

# USLACC AFRICA GUIDELINES

## USLACC AFRICA / GRASSROOTS HUMANITARIAN AND EMPOWERMENT FOUNDATION (GHEF) AND ALL USLACC AFRICA AFFILIATE BODIES

The following rules and regulations govern the operations, conduct, and membership of all individuals and affiliate bodies under USLACC Africa and Grassroots Humanitarian and Empowerment Foundation (GHEF). All members are required to adhere strictly to these guidelines to maintain order, integrity, and effective administration within the organization.

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### 1. Membership Registration

Any individual who intends to join the organization must complete the official registration process and pay the prescribed membership fee as determined by the organization.

### 2. Non-Refundable Registration

All payments made for membership registration are non-refundable after payment has been confirmed.

### 3. Sanctions for Defaulters

Members who fail to comply with the organization's rules will be sanctioned depending on the level of default. Offences include but are not limited to:

1. Non-attendance of meetings and seminars below 70% participation
2. Non-payment of dues
3. Disregard for constituted authorities
4. Diversion of organizational business
5. Circumvention of official group processes

Appropriate disciplinary measures will be applied accordingly.

### 4. Annual Membership Renewal

All members must pay annual membership renewal dues, as agreed upon each year. The renewal process is concluded every November.

### 5. Misuse of Organizational Identity

Any member or leader who uses the organization's platform, official letterhead, certificate, or ID card for:

1. Personal gain
2. Fraudulent activities
3. Dubious business dealings
4. Any act capable of defrauding the public, will be prosecuted according to the laws of the country concerned and will automatically lose all membership rights.

### 6. Unauthorized Promotion or Diversion

Any member, office holder, or appointee who uses the organization's platform or ID card to:

1. Divert members
2. Advertise personal businesses
3. Conduct unauthorized promotions, without official approval shall be deemed a defaulter and will face prosecution, with all benefits and entitlements withdrawn immediately.

## 7. Unauthorized Liaison with Partners

Any member, leader, or worker who directly or indirectly engages with the organization's partners, investors, or service providers without authorization will be automatically disqualified from the organization without the opportunity for reconsideration.

## 8. Acts of Rudeness

Any form of threatening language, disrespectful communication, or offensive statements directed toward constituted authorities is a violation and may lead to suspension or expulsion, depending on the severity.

## 9. Acts of Insubordination

Any appointee or employee who fails to report to or remain loyal to constituted authority will have such appointment cancelled and withdrawn.

## 10. Organizational Hierarchy

USLACC Africa operates under a clear administrative hierarchy with designated offices and responsibilities.

All issues, observations, complaints, or official matters must be channelled through the appropriate leadership structure:

- State Coordinator
- Zonal Coordinator
- National Coordinator

Such matters will then be formally presented in writing to the Group President and the USLACC African Representative.

## 11. Authority of Appointments and Disciplinary Actions

The Chief Executive Officer (CEO) has the sole authority to approve: Appointments, Demotions, Suspensions within the organization.

## 12. Loan Obligations

Members who receive financial support or loans from funding agencies through the organization must repay such funds when due.

Failure to repay will result in legal prosecution and withdrawal of membership.

## 13. Security and Monitoring

All office holders and appointees are subject to oversight by the Security and Monitoring Unit of the organization and must respond promptly to any inquiries. Failure to cooperate will attract disciplinary action.

## 14. Resignation

Any member or office holder intending to resign must provide one month's written notice. Failure to do so may result in the loss of any pending entitlements.

## LAWS GUIDING USLACC AFRICA INTERNATIONAL EVENTS

## 15. Event Participation and Refund Policy

Participants who register for international events organized by USLACC Africa are entitled to all benefits outlined in the event concept.

However, participants should note the following conditions:

Event dates or locations may change due to circumstances beyond the control of the organizers. Such changes do not constitute event cancellation, as a new date or venue will be announced and communicated to all registered delegates.

### **Visa Denial or Withdrawal**

If a registered participant, is denied a visa, or voluntarily withdraws during the processing period, then 30% of the total event fee will be retained by the organization as an administrative fee, while 70% will be refunded within three months after receiving a formal written request for refund.

### **Partial Payment Cases**

Where a participant made only part payment or did not make any deposit, the participant is still required to pay 30% of the total event fee as an administrative charge.

All members, clients, and partners must comply with these regulations to ensure the smooth and efficient execution of the organization's activities.

## APPOINTMENTS AND POSITION HOLDERS IN USLACC AFRICA AND AFFILIATE BODIES

The Chief Executive Officer, Ifeoma Mary Ejiogu, works with a network of professionals across Africa who are appointed to serve in various capacities.

All appointees and office holders are expected to serve with:

Humility, Respect for constituted authorities and Loyalty to the governing board.

Any act of circumvention, insubordination, fraud, or conversion of organizational property for private use will attract strict disciplinary measures. All officers and partners are expected to maintain full accountability in the discharge of their responsibilities.

### **Mode of Occupying Offices**

Positions within the organization may be filled through:

Appointment, or Election therefore, all office holders must serve their tenure responsibly and hand over peacefully at the end of their term in order to maintain a continued relationship with the organization.

## **FOUNDERSHIP AND SUCCESSION**

Ambassador Ifeoma Mary Ejiogu is the Founder, Chairman, and Chief Executive Officer of USLACC Africa, with the organization operating across 54 African countries.

In the event of her retirement or death, the final authority, veto powers, and ownership of the organization and its affiliated bodies shall be transferred to her children and future generations in accordance with the organization's succession framework.

## **SIGNATORIES**

**Barrister John Morka**,.....

On behalf of the Board Members, USLACC Africa / Grassroots Humanitarian and Empowerment Foundation (GHEF)

Date: 2nd March 2016

AND

**Ambassador Ifeoma Mary Ejiogu**.....

USLACC African Representative, CEO and President

Date: 2nd March 2016