

CONSTITUTION OF THE NDA 29 REGULAR COURSE ASSOCIATION

SECTION ONE

1.1 PREAMBLE:

We, the members of NDA 29 Regular Course have solemnly resolved to constitute ourselves into a friendly body, with the objective of fostering love, affection, brotherhood and goodwill among ourselves and create a united, prosperous Association that takes care of the members' welfare and do hereby make, enact and give to ourselves this Constitution.

1.2 CITATION

This document shall be known and called; The Constitution of the NDA 29 Regular Course Association.

1.3 MOTTO OF THE ASSOCIATION

The Motto of the NDA 29 Regular Course Association shall be: ***Unity, Progress and Dexterity.***

1.4 OFFICE OF THE ASSOCIATION

The Official Office of the Association is located at:-

Suite 25, Aguiyi Ironsi
Shopping Complex
By Guards Brigade HQ
ASOKORO – ABUJA

SECTION TWO

2.1 OBJECTIVES

The objectives of NDA 29 Regular Course Association are:-

- a. To promote peace, unity and prosperity among members.
- b. To assist and encourage members in self-development and upliftment.
- c. To maintain and promote the highest standards of ethics, moral and values of Nigeria among members.
- d. To make contributions, donations and such others towards the physical, financial, social and business upliftment of individual members as may be decided by the Association.
- e. To promote and sustain esprit de corps (brotherhood) among members.
- f. To promote and enforce discipline, mutual understanding and encourage good behavior among members.

SECTION THREE

3.1 MEMBERSHIP

The Membership of NDA 29 Regular Course Association shall be categorized into three (3):-

- a. All the Intake of NDA 29 Regular Course, who reported for training at NDA on or after 3 Jan 1981 and concluded their training, shall be members.
- b. Adopted Members are NDA 29 Regular Course members who reported for training at NDA and left for one reason or the other. Adopted members have equal rights in the Association. They can vote or be voted for.
- c. Associate Members are prominent Nigerian citizens, be they civilians, military officers, (serving or retired), that apply for membership to the Chairman and is accepted after screening by the EXCO. The conditions (such as Registration Fee, Dues, among others.) guiding their membership shall be decided by the EXCO.

SECTION FOUR

4.0 THE EXECUTIVE AND NON-EXECUTIVE COMMITTEE

4.1 COMPOSITION OF THE EXECUTIVE COMMITTEE

The NDA 29 Regular Course Association shall have an Executive Committee comprising of all the elected officers as stipulated in this Constitution. The immediate past Chairman and Vice Chairman shall be co-opted into the Executive Committee as the 1st and 2nd Ex Officio members. Also, the Patron shall be automatic EXCO member. The officers so elected shall be:-

- a. The Chairman.
- b. The Vice Chairman.
- c. The Secretary.
- d. The Assistant Secretary
- e. The Financial Secretary.
- f. The Treasurer.
- g. The Publicity Secretary/PRO.
- h. The Legal Adviser.
- i. The Provost.
- j. The Auditor General.
- k. The 2 Ex-Officio Members.

4.2 DUTIES OF EXECUTIVE COMMITTEE MEMBERS

4.2.1 THE CHAIRMAN

- a. The Chairman shall preside over all the general and executive meetings of the Association whenever present at such meetings.
- b. He shall approve Agenda items for all Association's meetings.
- c. He shall approve all minutes of meetings and other related documents.
- d. He shall, in consultation with the Secretary summon all the emergency and extraordinary meetings through the Publicity Secretary.
- e. He shall be responsible for the day to day running of the Association.

- f. He shall be responsible for the general supervision of the Association and its properties.
- g. He shall sign all the previous minutes of the meetings after adoption by the members present.
- h. He shall have the power to overrule on any topic that may disrupt the smooth running of any meeting.
- i. He shall rule on all matters decided by the members at any meeting after considering the views of members. His ruling shall be based on the majority views obtained by taking the votes of members present.
- j. He shall carry out any other duty as directed by the EXCO.

4.2.2 THE VICE CHAIRMAN

- a. The Vice Chairman shall, in the absence of the Chairman, deputize for him and shall perform all the functions of the Chairman.
- b. He shall, in addition, perform all other functions as may be assigned to him by the Chairman.
- c. He shall assume all the responsibilities of the Chairman on the latter's removal, resignation, death or incapacitation until a successor is elected.
- d. He shall carry out any other duty as directed by the EXCO.

4.2.3 THE SECRETARY

- a. The Secretary shall take all the minutes of the Association's meetings.
- b. He shall read minutes of previous meetings of the Association.
- c. He shall handle all the correspondences that are addressed to the Association and reply them as directed.
- d. He shall sign all the minutes of the meetings after adoption.

- e. He shall generate agenda for all the meetings for the approval of the Chairman or Vice Chairman, as the case may be.
- f. He shall be the custodian of all the Association's documents.
- g. He shall select venue for the Association's meetings and arrange accommodation for same, after due consultation with the Chairman.
- h. He shall run the Association's Secretariat.
- i. He shall carry out any other duty as directed by the EXCO.

4.2.4 ASSISTANT SECRETARY

- a. The Assistant Secretary shall assist the Secretary in the performance of his duties.
- b. He shall perform all the duties assigned to him by the Secretary and in the absence of the Secretary, he shall perform duties of the Secretary.
- c. He shall carry out any other duty as directed by the EXCO.

4.2.5 FINANCIAL SECRETARY

- a. The Financial Secretary shall collect all the monies due to the Association and issues receipts for such monies collected. He shall deposit same monies collected to the Treasurer within forty eight (48) hours of collection.
- b. He shall keep clear and clean records of all the financial transactions of the Association and submit statement of the account of the Association at the end of every year or when necessarily directed to do so.
- c. He shall brief the EXCO of any member's financial responsibility to the Association to enable EXCO decide the level of assistance to such a member in times of need.

- d. He shall prepare vouchers for all payments made to the Treasurer and likewise for withdrawals from the Treasurer as approved by the Chairman or the Vice Chairman, as the case may be.

4.2.6 TREASURER

- a. The Treasurer shall be the custodian of the Association's monies and its bank passbooks and cheque books.
- b. He shall receive and sign for all monies from the Financial Secretary.
- c. He shall deposit in the bank all monies received within forty-eight (48) hours of receipts of such monies.
- d. He shall produce Bank Statements for verification when the need arises or when ordered to do so by the Chairman.
- e. He shall keep an Imprest account of not more than Three Hundred Thousand Naira (₦300,000.00) for emergencies at any time.
- f. He shall make payments only for expenditures authorized by the Chairman or Vice Chairman as the case may be.
- g. He shall carry out any other duty as directed by the EXCO.

4.2.7 PUBLICITY SECRETARY/PRO

- a. The Publicity Secretary/PRO shall take charge of the social and welfare functions, such as, provision of refreshment for the Association as directed by the EXCO.
- b. He shall be responsible for announcing all the activities of the Association whenever directed to do so by the EXCO.
- c. He shall be responsible for organization of all visits and other social functions of the Association.

- d. He shall be the Association's spokes person after consulting with the Chairman.
- e. He shall also carry out all other duties as shall be assigned by the EXCO.

4.2.8 PROVOST

- a. The Provost shall ensure orderliness during meetings.
- b. He shall be responsible for collecting monies due from the late comers, noise makers, donations from members and shall deposit such monies collected to the Financial Secretary before leaving the meeting.
- c. He shall assist the PRO in sharing anything brought for the members during social functions.
- d. He shall enforce sanctions meted out to any erring member.
- e. He shall carry out any other duty assigned to him by the EXCO from time to time.

4.2.9 LEGAL ADVISER

- a. The Legal Adviser shall advise the Association on all legal matters.
- b. He shall assist to draft all letters that have legal implications on the Association, if consulted.
- c. He shall be joined to represent the Association on all legal matters.
- d. He shall carry out any other duty as may be assigned by the EXCO.

4.2.10 AUDITOR-GENERAL

- a. The Auditor general shall examine all the financial books of account belonging to the Association once yearly (November) and External Auditor shall be appointed, if necessary.
- b. His findings shall be submitted to the General House as a body through the Chairman.

- c. He shall carry out any other duty as directed by the EXCO.

4.2.11 EX-OFFICIO MEMBERS (1 AND 2)

- a. The Ex-Officio Members shall advise the EXCO on issues when consulted or when they observe any omission of any sort.
- b. Their advice shall also be on the progress of the Association.
- c. They shall carry out any other duty as requested by the EXCO.

4.2.12 PATRON

- a. The Patron is reserved for a distinguished member of the Association, who has performed outstandingly for the Association.
- b. He shall always be consulted on matters of concern to the Association as the need arises.
- c. He shall advise the Association on issues he deems necessary at all times as the Patron of the Association.

4.3 RECALL OF AN EXCO MEMBER

- a. Any EXCO Member deemed not to be performing optimally shall be liable to a recall. Any member of the Association shall intimate the General House of his observation. This observation shall be seconded by two (2) other members during an AGM.
- b. The General House shall deliberate on this observation after hearing from the accused member. If the observation has merit, the Chairman shall request the member so accused to step down from the high table and ceases to be an EXCO member. Election into that office shall be conducted for replacement immediately.
- c. If the observation is about the Chairman, after explaining out his defence, the Chairman shall honourably step down for the Vice Chairman to conduct

the General House to vote on the observation and subsequent election, if the need arises.

4.4 TENURE OF THE EXECUTIVE COMMITTEE

The tenure of the Executive Committee shall be 2 years from the date of swearing-in, unless otherwise directed at the AGM by a consensus or 2/3 majority of members present for the AGM and duly eligible to vote. However, the extension shall be for another 2 years only.

4.5 DISSOLUTION OF THE EXECUTIVE COMMITTEE

The Dissolution of the EXCO shall be by a resolution of the General House at an Annual General Meeting after the term or second tenure of the EXCO.

4.6.0 NON- EXECUTIVE MEMBERS

4.6.1 ZONAL COORDINATORS

All the six geopolitical zones, including the FCT, shall have Zonal Coordinators nominated by members of each zone. The Zonal Coordinators shall represent the following Zones:

- a. North Central - NC
- b. North West - NW
- c. North East - NE
- d. South South - SS
- e. South West - SW
- f. South East - SE
- g. Abuja - FCT

4.6.2 DUTIES OF ZONAL COORDINATORS

- a. The Zonal Coordinators shall coordinate the activities of their Zones in accordance with the EXCO directives.
- b. They shall represent other Zonal Coordinators in any EXCO meeting holding within their zone.

- c. They shall carry out any other duty assigned to them from time to time by the EXCO.

SECTION FIVE

5.0 MEETINGS OF THE ASSOCIATION

5.1 There shall be three (3) meetings for the Association:

- a. **Annual General Meeting (AGM):-** The Annual General meeting shall be held once every year in June or as otherwise decided by the Chairman after consultations.
- b. **Executive Committee Meeting (EXCO):-** The EXCO meeting shall be held once every year before AGM or when the need arises as directed by the Chairman after consultations.
- c. **Emergency Meeting:-** An emergency meeting shall be summoned by the Chairman in consultation with the Secretary when the need arises.

5.2 QUORUM FOR MEETINGS

- a. **AGM:** The Quorum for AGM shall be 2/3 of Registered Members or not less than 20 Registered Members present in the meeting. Decisions shall be by simple majority of those present.
- b. **EXCO Meeting:-** The EXCO Meeting include the Zonal Coordinator of where the meeting is holding. Not less than 7 members shall form a quorum. The decisions shall be by simple majority of those present.

- c. **EXCO Emergency Meeting:-** There shall be no quorum for EXCO Emergency Meeting. The decisions shall be by simple majority of members of the Association present.

5.3 SANCTIONS FOR ABSENTING FROM MEETINGS

- a. Any member who absents himself from any meeting shall not be permitted to raise any issue on decisions arrived at on such a meeting where he was absent.
- b. The above also affects those who may have obtained permission to be absent.
- c. Any member who absents himself from the Association's meetings without permission from the Chairman shall pay a fine of Two Thousand Naira (₦2,000.00) only.
- d. Any member who quarrels during the meetings shall pay a of Five Hundred Naira (₦500.00) only.
- e. Any member who disobeys the Chairman or the Provost in the course of any meeting shall be fined the sum of Five Hundred Naira (₦500.00) only.

SECTION SIX

6.1 FINANCE

- a. Every member of the Association shall formally register with the Association by paying the agreed Membership Registration Fee which may vary from time to time and as determined by the type of membership.
- b. Any Member who fails to register is regarded as a non-member of the Association and a member who is indebted to the Association on Monthly Dues up to 18 months is also a non-member.
- c. Special Levies shall be imposed on members when the need arises. This shall be discussed by the EXCO before imposition.
- d. There shall be a monthly subscription which is calculated per year for convenience. The amount is Two Thousand Naira (₦2,000.00) only per member per month. It is optional to pay in advance for one year. It is payable at any day of the month before the month expires.
- e. The EXCO shall call for a special contribution from the members to take care of immediate welfare needs of any member. This is necessary where bereavement is involved. The amount can vary according to the needs.

6.2 SOURCES OF INCOME

6.2.1. The Association shall derive its income from the following sources:

- a. Registration fees.
- b. Monthly dues (Annual dues).
- c. Donations
- d. Levies.
- e. Fines.

- f. Gifts.
- g. Loans.
- h. Contributions.
- i. Any other sources approved by the members.

6.3 EXPENDITURE

- a. All expenses shall be discussed and decided at the EXCO Meeting.
- b. Any expenses approved by the EXCO shall be subsequently ratified by the General House during AGM.
- c. Proper Account of Expenditures shall be rendered.

6.4 IMPREST ACCOUNT

- a. There shall be an Imprest Account of Three Hundred Thousand Naira (₦300,000.00) only for the Secretariat as running cost per year unless otherwise directed based on exigencies.
- b. The above amount shall be accounted for and appropriately retired before another is granted.

6.5 BANKING

Approved banks for the Association shall be Commercial Banks of choice within Nigeria.

6.6 SIGNATORIES TO THE ACCOUNTS

The Signatories to the accounts shall be the followings:-

- a. Chairman.
- b. Treasurer.
- c. Financial Secretary.
- d. The Chairman with any of the above two officials can withdraw from the accounts at any time, if there is need to do so after due consultations.

SECTION SEVEN

7.0 ELECTIONS

7.1 FREQUENCY OF ELECTIONS

- a. There shall be elections into the EXCO every two years or at the end of the second tenure of an EXCO.
- b. There shall also be an election if there is a recall of any EXCO Member during the AGM; a recall arising from incompetence, indiscipline among other.

7.2 CONDUCT OF THE ELECTIONS/ELECTION OFFICIALS

At the end of the tenure of an EXCO, the outgoing Chairman, in consultation with the members during AGM, shall nominate a minimum of 3 and maximum of 5 members of the Association who shall conduct elections for the new or incoming EXCO.

7.3 DUTIES OF ELECTION OFFICIALS

7.3.1 The Duties of the Election Officials so nominated shall be:-

- a. To announce to the General House all the offices open for election and the rules for the conduct of the elections.
- b. To call for nominations for each office.
- c. To conduct the elections into such offices.
- d. To announce the results of each election.
- e. To declare the winner in each of the offices.
- f. To keep records of all its proceedings for subsequent handing over to the new EXCO Secretary/Chairman after the conduct of the elections.

SECTION EIGHT

8.0 WELFARE MATTERS

8.1 DEATH OF A MEMBER

- a. In the event of the death of a member, the Financial Secretary shall immediately brief the EXCO of the late member's financial commitment to the Association. This shall assist the EXCO to determine the financial involvement of the Association to the member.
- b. If the deceased was an Active member, the Chairman shall call for financial contributions from the members.
- c. The sum of Five Hundred Thousand (₦500,000.00) shall be given to the bereaved family from the contributions irrespective of how much was realized. If the amount realized is below (₦500,000.00) the Association shall make it up from own finances. If it is in excess the balance shall be retired to the Association's Welfare Account.
- d. An additional sum of One Hundred Thousand Naira (₦100,000.00) shall be used for refreshment of members at the vigil or given to the family, if there is no such tradition prevailing in that locality.
- e. A Newspaper Publication of obituary of full page shall be made on behalf of the Association by the Publicity Secretary/PRO.
- f. A letter of Condolence shall be sent to the bereaved family by the Chairman.
- g. Every member, if possible, shall accompany the corpse home for interment if the family shall accept.

- h. Any member may sponsor any aspect of the above on behalf of the Association.
- i. Without prejudice, above welfare package shall be applied to only active members.

8.2 DEATH OF A MEMBER'S SPOUSE CHILD/WARD FATHER AND MOTHER

- a. In the event of death of a spouse, child/ward father or mother contributions shall be decided by the EXCO and be given to the bereaved family as a token of the Association's condolence. A Letter of Condolence shall be sent to the bereaved family. Members, especially those from that zone shall mandatorily attend the funeral/burial.
- b. The following donations shall apply on the above deaths:-
 - i. Spouse - ₦200,000.00
 - ii. Child/Ward - ₦100,000.00
 - iii. Father - ₦100,000.00
 - iv. Mother - ₦100,000.00

8.3 SICKNESS ACCIDENT DISASTER AFFECTING A MEMBER

- a. In the event of an accident or illness of a member or the spouse, members of that zone shall send delegate to pay visit to such a member. The Zonal Coordinator shall assess the health situation in conjunction with other members of the zone and advise the EXCO accordingly. Based on such advice, the EXCO shall call for contributions from members to assist the ailing member. Such contribution shall go straight to that member's bank account. The Association shall, notwithstanding the contributions made, support with any amount deemed fit based on the gravity of the ailment as assessed by the Zonal Coordinator/Members.

8.4 PROMOTION APPOINTMENT AND ELECTION INTO POLITICAL OFFICE

Where a member is blessed with an appointment, promotion, or upliftment and he notifies the Association, a delegation led by the Chairman shall pay him a congratulatory visit and a letter of Commendation presented to him. Similarly, a member who has won his political party's nomination as a flag bearer shall be supported in cash and kind by members.

8.5 MARRIAGES

8.5.1 In event of a member or child getting married, the Association shall mobilize for the occasion. The Chairman shall reach out to the members for contributions/donations. The Association shall present a gift not exceeding One Hundred and Fifty Thousand Naira(N150,000.00) only each. All members of the Association are encouraged to attend all weddings.

SECTION NINE

9.0 BREACHES OF DISCIPLINE AND FINES

9.1 It shall be an offence against this Constitution for any member to:

- a. Absent himself from the Association's meetings without cogent reason which shall be communicated to the Chairman; the member shall pay a fine of Two Thousand Naira (₦2,000.00) only.
- b. Make noise, cause distraction or generally cause confusion or being rude to any member. The guilty member shall pay a fine of Five Hundred Naira (₦500.00) only.
- c. Continue talking after being warned to keep quiet, either by the Provost or the Chairman. The guilty member shall pay a fine of Five Hundred Naira (₦500.00) only.
- d. Quarrel during meetings. The guilty member shall pay a fine of Five Hundred Naira (₦500.00) only.
- e. Failure to pay Association's Monthly/Annual General Dues for 18 months shall loose membership position. If he wants to rejoin the Association, he shall pay Registration Fee again.
- f. Late for meeting; the guilty member shall pay a fine of Five Hundred Naira (₦500.00) only.

9.2 DISPUTE BETWEEN MEMBERS

- a. Where any dispute arises between a member and another member which is not criminal in nature, the dispute shall first be reported to the Association

for peaceful resolution before the dispute can be referred to any higher authority.

- b. Any member who shall report or takes a fellow member to the police or court for any dispute that is not criminal without first reporting to the Association shall pay a fine of Five Thousand Naira (₦5,000.00) only.
- c. If the decision of the EXCO on any dispute is accepted by the disputants (parties) that ends it.
- d. Where one of the disputants rejects the decision of the EXCO and takes the dispute to a higher authority and the higher authority reaches the same verdict (decision) as the EXCO, the opposing disputant shall pay to the Association a fine of Ten Thousand Naira (₦10,000.00) only and failure to pay, he shall be expelled.
- e. In all of the above, higher authority shall be the Patron.

9.3 DISCIPLINARY COMMITTEE

A Disciplinary Committee shall be composed by the Chairman to look into any matter and report back to the EXCO.

9.4 FUNCTIONS OF DISCIPLINARY COMMITTEE

- a. The Disciplinary Committee shall look into all disciplinary matters brought before it with a view to resolving them amicably. The Committee shall, after going through each dispute makes recommendations to the EXCO.
- b. The final decision on any dispute shall be made to the EXCO or Patron as the case may be.

SECTION TEN

10.1 AWARDS

- a. On successful completion of the tenure of an EXCO, the new EXCO shall make a presentation of awards to the outgoing EXCO Members.
- b. The awards shall not be monetary or any item that will cost the Association above Fifteen Thousand Naira (₦15,000.00) each.
- c. There shall also be an award for any member that has played an outstanding role towards the growth of the Association.

SECTION ELEVEN

11.0 INTERPRETATION OF WORDS IN THE CONSTITUTION

- a. To be absent from meetings in the context of this Constitution means that the person was not present at the meeting from the opening to the closing prayers of the meeting.
- b. To come late at meetings means that the person came to the meeting after the Minutes of the previous meeting has been read and adopted.
- c. Where the Constitution is ambiguous or silent on any issue, Interpretation or decision shall be given by the EXCO based on the Doctrine of Necessity.
- d. Doctrine of Necessity: Doctrine of Necessity means the EXCO shall apply it to correct or solve any issue that arises which is not covered by the Constitution. Once it is used it shall be accepted by all.
- e. Active member is a member who has paid the Association's Registration Fee, up to date in monthly/annual dues and participates regularly in the activities of the Association. These activities include but not limited to financial contributions, attendance, and effective participation during AGMs and social functions organized by the Association.
- f. Noise making, causing loud and unnecessary distractions when a member other than he (the noise maker) has been permitted by the Chairman to have the floor.
- g. Quarrel means any form of misdemeanor, disrespect and loud altercation, exchanges and behaviours of similar manner.

SECTION TWELVE

12.1 SUPREMACY OF THIS CONSTITUTION

- a. This Constitution is supreme and its provisions shall have binding force on all officers and members of NDA 29 Regular Course Association.
- b. The NDA 29 Regular Course Association shall not be governed by one person nor shall any group of persons take control of the management except in accordance with the provisions of this Constitution.

12.2 REVIEW OF THIS CONSTITUTION

This Constitution shall be reviewed every four (4) years and amendments shall be made where necessary by 2/3 majority of the AGM.

12.3 COMMENCEMENT DATE OF THIS CONSTITUTION

This reviewed Constitution shall be deemed to have come into effect on theof day of20.....

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EKANEM IKPEME
Colonel (Rtd)
Secretary

LUCKY DANBAKI
Air Vice Marshal (Rtd)
Chairman

