

THE

CONSTITUTION

OF

HERITAGE

ADVANCEMENT

FORUM

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1. PREAMBLE

We, the members of HERITAGE ADVANCEMENT FORUM with headquarters at No 3, Aaron Irabor Street, Agungi, Lagos State, Nigeria, having solemnly resolved to come together to foster unity, togetherness, harmony, cooperation and mutual progress amongst members and society in general, do hereby make, erect and give ourselves the following constitution.

2. CITATION

This constitution shall be known as and called THE CONSTITUTION OF HERITAGE ADVANCEMENT FORUM) hereinafter referred to as “The Constitution”

THIS CONSTITUTION is supreme and its provision shall be so binding on all members.

3. MOTTO

The motto of HAF shall be “Taking our Heritage to a place of Pride”.

3A. SLOGAN

Stronger Together

4. NAME

The name of the Association shall be THE INCORPORATED TRUSTEES OF HERITAGE ADVANCEMENT FORUM (hereinafter the Association)

5. ADDRESS

The address of THE Association shall be No 3, Aaron Irabor Street, Agungi, Lagos State.

6. AIMS AND OBJECTIVES

- a. The Association aims to advance the continuous development of society and the well-being of its members.
- b. To achieve its aim and objectives, the Association shall;
 - i. Create Association think tank across various platforms;
 - ii. Engage in social and political enlightenment campaigns;
 - iii. Act as a pressure Association to influence Government policy
 - iv. Engage in social engineering
 - v. Engage in charitable works
 - vi. Encourage enterprise of its members by promotion of their businesses and vocation.
 - vii. Promoting beneficial relationships and co-existence amongst members.

7. TRUSTEES

- a. The trustees of the Association shall be elected at an annual meeting by a 2/3 votes of members present.
- b. The trustees (hereinafter referred to as “THE TRUSTEES”) shall not be less than Five (5) or more than Ten (10) in number.
- c. A trustee may hold office for life but shall cease to hold office if he/she;
 - i. Resigns his/her office.
 - ii. Ceases to be a member of the registered body
 - iii. Is officially declared bankrupt.
 - iv. Is convicted of criminal offense involving dishonesty by a court of competent jurisdiction.
 - v. Is convicted of criminal offense involving dishonestly by a court of competent jurisdiction.
 - vi. Upon a vacancy occurring in the number of Trustees, a General Meeting will be held to appoint another eligible member from the Association.
 - vii. Trustees shall from time to time have unfettered supervisory powers on the executive council.

8. MEMBERSHIP

- a. Membership of the Association shall be open to all adults of 25 years and above who must be established business owners, professionals in their field or public servants of not less than grade level 12 or its equivalent.
- b. Intending members shall apply in writing and parents and pay non-refundable application fees of ₦25,000 (Twenty-five thousand Naira only). The application fee is subject to change from time to time without notice.
- c. Only persons of impeccable character and behavior shall be admitted into the Association.
- d. Honorary member shall be appointed by a simple majority at the general meeting as considered fit and proper persons by reason of their interest and contributions towards the realization of the Association aims and objectives.
- e. A member who fails or neglects to pay his levies and dues for one full year shall cease to be a member.

9. MEMBER’S WELFARE

- a. To be entitled to a benefit, a member must have been a financial member for at least, SIX MONTHS without any dues and levies lacking.
- b. Details of benefits accruable to members shall be worked out from time to time by financial secretary.
- c. Monies, levies and dues paid by any member is not refundable under any circumstance.

10. COMMON SEAL

- a. The Association shall have a common seal.
- b. Such common seal will be kept in the custody of the General Secretary 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 member of them that are appointed by the trustees by simple majority vote and sealed with the common seal.

11. ORGANS AND ADMINISTRATION OF THE ASSOCIATION

- a. The Association shall be composed of two organs “The General Assembly” which shall be the highest decision making organ and “the Executive Council”. Other committees may be set up when and if necessary.
- b. Responsibility for the administration of the Association shall be vested on the Executive Council.

12. COMPOSITION AND FUNCTIONS OF THE GENERAL ASSEMBLY AND THE EXECUTIVE COUNCIL

Composition shall be;

- a. The General Assembly
- b. The Executive Council and /or
- c. Any other Committee so created

13. THE GENERAL ASSEMBLY

a. COMPOSITION

The general assembly shall be constituted of the financial members of HAF. A financial member is a registered member who has paid up to 75% of his/her levies and dues.

- i. Members can participate at meetings by electronic means and other media as established in the Association bye laws. Such participation will suffice for attendance and voting purposes.
- ii. For the purposes of (i) above, “electronic means and other media” does not extend to the mandatory attendance of statutory meetings and AGM’s described in Art 19(13).

14. FUNCTIONS OF THE GENERAL ASSEMBLY

It shall be the duty of the General Assembly to;

- a. Elect the members of the executive council
- b. Examine and give approval to resolutions and byelaws submitted to it but the Executive council or other committees.
- c. Summon meetings whereby the Executive council fails, refuses or neglects to do so provided such a notice is signed by at least 2/3 majority of registered members.
- d. Electronic signatures executed by a channel recognized by the Association shall be deemed acceptable in all circumstances.

15. (a). THE EXECUTIVE COUNCIL COMPOSITION

The Executive Council shall be constituted of the elected officers of HAF. The following shall constitute the executive council;

- i. THE PRESIDENT
- ii. THE VICE PRESIDENT
- iii. THE GENERAL SECRETARY
- iv. ASSISTANT SECRETARY
- v. PROVOST
- vi. ASSISTANT PROVOST
- vii. TREASURER
- viii. ASSISTANT TREASURER
- ix. WELFARE OFFICER
- x. ASSISTANT WELFARE OFFICER
- xi. PUBLIC RELATIONS OFFICER
- xii. ASSISTANT PUBLIC RELATION OFFICER

Subject to the approval of the General Assembly; the Executive Council shall have powers to;

- a. Execute resolutions
- b. Institute byelaws necessary for the smooth running of the Association
- c. Recommend ways and means of financing the programs outlined for each year
- d. Appoint subordinate's officers to assist in duties such as the collection of duties and in the execution of other task.
- e. Discipline erring members

Provided that;
The executive committee shall not require the approval of the General Assembly to implement resolutions/byelaws that are already in force.

15. (b) NON-ELECTED OFFICERS

- (a) Legal advisor to be appointed by the executive from the ranks of membership
- (b) Auditor

15. (c) FUNCTIONS OF THE EXECUTIVE OFFICERS

THE PRESIDENT:

- a. He/she shall be the head of the Association
- b. He/she shall preside over all executive and general meetings of the Association
- c. He/she shall be co signatory to the Association's account
- d. He/she shall supervise and coordinate all aspect of the Association investment and activities
- e. He/she shall summon executive and general meeting through the PRO and Secretary
- f. He/she shall have no vote on issues except when there is a tie/deadlock

VICE PRESIDENT

The vice president is to deputize for the president in any circumstances that the president is not available. He shall assume the powers of the president.

THE GENERAL SECRETARY

- a. He shall conduct and deal with all official correspondent of the Association. All official correspondence of the Association must be addressed by him.
- b. He shall keep attendance books, minutes and records of executive and general meetings in a regular manner.
- c. He shall keep the list of names and addresses of all members
- d. He shall be responsible for summoning all general and executive meetings as directed by the president and executive committees or the general assembly.
- e. He shall compile and present to the general assembly, a comprehensive report of the Association activities at the end of each year.

ASSISTANT GENERAL SECRETARY

The assistant secretary shall deputize for the general secretary; he shall assume the office of the secretary whenever the secretary is not available. He shall perform other functions as may be assigned to him from time to time.

THE TREASURER

- a. He/she shall keep a comprehensive record of the Association finances.
- b. He/she shall present an annual report of the financial dealings of the Association to the general assembly.
- c. He/she shall be a signatory to the Association account.
- d. He/she shall issue receipts for all monies collected.
- e. He/she shall coordinate all investments, including Group life insurance to cover subscribing members as mandated by the executive council.
- f. He/she shall announce all levies and fines in consultation with the executive council.
- g. He/she shall pay all monies of the Association into the account within 48 hours of receipt of such monies.
- h. He/she shall be in custody of the Association cheque books and tellers.

ASSISTANT TREASURER

- a. He / She shall deputize for the Treasurer and assume the position of the TREASURER Whenever the TREASURER is absent and shall perform other functions as maybe Assigned to him from time to time.

PUBLIC RELATIONS OFFICER

- a. He/she shall carry out the internal and external publicity of the Association in consultation with the executive council.
- b. He/she shall sign all public statements, averts and press releases on behalf of the Association.
- c. He/she shall handle the printing of the Association stationeries, cards and other publications.
- d. He/she shall keep members abreast of contemporary issues.
- e. He/she shall coordinate all ceremonies in any of the Association organized functions.
- f. He/she shall perform all jobs as directed by the president from time to time.
- g. He/she shall administer all media posts or platforms of the Association
- h. In his/her absence, a member shall be so appointed by the president or whoever is in acting capacity.

ASSISTANT PUBLIC RELATION OFFICER

- a. He / She shall deputize for the provost and assume the position of the PRO Whenever the PRO is absent and shall perform other functions as maybe Assigned to him from time to time.

PROVOST

- a. He/she shall ensure orderly conduct of the Association's meetings, online chat and general activities.
- b. He/she shall arrange venues of meetings and other activities and maintain respect and decorum at all activities.
- c. He/she shall in conjunction with the welfare officer ensure the orderly distribution of drinks and food during all Association's activities and outings.
- d. He/she shall perform other duties assigned to him from time to time.

ASSISTANT PROVOST: He / She shall deputize for the provost and assume the position of the provost whenever the provost is absent and shall perform other functions as maybe assigned to him from time to time.

WELFARE OFFICER

- a. He/she shall ensure proper organization in conjunction with the host of any meeting, venue and outing activities.
- b. He/she shall ensure proper distribution of food and drinks in any outing in collaboration with the provost if need be.
- c. He/she shall organize every end of the year party of the Association, in collaboration with any officer or member of the Association assigned to assist him, and shall render reports at the end of such parties.
- d. He/she shall perform any assigned duties from time to time.

ASSISTANT WELFARE OFFICER

He/she shall deputize for the welfare officer assume the position of the welfare officer whenever the welfare officer is absent and shall perform other functions as maybe assigned to him from time to time.

16. TENURE OF OFFICE

- a. The tenure of the office of the officers shall be 24 months. Where an officer quits through resignation, indictment or otherwise, a new officer will be elected to replace him/her within one (1) month. A member of the Executive Council can be removed from office for non-performance by the General Assembly.
- b. Elected officers shall hold office for one term of 2 years; thereafter they shall become eligible for election for another term only. A member may therefore only serve for two continuous terms after which He/she may not be eligible to contest for a position for another 24 months.
- c. In the event of an officer vacating an office through indictment, resignation or impeachment, He/she shall immediately hand over completely to the secretariat, all properties of the Association in his/her possession.
- d. In (c) above, the secretariat shall mean the General Secretary or in the absence or unavailability of both secretaries; the President or anyone so appointed by the President that function for the time being.

17. ELECTIONS

- a. The maiden election of the Association must be held 2 months following the promulgation of this constitution.
- b. Elections shall be held once in 2 years.
- c. Elections shall be conducted by a returning officer to be appointed by the General Assembly.
- d. The returning officer must not be a member of the outgoing executive.
- e. A member appointed as returning officer for the election shall not be eligible to contest in that election, in the case of a tie, shall have no casting vote.
- f. All registered financial members of the Association are eligible for nomination and voting.
- g. Candidates contesting a particular election shall be nominated by a member of the General Assembly.
- h. Contestants can also nominate themselves.
- i. The method of voting shall be open ballot conducted by electronic means or consensus of simple majority by the General Assembly.

Provided that:

Prior to the maiden election of the Association and the promulgation of the constitution, the interim executive committee howsoever constituted shall perform the functions of elected officials.

18. RESIGNATION, REMOVAL, INDICTMENT AND BY ELECTION

- a. All resignation shall be subject to acceptance by a simple majority of the General Assembly.
- b. Any appointed or elected officer of the Association may resign his office, seat, post or appointment in writing to the General Assembly. If one of the secretaries is the resigning officer, He/she shall forward his/her letter to the president. Should the members of the executive resign en bloc, the general assembly shall appoint care-taker committees which shall consist of five (5) members and preside for not more than one year when fresh elections shall be held.
- c. No official SHALL be absent from the physical activities of the Association for more than a continuous period of 3 months. Where He/she is so absent, He/she MUST provide cogent reasons which must be transmitted in writing to the General Assembly through the secretariat, failing which He/she shall cease to hold that office and the General Assembly shall so declare that office vacant and conduct an election for that office within 1 month.

INDICTMENT

- a. Any officer of the Association shall be removed from office if found guilty of misconduct, financial mismanagement, and/or violating the constitution.
- b. If found guilty of any of the above offenses, the officer shall cease to hold office as soon as motion for his removal is approved by the General Assembly.
- c. Any officer thus removed shall be barred from holding any office in the Association for a period of four (4) years.

BY-ELECTION

- a. By election to fill vacate post shall be held within one (1) month of the office being vacated following the date when the office is declared vacant by the President or his representative.
- b. The tenure of any officer in a by election shall end at the expiration of the term of the officer so replaced.

DISCIPLINE

- a. An ad-hoc disciplinary committee of three (4) member shall be appointed by the Executive committee to look into serious case of misconduct.
- b. An offending member(s) shall be referred in writing by the disciplinary committee by General Secretary.
- c. The Disciplinary Committee shall through its secretary inform any offending member in writing, stating his offenses and when he is expected to appear before the committee.

- d. A member who is dissatisfied with the decision of the Disciplinary committee may appeal through the office of the Secretary to the Board of Trustees.
- e. All members SHALL adhere to prescribed dress code for all events.

OFFENSES SHALL INCLUDE but not limited to:

- a. Flouting any of these sections of the Association's constitution.
- b. Using of abusive/foul language during the meetings/outing.
- c. Defrauding the Association or any of its officers or members.
- d. Libelous publications and subversive articles against the Association or members.
- e. Any other conduct which in the opinion of the general assembly is inappropriate.

The form of punishment shall depend on the seriousness of the offense, and could be suspension, expulsion from the office, fine, refund, censor, caution etc.

19. MEETINGS

- a. The association shall have one Statutory meeting to commence the business of The Association and All officials MUST be in attendance, thereafter;
- b. The Association shall have one (1) statutory Annual General Meeting (AGM) to transact the ordinary business of the Association and ALL OFFICIALS MUST be in attendance.
- c. Extra-ordinary General Meetings (EOGM) shall be called by the Association to deal with objects of the Association as they arise or exigencies may dictate. These are matters that require the assent of the General Assembly but cannot be kept till the next AGM.
- d. The executive Committee shall hold meetings as necessary to conduct the business of the Association.
- e. Members, upon notice to the General Assembly through any of the official channels of the association, may attend meetings and vote through electronic means as agreed by the General Assembly from time to time.
- f. For the purpose described in (e), a member will be appointed to communicate the discussions of the meeting to those participating through agreed electronic means.

- g. The quorum of the General Meeting shall be a minimum of five (5) physically present members.
- h. 30 minutes' grace shall be allowed for attendance at all meetings to enable a quorum to be formed.
- i. The President, Vice President or in their absence the General Secretary shall have power to summon all executive or emergency meetings.
- j. Speaking out of order attract a fine of ₦200 (Two Hundred Naira)
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- k. Absence of any official for the Statutory Meeting or AGM shall attract the following fines:
 - (i) For the President or Vice President: 50,000 (Fifty Thousand Naira)
 - (ii) For all other officials: 25,000 (Twenty-five thousand)
- l. Calling in during meeting or sending message to the Association and a copy sent to the President or whoever is so presiding and a copy to the secretary shall suffice for attendance, for those in Diaspora ONLY.
- m. Interrupting the president or whoever is presiding while he/she is addressing the house SHALL attract a fine of ₦1,000 (one thousand naira)
- n. All messages/posts to the Association whatsapp group and other social media platforms must be in line with the ethics and objects of the Association and stay within the purpose of the Association. Appropriate sanction will be meted on erring members which will include but may not be limited to N10,000.00 (Ten Thousand Naira) fine at every instance.
- o. The language of this Association shall be English.

20. FINANCE

The following shall constitute sources of income for the Association.

- a. Application: all intending members shall pay nonrefundable application fee of ₦25,000.00 (Twenty-Five Thousand Naira only)
- b. Registration fees: all new members shall upon acceptance into the Association (HAF) pay registration fee of ₦50,000.00 (Fifty Thousand Naira Only)
- c. Annual dues: Members shall pay an annual due of ₦30,000.00 (Thirty Thousand Naira Only), this is effective after registration.
- d. Levies shall be imposed on members when necessary, to meet up with specified obligation on the Association.

- e. Donations may also be accepted voluntarily from members, the public, organizations, governmental agencies, etc.
- f. The Association shall be free to arrange and organize fund raising activities as they deem it fit.

21. MEMBERSHIP BENEFITS

All intending members of the Association shall, subject to the provisions, of this constitution by laws and rules made under this constitution, be made eligible for and entitled to the following benefits;

- a. The Association shall attend marriage and naming ceremonies organized by members to which it is invited, and present to the celebrant; ₦100,000.00 (One Hundred Thousand Naira Only)
- b. All privileges of PURSE on account of naming, or marriage of children are ONE time off for each member save for birthday celebrations of members which occur annually. For these purposes, a member shall not be eligible to more than ~~₦100,000.00~~ (One Hundred Thousand Naira) within a financial year in any of these circumstances such that benefits to members will be prorated accordingly when an event in (a) or (c) follows a birthday celebration of a member.
- c. In the event of a deceased member's offspring getting married, the Association shall through the Executive committee discuss the PURSE to be given to the family.
- d. Any officer or member who distinguishes himself/herself shall be bestowed with an honor of the officer of the Heritage Advancement Award (OHAA); the award shall carry a material reward to be determined by the Exco.
- e. There shall be an annual dinner party to be wholly sponsored by the Association or from levy and donation from the members in December of every year.

CONDOLENCE TO BEREAVED MEMBERS

- a. In the event of a FINANCIAL member losing his father or mother or biological child, the Association shall pay him/her a condolence visit.
- b. The Association shall during such visit present to the member ₦500, 000 (Five Hundred Thousand Naira).
- c. Where any member has retired with respect to paragraph one (1) of this section, the Association to such a member may elect to invite the Association and he/she shall be entitled to their benefit.

- d. Where a member receives such money, it shall remain free, so long as that member remains active. However, if such a member leaves, and stops his monetary contributions to the Association, he shall be liable to refund such money, unless such membership continues.
- e. However, only paid up members and who are active for at least six (6) months are entitled to their benefits.
- f. Any member who is absent from any outing invitation of any member in respect to this section shall be liable to pay a fine of ₦10,000.00 (Ten Thousand Naira only) in addition to the levied amount.

Save for a compelling reason, of which will be determined by EXCO.

DEATH OF A MEMBER

- a. The Association shall work together with the family of the diseased member to transport the body to the family's choice of burial place.
- b. Attendance is compulsory for members, save for extreme and excusable reasons which must be communicated to the secretariat.
- c. The fine for absenteeism under any circumstance is ₦20,000.00 (Twenty Thousand Naira only) in addition to the levied amount.
- d. The Association shall present a purse of the agreed insurance premium only to the next of kin.
- e. Membership benefit shall be reviewed every two (2) years or earlier as determined by economic realities as determined by Exco.

22. AMENDMENT OF THE CONSTITUTION

- a. The Association shall have power to alter, repeal, add to, or amend any or all the articles of the constitution from time to time.
- b. Such Alternations, amendments, etc. shall however not be passed except at an (AGM) general assembly of the association.
- c. Such amendment and or/alternations shall not be adopted except supported by a 2/3 majority vote of members of the (AGM) in attendance.

23. DISSOLUTION

The Association shall not be dissolved except on a 2/3 majority vote of the general assembly at an AGM, after the motion to do shall have been debated and adopted by a simple majority of the general assembly.

The dissolution shall be deemed effective with its endorsement by 2/3 majority of the registered members.

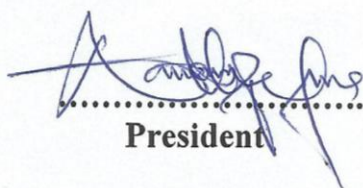
That upon such dissolution, all Association assets both in cash and kind shall be donated to charity.

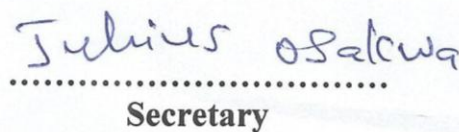
RATIFICATION AND ADOPTION

This Constitution shall be, and is hereby deemed ratified passed and adopted this

1st day of September 2017, with its endorsement by the

undersigned, for and on behalf of Heritage Advancement Forum.


.....
President


.....
Secretary