THE CONSTITUTION OF

PREAMBLE
We, the members of

________________________

a not for-profit and non-political organisation do firmly and solemnly resolve to provide for ourselves a constitution and to be governed by the provisions therein contained.

ARTICLE 1: NAME
The name of the Association is ‘INCORPORATED TRUSTEES OF

________________________

ARTICLE 2: ADDRESS
The Address of the Association shall be:

____________________________________________________________

____________________________________________________________

____________________________________________________________

____________________________________________________________

ARTICLE 3: AIMS AND OBJECTIVES
The aims and objectives of the association are:

1. __________________________________________________________

   __________________________________________________________
ARTICLE 4: TRUSTEES

(A) The Trustees of ___________________________ for the purpose of the Companies and Allied Matters Act no. 1 of 1990, shall be elected at a General Meeting charged with responsibility of selecting the Trustees with 2/3 majority votes of members present.

(B) Such Trustees (Hereinafter referred to as, “The Trustees”) shall not be less than _____________ and more than _____________ in number.

(C) A Trustee may hold office for _____________ but shall cease to hold office if he:
   
   a. Resigns his office
   
   b. Ceases to be a member of the registered Trustees of the body.
   
   c. Becomes insane
d. Is officially declared bankrupt

e. Is convicted of a criminal offence involving dishonesty by a Court of competent jurisdiction

f. Is recommended for removal from office by a board of Governors and Trustees majority vote of members present at any General Meeting of the body

g. Ceases to reside in Nigeria

(D) Upon a vacancy occurring in the number of Trustees a General Meeting will be held to appoint another eligible member of the Association.

ARTICLE 5: COMMON SEAL

(A) The Trustees shall have a Common seal.

(B) Such Common seal will be kept in the custody of the ____________________ who shall produce it when required for use by the Trustees.

(C) All documents to be executed by the Trustees shall be signed by such number of them and sealed with the Common seal.

ARTICLE 6: MEETINGS

6.1. For effective administration of the Association there shall be the following meetings:

1. ______________________________________________________________

2. ______________________________________________________________

3. ______________________________________________________________
6.2. The quorum for the meetings shall respectively be:

1. 

2. 

3. 

4. 

ARTICLE 7: GOVERNING BODY

________________________________________________________

________________________________________________________

________________________________________________________

________________________________________________________

ARTICLE 8: SOURCES OF INCOME

The sources of income for the Association shall include:

1. 

2. 

3. 

4. 

ARTICLE 9: DISBURSEMENT AND APPLICATION OF FUNDS
ARTICLE 10: KEEPING OF ACCOUNT

The Association shall ensure the accurate keeping of record of all income and expenditure.

ARTICLE 11: APPOINTMENT OF AUDITOR(S)

1. Independent qualified and licenced Auditors shall be appointed by the general meeting to audit the financial records of the Association annually and submit an audited report to the Annual General Meeting of the Association.

2. The audited financial statements (balance sheet and income and expenditure account) duly certified by independent auditors shall be annexed to the annual returns and file with the Corporate Affairs Commission.

ARTICLE 12: AMENDMENT OF CONSTITUTION

The Association may alter the provision of its Constitution at a General meeting by a resolution passed by a simple majority of its members and approved by the Commission.
ARTICLE 13: SPECIAL CLAUSE

(1) THE INCOME AND PROPERTY OF __________________________ shall be applied solely towards the promotion of the objective of the body as set forth in this RULES AND REGULATION/CONSTITUTION: and no portion thereof shall be paid or transferred directly or indirectly, by way of dividend, bonus or otherwise howsoever by way of profit, to the members of the Association.

(2) PROVIDED that nothing herein shall prevent the payment in good faith, or reasonable and proper remuneration to any officer or servant of the Association in return for any service actually rendered to the Association:

   a. With the exception of ex-officio members of the Governing Council, no member of the Council of Management or Governing Body shall be appointed to any salaried office of the Association or any office of the Association paid by fees; and

   b. No remuneration or other benefit in money or money’s worth shall be given by the body to any member of such Council or Governing Body except repayment of out of pocket expenses or reasonable and proper rent for premises demised, or let to the Association or reasonable fees for services rendered.

(3) If in the event of a winding up or dissolution of the corporate body if there remains after the satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid to or distributed among the members of the Association but shall be given or transferred to some other institutions, having objects similar to the object of Association, such institutions to be determined by the members of the Association at or before the time of dissolution.

(4) If effect cannot be given to the aforesaid provisions, then the remaining property shall be transferred to some charitable object.
Dated this ___________ day of __________________________ 20______

__________________________________________________________
Signature of Chairman  ____________________________________________________________

__________________________________________________________
Signature of Secretary & Date

__________________________________________________________
Name of Chairman & Tel. No.  ____________________________________________________________

__________________________________________________________
Name of Secretary & Tel. No.