

**DRAFTED CONSTITUTION OF THE  
SOCIETY OF ESSENTIAL OILS DISTILLERS AND ANALYSTS (SEODA)**

**Founding Date:** The Organisation was founded in 2019

**PREAMBLE:**

1. **NAME:** The Association shall be known and called the Society of Essential Oils Distillers and Analysts (SEODA)

2. **VISION AND VISION –**

**Vision**

To place Nigeria on the pedestal of essential oil production and utilisation on the global map.

**Mission**

- To engage in practises and research that will promote the commercialisation and utilisation of essential oil.
- To promote economic sustainability, job creation and empowerment in rural area through cultivation of plants for essential oil production
- To promote scientific advancement through human capacity building in aromatic plants from Africa particularly, Nigeria.

3. **AIMS & OBJECTIVES**

The Objectives of the Association shall be to foster the pursuit and understanding of Science, especially in Nigeria.

- i. To serve as an umbrella body for individuals and organisation engaged in activities on essential oils.
- ii. To engage in research that will promote the commercialisation and utilisation of essential oils
- iii. To provide avenue for the dissemination of information on distillation and utilisation of essential oils
- iv. To liaise and cooperate with like-minded organisations and individuals nationally and internationally in boosting essential oil production, utilisation and commercialisation in Nigeria.
- v. To place Nigeria on the global map of essential oil production and utilisation

In pursuit of objectives 3 (iii) above, the Association's publications shall provide a means for: reporting results of original research work; recording of officers' reports, Technical Committee

reports, Proceedings of business and general information concerning sections, division and members' activities. Publications will be administered by a Publications Committee (PUBCO). The Editorial Policy for each publication shall be established by an Editorial Board. Such Editorial Policy shall become a part of the Bye – laws of the Association. As a means of supporting the cost of publishing its journals, the Editor of such Journals may impose page charges as well as for the appearance of advertising material of suitable nature and appropriate to the publication, as defined by the Editorial Board.

**4. MEMBERSHIP:** Membership shall be open to all who will further the vision of the association. *Application for membership shall be forwarded to Hon. Secretary, with appropriate dues addressed to the treasurer; as may be prescribed from time to time. There shall be three levels of membership:*

(a) **Graduate Membership**

Any person who is a registered postgraduate student of Natural Product research with a supervisor in an institution of higher learning is eligible for graduate membership for a period not *exceeding five years*. The Supervisor of the student must endorse application for graduate membership and must be renewed annually. Graduate members who shall receive all the privileges of membership which shall include the right:

- (i) To attend meetings of the Association
- (ii) To vote in the election of Officers and Council
- (iii) To be eligible for services as officers or on the Council
- (iv) Any other right as may be prescribed by Council

(b) **Professional membership:**

Any person who is a researcher in the field of Natural Product in an institution of higher learning, research institute or an individual engaged in processing and commercialisation of essential oils is eligible for professional membership. The Executive shall endorse application for professional membership and must be renewed annually. Professional members shall receive all the privileges of membership which shall include the right:

- (i) To attend meetings of the Association
- (ii) To vote in the election of Officers and Council
- (iii) To be eligible for services as officers or on the Council
- (iv) Any other right as may be prescribed by Council

(c) **Fellows:** Any institution or organisation making contributions to the Association as prescribed from time to time. Sustaining members shall receive the publications of the

Association. Acknowledgement of sustaining membership status shall be made by an appropriate certificate. A list of sustaining members shall be published in each issue of the publication of SEODA sustained by listed members.

## **Fellows**

There shall be an honours list of members to be designated FELLOWS of the Society of Essential Oils distillers and Analysts (FSEODA).

### **Criteria for electing Fellows**

- (a) Financial and Active Membership of SEODA for at least five years.
- (b) Exceptional service to SEODA and to Science: Exceptional service to SEODA and to Science may be rendered by serving on important national committee or by strengthening science through significant personal efforts in direction of high quality research.
- (c) Eminence in research contribution in this category may result from:
  - (i) Substantial number of proven landmark works;
  - (ii) Steady production of high quality work over a period of 8 years.
  - (iii) Exceptional work as recognised by SEODA or by other organisations and evidence by invitations to lecture, chair sessions, special awards, etc.
- (d) In the teaching of Science, Exceptional contribution may consist of truly distinguished teaching of a branch of science authorship of outstanding textbooks, important innovations in science education etc.
- (e) Honorary Fellow: contribution to Science through establishment of industries: funding of scientific research and private sector development.

### **Rules and Regulations**

- (a) Members of SEODA shall nominate candidates for the Fellowship, and the Council of SEODA shall elect them.
- (b) The number of Fellows shall not exceed five per cent of the total paid financial members of SEODA as of last Annual General Meeting (AGM).
- (c) Council shall determine what the five per cent is in actual number at its first meeting after December 31, and the Secretary shall invite nominations immediately afterwards, with a closing date 3 of months after the previous AGM.
- (d) Fellowship shall be for life, commencing from the date of induction into the Fellowship.

(e) Fellows may use the letters FSEODA (Fellow of the Society of Essential Oils distillers and Analysts) after their names.

(f) There shall be a “Books of Records” containing the current list of Fellows and their Curriculum vitae. A copy of the Book will be kept by the Hon. Secretary of SEODA, a second copy in the National Archives, and a third copy in the National Library.

## **5. DUES AND REINSTATEMENT**

All dues are payable in advance at the start of each financial year. The financial year of the Association begins on January 1 and ends on December 31. Those who have not paid their dues by March 31 each year shall be notified that they are in arrears and that their names will be dropped from the rolls after one year. Members in arrears of payment for over one financial year shall be required in addition to pay a reinstatement fee of 20% arrears or annual dues.

Annual dues for various categories of membership are:

Graduate Members                                  ₦2,500.00

Professional Members                              ₦5,000.00

Fellows    ₦10,000.00

Annual Dues: The (amount of) annual dues for the various classes of membership may be reviewed from time to time at the Business session of the AGM on the recommendation of Council.

## **6. OFFICERS AND COUNCIL**

(a) The Officers of the Association shall consist of the Chairman, Secretary, Legal Adviser, Treasurer, Public Relations Officer I, Public Relations Officer II and Research Officer

*(b) The Association shall be governed by a Council consisting of: The elected officers; an elected representative from each specialist Section; the Editors of the Nigerian Journal of Science (NJS) and Bulletin of SEODA., Appointed officers, First Honorary Secretary, Business Manager, eight Ordinary members, Legal adviser, and the immediate Past President who shall be in council for one term of 4 years in office.*

(c) **Nomination and Election of Officers:** Nominations for Officers and Council members must reach the Secretary at least 5 days before the Business session of the AGM. Nominations which may be made either by Council or by members of the Association must be signed by the proposer and the person nominated to indicate that he is willing to serve.

(d) Elections of Officers and Ordinary Council Members shall take place at the Annual General Meeting.

(e) **Tenure of Office:**

(i) The Chairman shall serve for a *term (2 years)* and eligible for re-election for another term after which he will retire.

(ii) Ordinary Council Members shall be selected for a period of two terms and shall not be eligible for re-selection until 4 years after the end of their term of office.

(f) **Term of Office:** For an elected position in the SEODA, an officer shall serve *for two consecutive Calendar years*.

**7. GENERAL MEETINGS**

(a) There shall be an Annual General Business Meeting and ordinary meetings for the reading and discussion of papers.

(b) Additional meetings for the reading and discussion of papers may be held at the discretion of Council.

**8. REGISTER OF MEMBERS**

The Association shall keep a register of its members with identifiable particulars. Call for membership can be made by the Executive or agreed upon at the Annual General meetings.

**9. TRUSTEES AND SEAL**

The trustees of the Association for the purpose of the LAND (Perpetual Succession) Act shall be appointed at any meeting of the Council of the Association. Such trustees (hereinafter referred to as Trustees shall be three in number and shall be known as the “Registered Trustees of the SEODA.” The trustees shall hold office for 5 years after which they will be eligible for re-appointment. Any of them shall cease to be a trustee if he:

- (i) resigns his office,
- (ii) is declared bankrupt under any existing Bankruptcy Laws of Nigeria,
- (iii) is recommended for removal from office by a simple majority of members present at any meeting of the Association called specially to discuss his removal,
- (iv) cease to reside in Nigeria. Upon a vacancy occurring in the number of the trustees, a meeting of the Council of the Association will be held to appoint a new trustee to fill the vacancy. The custody of the SEAL of the Association shall be

with the Secretary who shall use same on all instruments required by law to be so authenticated and any other documents that the Council of the Association may so direct.

## **10. AMENDMENT TO THE CONSTITUTION**

This constitution may be amended by a General Business Meeting of the Association provided that the amending resolution is passed by a two thirds majority of the members present and by voting.

## **STANDING ORDERS FOR THE BUSINESS OF COUNCIL**

1. **Ordinary Meetings** At least one scheduled meetings of Council shall be held during the year.
2. **Extra Ordinary Meetings** At the request of the President, the Hon. Secretary shall convene an emergency or extra-ordinary meeting. In the alternative, if a meeting is requested in writing by one third of the members of Council, the Honorary Secretary, shall, within (7) seven days of receiving such a request call an extra-ordinary meeting of Council which must be held within (14) fourteen days. The request shall specify the business which the said members wish to be considered at the meeting, and no business not so specified shall be transacted at the meeting.
3. **Notice of Meeting**
  - (a) The Secretary shall send a written notice to each member of the Council specifying the day, place and hour of meeting together with a statement of the business to be transacted.
  - (b) The Secretary shall dispatch this notice, at least, 28 days before the meeting.
4. **Business Proposed by Members** Items for inclusion on the agenda of the Council Meeting must reach the Secretary, at least six weeks before the date of the meeting.
5. **Quorum**
  - (a) The quorum for a Council Meeting of the Association shall be one-third of Council membership.
  - (b) If no quorum is formed within one hour after the time appointed for the meeting, the meeting shall be adjourned.

## **OFFICERS OF COUNCIL OF THE ASSOCIATION**

1. **Chairman**

- (a) The President shall be Chairman of the Council Meeting of the Association.
- (b) In the absence of the President, the Vice President shall act as chairman for the purpose of the meeting.

**2. Secretary**

- (a) The Honorary Secretary shall be responsible for the keeping of the minutes of the meetings of Council, and for carrying out all correspondence connected with these duties.
- (b) In the absence of the Secretary from a Council Meeting of the Association, the First Assistant Secretary shall act as Secretary for the purpose of the meeting. If he is also absent, Council shall elect one of its members to act as Secretary for that meeting.

**3. Treasurer**

The Honorary Treasurer shall keep the accounts of the Association and present statement of accounts at each Ordinary Meeting of Council and Financial report at the AGM.

**STANDING COMMITTEES OF COUNCIL**

Council shall have the following standing committees:

**I. FINANCE AND GENERAL PURPOSES COMMITTEE (F. & G.P.C.)**

- (i) **Membership** (The committee shall consist of eight (8) members.)
  - (a) All FOUR officers of SEODA, i.e. President, Vice – President, Secretary and Treasurer.
  - (b) Two other members of Council to be appointed by each new Council at its first business meeting.
  - (c) First Assistant Secretary (who shall also serve as Secretary to the Committee).
  - (d) The Chairman of the local organizing committee of the next annual conference shall be a co-opted member. (President is Chairman, but in his absence the Vice President).
- (ii) **Terms of Reference:** The Finance and General Purposes Committee shall run the affairs of the Council between Council meetings. It shall handle the budgetary functions and financial planning of Council, including:
  - (a) Periodic check of the Association’s permanent sources of income
  - (b) Occasional investigation of new sources of revenue
  - (c) Preparation of annual budget

- (d) Set up standing or Ad-hoc committees
- (e) Receive and consider reports from other Committees of council
- (f) Study of the financial implications of projects referred to it by other sub-committees of Council and recommend such to council for approval.
- (g) Study of the present state and planning of the future development of SEODA within the context of the association's objectives and goals.
- (h) Report its activities to council
- (i) To recommend suitable candidates to Council for vacant post of Editors, Deputy Editors, and Business Manager. In exercising this function the committee shall be guided by the criteria laid down by Council.
- (j) To ensure a high level of operational efficiency in matters relating to production and distribution of the Association's Journals.
- (k) To carry out other duties which may from time to time be assigned to it by Council.

**Other committees such as Publication, Conference, Honours & Awards committee shall be set up by the General House at The Annual General Meeting**

1. **Ordinary Meetings:** The Business session of the AGM shall be held during the Annual Conference as provided in the Constitution.
2. **Notice of Meeting**
  - (a) The Secretary shall send a written notice to each member of the Congress specifying the day, place and hour of meeting together with a statement of the business to be transacted.
  - (b) This notice shall be dispatched by the Secretary, at least, 28 days before the meeting.
3. **Quorum**
  - (a) The quorum for a General Business Meeting of the Association shall be 1/3<sup>rd</sup> of the total number of registered members
  - (b) If no quorum is present within one hour after the time appointed for the meeting, the meeting shall be adjourned.
4. **Chairman**
  - (a) The President shall be Chairman of the Business Meeting of the Association.



(b) In the absence of the President, the Vice President shall act as Chairman for the purpose of the meeting.

(c) In the absence of the President and Vice-President the meeting shall elect a member of the Council of the Association to act as Chairman for the purpose of the meeting.

## **5. Treasurer**

Treasurer shall keep the accounts of the Association and present an audited statement of accounts at the Annual General Business Meeting.

## **6. Auditor**

Auditor shall be appointed at the Business session of Annual General Meeting for auditing the Association's statement of accounts.

## **7. Order of Business**

The order of Business at Ordinary General Business Meetings, unless the meeting resolves otherwise, shall be as follows:

- (a) Election, when necessary, of a member of Council to act as Chairman for the purpose of the meeting.
- (b) Election, when necessary, of a member to act as Secretary for the purpose of the meeting.
- (c) Confirmation and signature by the Chairman of the minutes of the previous meeting.
- (d) Business arising out of the minutes of the previous meeting unless such business has been separately included in the business announced.
- (e) Correspondence requiring the attention of the Business Meeting.
- (f) Business announced with the notice of the meeting.
- (g) Other business not announced if the meeting agrees to discuss it.

## **8. Voting**

- (a) Voting at Business session of the Annual General Meeting shall be by a show of hands, except for elections, when a secret ballot of the members present shall be held.
- (b) Resolution shall be passed by a simple majority of those present and voting.
- (c) If the voting be equal there shall be a re-vote. If votes are equal a second time, the Chairman shall have a casting vote.

9. **Casual Vacancies**

- (a) A vacancy of an officer of the Congress or of a member of Council caused by death or resignation may be filled by Council, the appointee serving only until the next Annual General Business Meeting.
- (b) A vacancy caused by the temporary absence of an officer may be filled by Council among its members, the appointee acting only until the return to duty of the officer concerned.
- (c) The appointment of a member to a vacancy shall not be considered as an election.

10. **Amendment**

These standing orders may be amended at a Business of the Annual General Meeting provided notice of the proposed amendment has been given to all members at least 28 days before the meeting.

**AFFILIATION** The Congress shall decide the appropriate local and international bodies to be affiliated with after due consideration