

CONSTITUTION
(RULES AND REGULATION OF THE ALAPAFUJA FORUM OF NIGERIA)

MOTTO: TOGETHER FOREVER

ARTICLE 1. BIRTH 14th August 2021

NATURE: Social and Mutual Benefit, Non Political Organization
Address: Block 1 Alapafuja Street, Surulere Lagos.

LOGO :

SLOGAN:

ARTICLE: 2. AIMS & OBJECTIVE

- 2.1 To promote unity and oneness mutual understanding of **ALAPAFUJA FORUM** members residence in Lagos, other States of the Federation and Abroad.
- 2.2 To build a good Name for ourselves and our Children.
- 2.3 To promote unity, good relationship and cooperation amongst its members and between the Forum and Communities of other Organization
- 2.4 To accelerate and facilitate the social status of all Member.
- 2.5 To assist Members in any difficult or health challenge.
- 2.6 To act as Institution of mobilizing opinion and security of our children through awards of scholarship and organizing of seminars.
- 2.7 To encourage economic progress amongst our members.

CONSTITUTION

- Aiding a member to get work
- Granting loan to deserving members

ARTICLE (3) MEMBERSHIP:

- 3.1 The Membership of the Forum which shall consist of all the foundation Members shall not be more than **seven** for time being.

- 3.2 The application shall be considered by the Executive Committee who shall recommend it to the General Body. Admission shall be by simple majority of the General Body.
- 3.3 An entrance fee of N2000 (Two Thousand Naira Only) shall be paid by a New Member upon admission.
- 3.4 A Member may resign his/her Membership of the Forum in writing to the General Secretary.
- 3.5 A Member shall forfeit his/her Membership of the Forum if he absents himself/herself from three (3) consecutive Monthly Meetings except for good cause or reason accepted by the Executive Committee.
- 3.6 The Executive Committee may decide from time to time the contributions of a new member so as to bring the amount payable in line with the contribution of the existing members.

ARTICLE (4) OFFICERS, POWER AND FUNCTIONS:

4.1: PRESIDENT:

- a. A first Man and Leader with Personality.
- b. He should be capable of presiding over all General, Executive and Emergency Meetings of the Forum.
- c. He shall protect and defend the Constitution.
- d. He shall in close contact with the General Secretary who will countersign him.
- e. He dissolves the House, made Presidential speeches, assents to the minutes having checked that it's just, he is vested with reserve powers, and the power could only be used to terminate deadlocks.
- f. To maintain checks and balances, the Secretary vetoed the acts of the President if he finds that his power has been used to excess.
- g. He delegates function to his assistant.
- h. He is also a Ceremonial Head of club.
- i. The President is to organize the Forum Members in orderly manner for every meeting.
- j. He is to see to the smooth running of Forum.
- k. He also has the right to recommend sanction on any Member / Officer of the Forum.

4.2 VICE-PRESIDENT:

The Vice President shall assist the President and shall Deputies for him in his absence.

4.3. GENERAL SECRETARY:

- a. He is the Leader of the Secretariat.
- b. He is to see that every Minutes of the Meeting is recorded.
- c. He carries out supervision of general Nature.
- d. He convenes the Meeting of the House.
- e. He is to notify all Members of the Forum of any Emergency Meeting and the venue.
- g. He is a watchdog and vetoed the President.
- i. He is a life wire of the Forum.
- j. He enters into correspondence on behalf of the Forum with support of the majority.
- k. He interprets the Constitution and entrusted with Delegated Power.
- l. He shall convene Meetings at the request of the President or vice.
- m. He is to read the last Minutes of every Meeting to the hearing of the Forum members during the next Meeting.
- n. He shall receive and treat all correspondence connected with the affairs of the Forum.
- o. Any disciplinary action taken against any Member should be brought into the law book.

4.4 ASST. GEN. SECRETARY

He shall assist General Secretary, and in his absence acts in the same capacity.

4.5 TREASURER

- a. He shall submit an account of money received and paid out once quarterly and submit to the secretary and when necessary for audit purpose.
- b. He shall report on the financial position of the Forum at every Admin Meeting
- c. He is the financial purse of the Forum.
- d. He is to be in charge of all monetary affairs of the Forum.
- e. He shall be capable of keeping a true record of all receipts and expenditure.

- f. He has the right to withdraw any amount from the bank for the Forum's usage on the instruction of the President and approval the House.
- g. He shall pay any bill provided it carries the signature of the General Secretary of the President.
- h. He shall keep an imprest account of A notification of 24hours must be given to the Treasurer before any withdrawal could take place.

4.6 FINANCIAL SECRETARY:

- a. The Financial Secretary collects monthly subscriptions and other levies on behalf of the Forum.
- C. He is to be in charge of all Forum property.
- d. He has the right to collect money from the Treasurer on the Executive's Approval.
- e. He maintain complete set of books of account showing the Forum income and expenditure.
- f. He shall keep accounting records of all receipts and payments made by him.
- d. He shall persuade members to pay their monthly dues.

4.7 PUBLIC RELATION OFFICE

- a. He shall publish the activities of the Forum in accordance with the directive of the Executive or General Meeting or Both.
- b. He shall carry out assignments given him by the General Secretary.
- c. He is to be in charge of publicizing the postal of the Forum during anniversary, seminars, workshop etc.

4.8 SOCIAL SECRETARY

The Social Secretary is to organize all social activities for the Forum.

4.9 ASSISTANT PUBLIC RELATION OFFICER

- a. The Assistant Public Relation Officer shall work hand in hand with P.R.O
- b. He/she shall assume this office in his/her absence.
- c. He/she shall assume office upon the resignation of the P.R.O.
- d. He/she shall perform any other functions apart from the aforementioned as deemed necessary by the Executive/General Meeting.

4.10 WELFARE SECRETARY

- a. He shall pay social attention to the welfare of the members in general.
- b. He shall be responsible for the purchase of all consumables in respect of all activities of the Executive Forum and where necessary.
- C. He shall have power to set up a welfare / organizing committee subject to the approval of the Executive Council.

4.11 DISCIPLINARY OFFICER

- a. He/she shall be a person of undoubted Personality capable of restoring disciplinary measure.
- b. He/she shall keep order at meeting.
- C. He/she shall collect fines and levies for onward transmission to the Financial Secretary.
- d. He/she shall also be the M/C of all our functions or as may be delegated by the President.

4.12. AUDITOR

- a. The auditor shall audit the account of the Forum Quarterly.
- b. He/she shall examine all financial books and submit report to the General Meeting.

ARTICLE 5

5.1 GENERAL MEETING

- a. Admin Meetings to hold once every month at 10.00 pm. While General Meeting to hold once every Three Months or as may be delegated by the President.
- b. Mobilization of the Forum may also be considered.
- c. All decision taken in the General Meeting shall be binding on all members whether present or not and members shall form a quorum.
- d. The Meeting shall be presided over by President.

5.2 EXECUTIVE MEETING

- a. The Executive Committee shall consist of all elected officers and all Executive Committee must be elected at the General Meeting.
- b. The Constitution Committee empowers the Executive as the Chief instrument of policy making for the Forum, and shall make recommendations on matters of great importance to the General Meeting for notification.
- c. The executive shall appoint Committee when necessary.
- d. The Executive must be secret.

- e. The principle of collective responsible must be strictly adhered and maintained.
- f. A vote of no confidence may be passed on any Executive member who fails to keep the Rules and Regulations of the Forum.

5.3 EMERGENCY MEETING

Emergency Meetings shall be held/called by the President or the General Secretary in the event of any serious matters/issues.

5.4 QUORUM

Quorum shall be decided by the number of members in the platform and Four the Executive Committee.

ARTICLE 6

(i) Obligation

8.1 All Members are obliged to respect the Rules and Regulation of the Forum.

8.3 All Members shall adhere to motion of the Forum by the following speeches:

- (a) I move
- (b) I second
- (c) I support

8.4 The Executive is not a separate Institution with an extra code of law . It is a policy formulating Assembly answerable to the General House.

ARTICLE 9

RIGHT

Every registered member has right to voice his opinion at the Meeting.

ARTICLE 10

ACCEPTANCE OF OFFICE

10.1 Officers shall assume office by taking an Oath in the following form which. Shall be administered before the Electoral Commission or General Secretary either it returned unopposed or elected.

It reads:..... do solemnly swear that I shall abide and defend the Constitution of the Forum and discharged my duties without fear or favor and bear true allegiance to the Forum so help me God.

SECTION A

10.2 TENURE OF OFFICE

- a. The house will be dissolve at the end of every two years or 24 months by the President in order to recruit new officers. Fresh election will be held.
- b. The house may be resolved under the duration of the above stipulated period if a vote of no confidence is passed on the Executive by the General body of the Forum.
- c. But any Officer can be made to reign for the following reason:-
 - i If any of the Public Officer becomes unpredictable or trying to monopolies the general affairs of the Forum.
 - ii. If any of the officers neglect an important duty attach to this office without substantial reason.

- iii. If any of the public officers shows a general tendency of misconduct and disrespect for the law and constitution of the forum.

SECTION B

10.3: Law of Harmony

- (a) In all our deliberation nobody or organization has any right to countersign or unto whatsoever has been discussed in the general meeting especially when such matter has been passed into vote in the general house
- (b) No member of this Forum shall without consulting the Forum proceeds against a fellow member in court action.
- (c) In case member defies this rule, it shall be the duty of this Forum to intervene a case member such action to be withheld pending investigation by the executive or a panel. A breach of this rule carries a fine of

10.4: DISBURSEMENT

- (a) No expenditure shall be approved without the prior sanction of the general meeting
- (b) An emergency meeting shall be convened to discuss an expenditure of our urgent nature.
- (c) No individual officer no matter his post shall authorize any expenditure of any kind without consulting the Executive.
- (d) The Executive may meet an urgent Expenditure of not exceeding and report later to the General Meeting for ratification.

SECTION C:

10.5: MIS APPROPRIATION OF FUNDS

Any member/officer found guilty of miss appropriation of the forum`s funds where desirable, legal action may be taken to recover such money. The offender shall be made to pay the cost of such legal expenses. Such member/official shall not be eligible for election at any subsequent general election.

10.6: AMENDMENT OF THE CONSTITUTION

- (a) Ordinary section of the constitution can be amended by mere resolution but amendment of entrenched section requires a 2/3 majority of the members in both the general and the executive.

ARTICLE 12

12. 1 Modes of Election: Members shall be elected through a secret ballot in **The principle of one man one vote** Or it can take the form of electing officers by show of hand. There is also a provision for bye election.

Eligibility of candidates Candidate is opened to all registered members of the Forum with no act of misconduct behaviour.

Electorate Every members of the Forum are free to vote and be voted for with no act of misconduct.

Electoral Commission The electoral commission is empowered to carry out the affairs of the election. He prepares ballot sheets, ensure the secrecy of poll. He announces the result of the election and also administers Oaths office to the newly elected officers.

Dismissal of Officer An officer may be dismissed by a mere Resolution passed on the floor of the House on grave misconduct.

ARTICLE 13

SECTION 1 JUDICIAL COMMITTEE

POWERS: A disciplinary committee of five members is hereby vested with the following subsidiary powers:

- a. To investigate general matters relating to the conduct of all members of the Forum which may be referred to it for consideration by the Executive Council or Judicial Committee through the General Secretary.
- b. The General Secretary may be co-opted into the Committee where necessary.
- c. It has powers to summon all litigants for questioning and to call for evidence from any member either through the General Secretary or directory where it is thought that such a medium is likely to prejudice or influence decisions.
- d. It is however, not empowered to pass judgment or take one sided decision on any issue. Its decision is subject to consideration and ratification of the Executive.

ARTICLE 14

Rules and Regulations / Constitution

- 14.1 smoking during the meeting is highly prohibited. A fine will be imposed for erring member.
- 14.2 Seriousness during the meeting is highly essential. Otherwise a disciplinary action will be taken against the person involved with a fine.
14. 3 Anybody who is absent for more than 3 consecutive meetings without any written apology to the Secretariat shall be fined.
- 14.4 Lateness of members to the meeting is highly prohibited.
- 14.5 A notification of 24 hours must be given to the General Secretary of the forum or any other Executive member before the absentee could be granted.

- 14.6 Argument during the meeting which could results to violence is totally prohibited; otherwise a disciplinary action will be taken against the persons involved with a fine or suspension.
- 14.7 It is compulsory for all members to raise hand and speak with the permission of the President. If you are not permitted but you speak, a disciplinary action will be taken against the person involved with a fine.
- 14.8 It is compulsory for all members to dress appropriately when coming to the meeting.
- 14.9 It is also necessary to say “Mr. President and Members” before speaking in the meeting.
- 14.10 Non members are not allowed to sit while a meeting is proceeding
- 14.11. It is necessary and compulsory for all members at the Forum to speak in a polite manner.
- 14.12 No member would be allowed to hold more than a post in the Forum, in order to prevent excessive concentration of power in single hand.
- 14.14. The President can be represented if he is not present.
- 14.15. The Vice President should preside over the meeting in the absence of the President.
- 14.16. It is compulsory for members of the Forum to adopt or second the minute of the last meeting when it has been read.
- 14.17 Members are not permitted to read Newspaper, Novels and any other book of play games on phone while the meeting is proceeding otherwise a fine will be Imposed
- 14.18 All meetings at **ALAPAFUJA FORUM** will be held once in a month but a notification will be given before the next meeting by the General Secretary or his Assistant.

14.19 A new member who wants to join the Forum will have to pay an amount to be decided by the Executive Committee of the Forum.

14.20. Any of the forum members has the right to lead prayer in the meeting time either opening or closing prayer.

14.21 The entire members of the Forum are hereby called upon to comply strictly with the rules and regulations of the Forum.

14.22 Nobody is permitted to excuse himself during the meeting except that the member has an emergency or have a good reason acceptable.

14.23 Any Member given a warning letter should reply the letter within 24 hours or a disciplinary action will be taken against the person involved.

14.24 Any Member who has a genuine ceremony (marriage, naming ceremony and funeral) would be supported.

14.25 Executive members must be punctual at the Executive Meeting and all members are expected to be present at the General Meetings.

(b) Dissolution of the House: the President owing to the recommendation of General Secretary will dissolve the House.

(c) Banker: The banker work will be carried out by three other people appointed by the house

Treasurer, the General Secretary and the President