by default to keep the VACANT running until the election or nomination of the new executive leader is successfully accomplished after which the PRESIDENT shall step down for the leader to take up the mantle and continue.

- **He or she shall maintain regular communication with the executive leaders to keep track of their works, oversee their improvements and ensure they continually get informed of all the actions taken by the HUB.**
- **The president shall by constitution be an officio member of all the committees.**
- **He or she shall always encourage all the members and leaders of the hub to attend meetings and participate in programs or projects.**

- Shall ensure **QUARTERLY REPORTS** from each of the executive leaders at the country or regional level are compiled together and sent to the **OFFICIAL EMAIL** of the organization for administrative view or management reference.

2... VICE PRESIDENT

- Shall succeed the office of the **PRESIDENT** should there be incontinuity, termination or resignation of the president for whatever cause while the election or nomination of a **NEW V.P** will be undertaken or proceed with immediate effect.

- **He or she shall work HAND-IN-HAND with the president to assist or support in the works or tasks of the president.**
- **THE VICE PRESIDENT shall execute or carry out the roles or duties of the president as stated - in the absence of the PRESIDENT.**
- **The vice president shall by default also be part of all the committees in the hub.**
- **He or she shall document the RECORDS OF MINUTES in each meetings and prompt or update the members and executive leaders on the minutes for their awareness.**

- Shall keep records of correspondence sent or received by the hub and read announcement or letters at meetings.

3... SERVICE PROJECT DIRECTOR

- Shall head, oversee and execute the Hub's Annual BSFoundation Projects.
- He or she shall engage and dialogue with the **BENEFACTORS AND VOLUNTEERS** of the project.
- Shall work hand-in-hand with the **FUNDRAISING COORDINATOR** to ensure

DONATIONS are coming in; needed to execute the hub's project successfully.

- **Ensures that resources & budgets released for the projects are effectively used and managed.**
- **SERVICE PROJECT DIRECTOR issues necessary or requested documents needed to carry out project.**
- **He or she shall present the performance and report of executed projects for the year to the board and members of the hub for assessment.**
- **Suggest projects and approves proposals.**

- **Shall give the estimation of total amount needed to execute project and account for all the expenses.**

4... FINANCIAL SECRETARY

- **He or she shall keep the records of incoming and outgoing payments or transactions up-to-date.**
- **THE FINANCIAL SECRETARY shall be responsible in documenting and communicating to the members and leaders of the organization the arrears or progress of their dues and project levy weekly.**

- Shall work **HAND-IN-HAND** with the **TREASURER** daily to stay informed of incoming dues, project levy, donations, penalty and reinstatement fees.
- He or she shall be responsible in reaching out to each and every members and leaders of the **HUB** via **DM** or **PHONE CALL** to consistently remind and encourage them to honor their **OBLIGATIONS** on time.
- **THE FINANCIAL SECRETARY** shall be responsive in addressing any questions or concerns from any fellow of the organization on the affairs of their dues, project levy and donations.

5... TREASURER

- **THE TREASURER shall have custody of all the HUB'S FUNDS (dues, project levy, penalty or reinstatement fees, love support and BSFoundation projects donations)**
- **He or she shall be responsible in sending or depositing all confirmed transactions or incoming funds to the BANK ACCOUNT OF THE HUB.**
- **Shall decline, authorize or approve proposed expenses or disbursements when the need arises - in which the**

FINANCIAL SECRETARY shall duly be aware about it for proper DOCUMENTATION.

- **THE TREASURER shall inform the FINANCIAL SECRETARY daily of any incoming payments received for his or her awareness and proper recording.**
- **He or she shall have a copy of all the funds' records, up-to-date and cover up or assist the FINANCIAL SECRETARY with his or her roles or duties when the occasion arises during absence or under dire circumstances.**

- **Shall auction or lead with the fundraising donations or collections during each business meetings and duly inform or announce the total sum of donations raised or received at the end of the meetings.**
- **THE TREASURER shall document and present the quarterly reports.**
- **ALL BILLS needed to successfully execute the HUB'S PROGRAMS OR PROJECTS shall be cleared, disbursed or paid by the TREASURER after approval.**

6... MEMBERSHIP DIRECTOR

- **As stated in ARTICLE 10(IV) OF THE CONSTITUTION, the membership director shall be in charge of the COMMUNICATION DESK and enhances its effectiveness to advance the engagement of members in the hub.**
- **He or she shall evaluate or oversee the activeness and participation of members - monthly - while responsible in adding new inducted members to the page(s) and terminate or remove fellows not in compliance or good standing with the hub from off the platforms.**
- **Shall duly attend to members' needs, concerns or questions in the best interest**

of the hub when the occasion arises and channel them to the appropriate sources where applicable.

- **THE MEMBERSHIP DIRECTOR shall develop and implement strategies essential for quality membership increment.**
- **Shall communicate updates, communiques or notifications centered on the growth and development of membership to all shareholders of the organization.**
- **He or she shall be responsible for keeping and updating the records of new**

and existing members of the organization.

- **Shall take attendance during meetings or programs and duly present it for general view.**

- **Membership Director shall CALL OR DM all the members of the hub monthly to check in on them and relay any concerns, matters or issues to the board for awareness and further actions where necessary.**

- **He or she shall regularly prompt the public image or management of any upcoming members, leaders, partners or**

**experts' birthday as a call to prepare,
honor and celebrate them.**

- **He or she shall annually be responsible
with the execution and selection of THE
BEST MEMBER OF THE YEAR.**
- **Shall orient, induct and educate potential
members on the affairs of the hub.**
- **Membership director shall always
encourage the members and leaders of
the organization to be in good standing
with the hub as outlined in ARTICLE 10(I)
OF THE CONSTITUTION.**

7... PUBLIC RELATIONS DIRECTOR

- **He or she shall collate, document and present the BSI OFFICIAL COMMUNIQUEES AND PROGRAMS (PLANS) for each month to the members and leaders while equally post the FLIER on the hub's social media pages.**
- **THE PRD shall hype, sell out and promote the brand, programs and image of the hub to the society or communities including institutions and other reputable organizations to increase partnership, publicity awareness and engagement with the hub.**
- **Shall design and implement marketing strategies or campaigns via the influence**

of media coverages to boost the involvement of masses towards the hub's various empowerment programs.

- **He or she shall drive more traffic or leads to the social media pages - FACEBOOK, TWITTER, AND INSTAGRAM INCLUDING THE HUB'S WEBSITE - while ensuring there are increase in the number of LIKES, FOLLOWERS AND SUBSCRIBERS on the pages.**

- **THE PRD shall regularly draft, update or post official information centered on the activities or programs of the hub on the platforms and social media pages.**

- **He or she shall manage sensitive issues or matters needed to protect and maintain the good image and reputation of the organization.**
- **Shall work HAND-IN-HAND with the executive leaders to support and release communiques or programs initiating or emanating from them.**
- **Shall consistently maintain cordial relationship with the media outlets of the hub to leverage on the continuity of partnership and sponsorship.**
- **WITH THE HELP OF THE HUB'S GRAPHIC DESIGN AGENCY, THE PRD**

shall be responsible in planning or arranging for FLIERS needed or essential for the execution of activities or programs of the organization.

- **He or she shall draft the outline of physical programs or projects.**

8... EVENTS PLANNING COORDINATOR

- **Shall initiate, organize and manage the hub's annual events.**
- **THE EPC shall be responsible in booking appropriate venue for hub's physical programs and communicate the cost to**

the financial board management for disbursement.

- **Before the day of an organized program, he or she shall communicate or keep intact with the emcee, comedian, facilitator, host, media team personnel and guest speakers of the event to ensure all hands are on desk.**
- **EPC shall be responsible for the creation of event registration form(s), projection of tools needed for the event, printing of pamphlet copies outlined for the program, management of budget disbursed for the event, approval of menu, arrival of item 13 refreshment,**

arrangement of seats and the overall setup or conduciveness of the hall.

- **Shall negotiate contracts, conduct final inspection on the day of the events and maintain cordial relationship with the vendors to ensure plans are in order.**
- **Shall carry THE SHAKERS (volunteers, partners and sponsors) along during the annual execution of BSFoundation Projects and address any concerns centered on clarification or guide to the event.**

- Give shareholders the ground or platform to showcase, promote and advertise their businesses during events.

9... FUNDRAISING COORDINATOR

- Shall oversee and organize fundraising events or activities.
- He or she shall develop and work with an extensive network of potential individuals including the members, leaders, partners, sponsors, volunteers and other shareholders of the hub to provide services essential for public fundraising events and its awareness.

- **FUNDRAISING COORDINATOR shall schedule venues, contact potential donors and develop advertising campaigns.**
- **Shall project the development of fundraising goals and organizes initiatives to solicit for funding towards the BSFoundation Projects.**
- **He or she shall cultivate relationships and support proposal development aimed at generating income to the hub.**

- Shall recommend or suggest safe and secured investment business opportunities and contracts the organization can venture into; to enhance its efforts towards fundraising.

10... WELFARE DIRECTOR

- WELFARE DIRECTOR shall, in the best interest of the hub, oversee the wellness or wellbeing of the members and leaders of the organization.
- On occasions where there are weddings, engagements, naming ceremony, graduations, bereavement, chronic or severe illness and accidental emergency from any member or executive leaders of

the hub; **THE WELFARE DIRECTOR** shall initiate and lead with the **LOVE SUPPORT DONATION** activity.

- Shall organize welfare programmes, prepare welfare budgets and adjust welfare services in accordance with available funds.
-

ARTICLE 7 | WORK ETHIC AND **QUARTERLY REPORTS**

WORK ETHIC:-

**ALL EXECUTIVE LEADERS - COUNTRY
DIRECTORS & REGIONAL OFFICERS -
SHALL:**

- **Propose or initiate new ideas monthly essential to the development and advancement of the hub.**
- **Be consistent and committed to their roles WEEKLY.**
- **Be supportive, interactive and responsive whenever there are discussions, notifications or communiques on the platforms.**
- **Welcome GUESTS on the probation forum.**
- **Call leaders and members of their committee when the need arises and**

should not limit texts or conversations via DM OR PLATFORM.

- **Pay dues/project levy quarterly and get involved in donations.**
- **Be professional and timely with their presentations during meetings or discussions on/off the platform.**
- **Channel or communicate plan of actions, concerns, questions or challenges on the executive leadership platform for the contribution, acknowledgement and awareness of leaders.**
- **COUNTRY DIRECTOR(S) shall create their own broadcast channel to communicate effectively and consistently with the members and executive leaders of the hub.**

QUARTERLY REPORTS:-

ALL EXECUTIVE LEADERS OF THE HUB shall prepare and document their REPORTS for submission EVERY LAST SUNDAY of each quarter of the year to the PRESIDENT. Leaders shall equally PRESENT the report to the members and leaders during business meetings.

QUARTERLY REPORTS shall entails the following:

- **Name of all the members in the committee.**
- **Challenges encountered and way forward.**

- **Achievements for the past three months.**
- **Clearly defined goals and plan of actions for the next quarter of the year.**

ARTICLE 8 | COMMITTEES - LEADERS & MEMBERS

COMMITTEE ✓ PURPOSE:-

FORMATION OF COMMITTEE - is bylaw mandatory to ethically promote team work, collaboration and sense of belonging in the organization. Committees shall comprise of vibrant members, president, elected country director(s) and regional officers(s).

EACH COMMITTEE shall have a specific mandate, clearly defined goals and action plans established at the beginning of each quarter of the year for execution and implementation during the course of the year. This shall be led by the EXECUTIVE LEADER(S) in charge of the committee.

LEADERS:-

- **COUNTRY DIRECTOR(S) shall be responsible in creating and leading their own committee platform together with their REGIONAL OFFICER(S).**
- **LEADER(S) are bylaw free to choose or select their own - PERSONAL ASSISTANT**

- from the members of their respective committee while leading and ensuring that the **OBJECTIVES AND GOALS SET** for the week, month and quarter of the year is consistently running in their committee.

- **LEADERS** shall be responsible in engaging their **COMMITTEE MEMBERS** by calling or messaging them to hold **ACTION-AND-RESULT** driven discussions on their platform while in addition; giving **FREE LOGIN ACCESS** to the **HUB'S ONLINE ZOOM** with the aim of leading and organizing virtual meetings with the general members of their committee to advance in the course of their plan of actions.

- **Shall present their COMMITTEE REPORTS during EXECUTIVE BOARD MEETINGS for general awareness on the growth and progress of their committee.**
- **DIRECTOR(S)/OFFICER(S) are constitutionally giving the right or full privilege to signal and report any member that has been dormant or inactive for the PERIOD OF ONE(1) MONTH in their committee to the COMMUNICATION DESK OF THE MEMBERSHIP DIRECTOR for review and further action where necessary.**

MEMBERS:-

- **MEMBERS** are required to be active, contributive, supportive and responsive **WEEKLY** in their committee to work **HAND-IN-HAND** effectively with the **EXECUTIVE LEADERS** of their committee.

#NOTE:

EACH OF THE REGIONAL OFFICER(S) shall share or maintain the same **COMMITTEE**

**PLATFORM with their COUNTRY
DIRECTOR(S).**

ARTICLE 9 | GUEST ORIENTATION & INDUCTION

**GUEST(S) willing to join and become
POTENTIAL OR PROSPECTIVE MEMBER(S)
of the organization shall stay temporarily on
the HUB'S PROBATION FORUM (P.F) for a
PERIOD OF ONE MONTH OR LESSER
depending on the availability, determination
and commitment of the GUEST(S). THE P.F
GROUP LINK shall always be made available
for GUEST(S) to freely join the forum.**

GUEST ORIENTATION:-

- **ORIENTATION** shall be held, scheduled or organized physically or virtually **EVERY 3RD SATURDAYS OF THE MONTH.**
- ☐ **WHATSAPP OR PHONE CALL** may also be considered for orientation should **GUEST** have challenge meeting physically or virtually on **ZOOM.** However; under any circumstances - to avoid misconceptions or measure guests'

seriousness to be a **MEMBER; GUEST(S)** shall be the one to **CALL IN** for their orientation; not the **HUB**.

- **ORIENTATION** shall last for - **1Hr:30Mins**
- and will focus on educating or informing **GUESTS** about **BSI HUB**, what is **REQUIRED** of them to join the organization and the **BENEFITS** they stand to get from the **HUB** across its various programs or activities.

#NOTE:-

ANY OF THE COUNTRY DIRECTORS OR REGIONAL OFFICERS INCLUDING THE PRESIDENT shall be charged, appointed or assigned to oversee or lead with the **GUEST ORIENTATION** in any month of the year.

INDUCTION:- *After Orientation;*

GUEST(S) shall be prepared for their induction and get **INDUCTED** as a **POTENTIAL MEMBER** during the **HUB'S BUSINESS MEETING DAY** to approve, acknowledge and create public awareness of their membership.

FINAL STAGE:

AFTER INDUCTION, GUEST(S) shall have the full privilege and rights to membership; and

therefore, publicly welcome to join the organization on the **INTERNATIONAL/COUNTRY - MEMBERSHIP - PLATFORM** to tap from the hub's various empowerment programs.

#NOTE:

- **GUEST** who successfully go through their **ORIENTATION AND INDUCTION** shall be **REMOVED** from the probation forum.
- **BY CONSTITUTION, GUESTS** who don't comply to or successfully go through their orientation and induction cannot join or become a potential member of the **HUB**.

- **MEMBERSHIP ID CARD & CERTIFICATE (SOFT OR HARD COPY) - shall be sent or giving to GUEST(S) after ONE OR TWO MONTH(S) of joining as a NEW MEMBER - while management measure or keep track of their activeness and engagement in the HUB.**
-

ARTICLE 10 | MEMBERSHIP

MEMBERSHIP SHALL BE OPEN TO SHS-3 & TERTIARY STUDENTS, GRADUATES, EMPLOYEES, ENTREPRENEURS, JOB SEEKERS - (YOUTHS & ADULTS).

NEW OR OLD MEMBERS shall honor or comply to the CORE VALUES stated in ARTICLE 3 OF THE CONSTITUTION.

I - REQUIREMENTS & OBLIGATIONS:-

MEMBERS are obligated and required to be in good standing with the HUB through the following:

- **Meet 60% of attendance in BUSINESS MEETINGS.**
- **Must buy or have the HUB'S T-SHIRT**

- **100% payment of dues and project levy, QUARTERLY.**
- **Must join a minimum of ONE OR TWO COMMITTEES.**
- **Regularly HYPE the HUB'S official social media platforms - FACEBOOK, TWITTER & INSTAGRAM - by liking, sharing, commenting on posts or updates on the TIMELINE PAGES.**
- **Responsive and contributive on the hub's WHATSAPP PLATFORMS when there are COMMUNIQUEES, NOTIFICATIONS OR ONLINE ACTIVITIES on the platform.**

- **Participate in all BSFOUNDATION PROJECTS & ZOOM PROGRAMS.**

II - MEMBERSHIP ID CARD & CERTIFICATE:-

- **MEMBERSHIP ID CARD & CERTIFICATE shall be released to members in accordance to ARTICLE 10(I) OF THE CONSTITUTION.**
- **Shall be valid for ONE YEAR and expected to be renewed afterwards for continuity (validity) in membership.**

III - BENEFITS:-

MEMBERS THAT ARE IN GOOD STANDING shall be privileged or entitled to enjoy the following BENEFITS;

- **Accessibility to all the empowerment programs, activities, projects, latest updates and headlines trending from the hub.**

- **Networking, internship, partnership, business and investment opportunities.**
- **Free Digital Books, Service Discounts & Love Support Donation.**
- **Small Loan (Terms & Conditions Apply)**

IV - COMMUNICATION HELP DESK:-

BY CONSTITUTION, we do not entertain DORMANCY FROM MEMBERS.

- **If there are any circumstances or challenges member(s) are facing or passing through to indicate their reasons**

for not been in good standing or honoring their obligations within the period of two or three weeks; they are therefore required to immediately prompt or inform the **COMMUNICATION HELP DESK** about it for awareness and acknowledgement so to avoid the consequences of been **TAGGED OR LABELLED** as a **DORMANT MEMBER** and possibly get **SUPPORT** from the **DESK** where necessary. **BY OUR CORE VALUE (INDIVIDUALISTIC)**; we care more about the wellbeing of our members and therefore see **COMMUNICATION** as an essential tool in this regards.

#NOTE:

COMMUNICATION HELP DESK shall be responsible for managing and monitoring the quality and activeness of membership.

V - ATTENDANCE:-

FOR MANAGEMENT to effectively keep track and measure the activeness or involvements of members in the hub; **ATTENDANCE** shall duly be recorded or taken at the end of every online or offline activities, meetings or programs.

VI - DORMANT ROOM.

This shall be an external or separate platform solely for DORMANT MEMBERS.

#NOTE

By constitution; TO BE DORMANT simply means not been in good standing with the hub; not honoring the requirements or obligations of membership; not regularly paying membership dues or project levy.

Therefore, MEMBERS who are DORMANT for ONE (1) MONTH without receiving any prior notice, prompts or awareness from them at the COMMUNICATION DESK shall be transferred to the DORMANT ROOM and temporarily be removed from the INTERNATIONAL/COUNTRY PLATFORM - while the MEMBERSHIP DIRECTOR gets in

touch with the **PROSPECTIVE DORMANT MEMBER(S)** for accessment.

VII - GENERAL TERMINATION:-

MEMBERS THAT HAVE BEEN IN THE DORMANT ROOM FOR MORE THAN THREE (3) MONTHS; their membership shall permanently be TERMINATED and therefore be removed from the DORMANT ROOM.

#NOTE:

ON OR BEFORE THE THREE MONTHS; dormant member(s) still have the

opportunity to retain their membership and join the HUB back again provided they shall fulfil or commit to their obligations and be in good standing with the ORGANIZATION onward.

VIII - REINSTATEMENT FEE:-

TERMINATED MEMBERS who wish to join the HUB again shall exclusively pay a REINSTATEMENT FEE OF \$4 in addition to their DUES & PROJECT LEVY.

ARTICLE 11 | DUES & PROJECT LEVY

- **Payment of LEADERSHIP OR MEMBERSHIP DUES AND PROJECT LEVY shall cover every three months (QUARTERLY; not monthly)**
- **6 months, 1 or 2 yrs and above payment is equally allowed.**
- **PROJECT LEVY shall be used to support the HUB'S BSFoundation annual projects.**

ARTICLE 12 | MEETINGS

BUSINESS, MEMBERS HANGOUT AND EXECUTIVE BOARD MEETINGS.

BUSINESS MEETINGS:-

- **BUSINESS MEETINGS** shall be open to the general public or masses to fellowship with the hub which shall include the involvement of invited guests, members, executive leaders, partners, sponsors and shareholders of the organization.
- **BUSINESS MEETINGS** shall be held every **LAST THURSDAY OF EACH MONTH, 6PM** with different monthly **AGENDA** focusing on empowerment talk, pressing matters and development related issues of the hub. Meeting shall last for -

1Hr:30Mins. Due notice of any changes or cancellation of business meeting shall be communicated to all on time.

#NOTE:

- **BUSINESS MEETINGS SHALL BE HELD VIRTUALLY ON ZOOM OR PHYSICALLY AT THE MEETING VENUES OR CENTERS DESIGNED OR ASSIGNED FOR EACH REGION OF THE COUNTRY.**
- **ON TRAVELLING OCCASIONS; members and executive leaders can fellowship at the RESPECTIVE VENUE(S) OR CENTER(S) OF THE PART OF THE REGION they are in order to make up for business meetings.**

● **ALL MEMBERS AND LEADERS** on the day of business meeting virtually or physically must be counted **AS PRESENT OR ABSENT**. Mem./Lead. present for at least **70% OF THE TIME OR HOUR THE BUSINESS MEETING LAST** - irrespective of the region they are fellowshipping from - shall be noticed, acknowledged and included as part of the attendance for the meeting.

● **BUSINESS MEETING** shall be chaired by the **COUNTRY/REGIONAL PRESIDENT OR VICE PRESIDENT**.

- **BUSINESS MEETINGS** held physically in each region can go **LIVE ON FACEBOOK OR INSTAGRAM.**

#NOTE:

DURING ATTENDANCE REPORT, MEMBERSHIP DIRECTOR shall inquiry, ask or request MEMBERS OR LEADERS to introduce their INVITED GUESTS.

BYLAW, member or leader who missed the business meeting without any prompt or prior notice ahead of the meeting shall be fined or charged to pay a PENALTY OR ABSENT FEE OF \$1 into the hub's MoMo account.

MEMBERS HANGOUT MEETINGS:-

This shall be a **GENERAL HANGOUT** solely for all the members and executive leaders of the hub across the regions to meet physically - together. It shall hold once or twice every year.

DATE, VENUE & TIME for hangouts shall be discussed with the members and leaders of the hub by the **COUNTRY EVENTS PLANNING COORDINATOR**.

EXECUTIVE BOARD MEETINGS:-

Executive board meetings shall be held physically or virtually every quarter of the

year - **LAST SATURDAYS** in the month of
March, June, September & November | TIME:
4-5pm.

**PHYSICAL MEETING: MARCH &
SEPTEMBER.**

VIRTUAL MEETING: JUNE & NOVEMBER.

#NOTE:

ABSENCE OF DIRECTOR(S) OR OFFICER(S)
during this board meeting without any prior
notice ahead shall attract a **PENALTY FEE**
OF \$1 payable to the HUB'S ACCOUNT.

ARTICLE 13 | LOVE SUPPORT **DONATION**

IN ACCORDANCE WITH OUR CORE VALUE (KINDNESS/INDIVIDUALISTIC/FAMILY DRIVEN) STATED IN ARTICLE 3 OF THE CONSTITUTION; LOVE SUPPORT DONATION shall be a benefit every vibrant members and leaders of the hub will be privilege or entitled to.

- **Therefore, on the OCCASIONS OF GRADUATION, NAMING CEREMONY, ENGAGEMENT, WEDDING AND DEATH**

OF A FELLOW IN THE HUB OR HIS/HER RELATIVES; LOVE SUPPORT DONATION with a detailed evidence on the occasion shall bylaw be communicated and initiated for the awareness of all members and leaders of the hub for contributions or donations towards the occasion as a medium or act of showing love and support to the fellow. Donation shall be gathered and send to the fellow by the **COUNTRY FINANCIAL SECRETARY**. Fellow shall confirm the donation on receiving it to notify all - with a gratitude or thankful note.

- **Total amount expected or budgeted for each OCCASION shall be communicated during the LOVE SUPPORT DONATION**

exercise. Should the donation towards the occasion exceed the budgeted or expected amount, the extra fund left shall be duly kept and used to support the UPCOMING OR PROCEEDING OCCASIONS.

● LOVE SUPPORT DONATION (LSD)

ACCOUNT shall be implemented or put in place. The FINANCIAL SECRETARY/TREASURER shall regularly update members and leaders of the hub the total extra funds or left over in the LSD ACCOUNT to keep track of the progress of LSDonations and promote transparency.

ARTICLE 14 | PARTNERSHIP FOCUS

**THE FOLLOWING shall strictly be adhere to;
to qualify or become a SUCCESSFUL
PARTNER of the hub:**

- **POTENTIAL PARTNER shall fill the hub's partnership form and send in an official letter of application via the hub's email for view and approval by the executive board management.**

- **PARTNER(S)** shall duly be notified if their request for partnership is successfully granted or declined.
- If **PARTNERSHIP** is successfully granted, partners shall receive all the needed support or assistance from the hub based on agreement.
- Must be based on **LONG TERM PARTNERSHIP**.
- **PARTNER(S)** shall **COLLABORATE** with the hub to initiate and organize a joint empowerment partnership project or workshop **ONCE** every year.

- **ONLINE OR PHYSICAL PROGRAMS** that involves **CHARGES OR FEES** for participants shall be shared by percentage between the **HUB** and the **PARTNER** at the end of the event.
- **PARTNERSHIP** shall be focused or centered within the **HUB'S AREA OF FOCUS OR THEME**.
- **PARTNERS** who donate or sponsor the hub's **BSFoundation** projects (workshops) shall be recommended, get featured on **BSI MARKET CYCLE** and giving the platform or chance to display, market or advertise their products or

services to the participants during the programs.

- **BSI have the right to terminate or resign from any partnership that is not productive or operating in alignment (agreement) with the terms and conditions of the HUB.**
-

ARTICLE 15 | PLATFORM DIVISION

BSI HUB, INTERNATIONAL AND COUNTRY PLATFORM DIVISIONS.

WHATSAPP PLATFORM:-

**THIS PAGE shall be divided into
INTERNATIONAL AND COUNTRY
PLATFORM.**

INTERNATIONAL PLATFORM...

**All the members, executive leaders,
partners, sponsors, experts and
shareholders from various countries shall be
on this platform.**

**THE INTERNATIONAL PLATFORM shall
serve the following functions:**

- **General notifications, communiques,
reminders or updates on activities,
programs and projects of the hub across
the countries for awareness.**

- **Buddy pairing system, PaddiToks, I-Quest Session, Crush Day, Money Mines, BSI Awareness & General Dialogue Day.**
- **Post on Monday Thoughtspirations & Afrocentric TrendCast.**

COUNTRY PLATFORM...

EACH COUNTRY shall bylaw establish or have their own platform which shall serve the following functions:

- **Membership needs or concerns.**
- **General Questions**
- **Execution of new initiative activities.**

EXECUTIVE LEADERS PLATFORM

ALL DIRECTORS: from each countries shall share be under one leadership platform - while - **ALL OFFICERS:** from each regions or localities shall also be under one leadership platform.

TELEGRAM PLATFORM:-

THIS SHALL BE THE HUB'S OVERALL INTERNATIONAL PLATFORM and shall be used for notifications, updates, online activities and programs in **GENERAL**.

#NOTE:

Should the Hub's WhatsApp Number of participants exceeds (256) both on the INTERNATIONAL AND COUNTRY PAGE(S); a second WhatsApp platform shall not be allowed or created but rather, all FOLLOW PARTICIPANTS shall MIGRATE to the TELEGRAM PAGE.

ARTICLE 16 | ESTABLISHMENT POLICY

THE HUB SHALL ESTABLISH, SET UP AND EXPAND its operations to new regions and countries in accordance to the following BYLAWS:

- **There shall be a minimum of 20 vibrant new members from the respective country or region for activities to begin.**
 - **The nomination of new COUNTRY DIRECTORS INCLUDING THE PRESIDENT shall be appointed by the FOUNDER of the organization to resume office.**
 - **The termination, resignation and election of proceeding country directors & regional officers shall be executed in accordance with ARTICLE 5 OF THE CONSTITUTION.**
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ARTICLE 17 | BSI AWARENESS DAY

ALL MEMBERS AND LEADERS OF THE HUB shall wear or brand themselves in BSI HUB'S T-SHIRT every first WEDNESDAYS of each month to promote the organization and create public awareness.

...END...

**BSI HUB
CONSTITUTION
DRAFTED
BY
THE BOARD**

