

# WRITERS AGAINST AIDS AND TOBACCO SMOKING



**\* WAAIDTOS\***

# CONSTITUTION

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## WRITERS AGAINST AIDS AND TOBACCO SMOKING

### Preamble

**WE** progressively minded Writers Against Aids and Tobacco Smoking.

**COMMITTED** to the eradication of HIV/AIDS and Tobacco Smoking Diseases through creative writing in Nigeria

**CONSCIOUS** of the need to provide a platform for all Writers against AIDS and Tobacco Smoking residing in Nigeria to enhance, hone, and develop their literary talents and skills;

**RESOLVED** to render selfless service and to give Writers against AIDS and Tobacco Smoking a sense of belonging;

**AND FURTHER RESOLVED** to contribute to the prevention of HIV/AIDS and Tobacco Smoking through our literary works;

**DO HEREBY** make, adopt and give to ourselves the following constitution.

### Article 1 - Supremacy of the Constitution

*Subject to the provisions of the Constitution of the Federal Republic of Nigeria 1999 (as amended) any other law for the time being in force, in the Federal Republic of Nigeria, the provisions this constitution shall take precedence over and above any other rules or regulations of the Association and, where any rule, regulation or any other enactment of the Association is inconsistent with the provisions of this constitution, such an enactment is to the extent of its inconsistency null and void and of no effect.*

- This constitution constitutes the guiding principles of the Writers Against Aids and Tobacco Smoking .
- All members, officials and organs shall derive their powers from this constitution.
- This constitution guides Association affairs and activities and all members shall carry out their actions in line with the letters and spirit of the constitution.

## **Article 2 - National Secretariat**

The Association's registered office/national secretariat shall be located at \_\_\_\_\_

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## **Article 3 - Logo**

The Logo shall be a red twisted ribbon enclosed in the ellipse shape.

## **Article 4 - Motto**

We Preach Abstinence

## **Article 5 - Aims and objectives of the Writers Against Aids and Tobacco Smoking**

### **AIMS AND OBJECTIVES OF THE MOVEMENT INCLUDE:**

- To educate and inform the public on the need to abstain from unprotected sex and illicit smoking.
- To encourage and support the victims of the two scourges in making their plights known to the government and donor agencies across the globe.
- To re-orientate upcoming writers to write to give hope to the hopeless and not to write for winning prizes and accumulating money.
- Organizing workshops, symposia, conferences, seminars and fora for members of the Forum.
- Sourcing funds for financial supports for the affected victims.
- Publication of Weekly, Monthly and Annual Journals, Newsletters and magazines on the latest development and innovations on HIV/AIDS and Tobacco Smoking which will be in printed and online formats.
- Establishment of **YOUNG WRITERS AGAINST AIDS AND TOBACCO SMOKING CLUBS** in Schools, Churches, Mosques and different Business Units.
- To equip, nourish and nurture the minds of the younger ones on the necessity of abstaining totally from the two deadly scourges.

- To create a tink-tank platform where students and Anti-AIDS and Tobacco Smoking Writers can brainstorm and discuss the latest development on the two deadly stigmas.
- Support members in getting their works – articles and essays on AIDS and Tobacco Smoking published either in printed or online format for the benefits of the public.
- To create a computerized membership database of Writers Against AIDS and Tobacco Smoking.
- To broaden the vision of combating against the deadly AIDS and the dangerous Tobacco Smoking.
- To create a link where writers against AIDS and Tobacco Smoking can link and communicate with each other.
- To give award and reward health and social activists who had contributed greatly towards the reduction of the two deadly scourge in Nigeria.
- To work together with local and foreign agencies, associations, boards and organizations sharing the same vision with the Forum.

#### **Article 7 - Name**

The Name of the Association shall be the “Writers Against Aids and Tobacco Smoking ” and its short name shall be WAAIDS (hereinafter referred to as the Association).

#### **Article 8 - Purpose of the Association**

The purposes of this Association are to provide Writers against AIDS and Tobacco Smoking with opportunities for association and interaction and to instill the desire for self improvement, scholastic excellence and cultivation of civic responsibility.

#### **Article 9 - Requirements for Membership**

- Membership in this Association shall not be denied to any writer on the basis of race, religion, national origin, ethnicity, color, age, gender, marital status, citizenship, sexual orientation, or disability.
- Intending member must be a writer
- Application for membership shall be on individual basis
- A prospective member shall register at a designated office of the Association he or/she ordinarily resides in his/her state of origin
- Every member shall fill a prescribed membership application form and pay membership fee as the National Executive Committee (NEC) of the Association shall fix from time to time.
- Every member shall complete a membership form and be issued a membership certificate and card, which shall indicate other details including yearly subscriptions.
- Application for membership shall be made to a local branch or National Secretariat.

#### **Article 10 – Membership Rules and Regulations**

- Members of the Association shall be obligated to affirm the Association’s aims and objectives and conduct themselves in a manner that shall not bring the Association to public odium and disrespect and shall also observe the rules and regulations embedded in this constitution.
- Members shall pay all dues, levies promptly as may be demanded by any organ of the Association authorized to do so.
- Members are obliged to participate in the activities of the Association e.g. meetings, fund-raising campaign etc.
- Every member shall possess a membership card and a membership Certificate.
- Every member shall subject himself or herself to Association decision. All members are bound to adhere strictly to all democratically reached decisions and resolutions and must jointly strive to implement them even if he, she or they were in minority when the decision was reached.

#### **Article 11 – Rights and Privileges of Membership**

- Participate fully in the determination of the policies, principles, programmes and strategies of the Association.
- Express their opinions and views within the structures of the Association including having right of access to Members' Bulletin
- Further canvass his/her position amongst members and Association structures with the aim of reversing and existing majority decision; however until that is achieved, members with a minority decision shall participate in implementing majority decision
- Whenever there are matters of contention and controversy, the National Executive Committee and other democratically constituted leadership organs shall ensure that all views are heard, read and debated by members, including in the run-up to a National Convention
- Vote and be voted for into elective posts, in any organ of the Association, subject to guideline by the National Executive Committee or anybody so designated.
- Stand for election to Association's offices subject to the approved guidelines by the NEC of the Association.
- Participate in the Association's programmes like workshops, symposia, seminars, conferences and fora.

### **Article 12 – Register of Members**

A register of members of the Association shall be kept and maintained at every level of the Association's Secretariat provided always that every such level of the Association shall update its membership records from time to time. It shall be the responsibility of a member to ensure that his/her name is duly entered in the Register.

### **Article 13 – Termination of Membership**

- Membership of the Association shall be terminated by death, resignation or expulsion
- Upon resignation or expulsion, a member shall be legally obliged to return to the Association all its properties in his/her possession
- Upon the death of a member, his/her next of kin shall be similarly obliged.

### **Article 14 – Types of Membership**



1. Bronze Membership – for writers between the ages of 5-10
2. Silver Membership – for writers between the ages of 11-17
3. Gold Membership – For writers between the ages of 18-40

#### **Article 15 - Classes of Membership**

1. **Financial Membership** – A member who has paid his or her annual due and has the Association's Membership card and Certificate. Only unpublished members with manuscripts are considered for this membership category.
2. **Associate Membership** - A member who has paid his or her annual due and has the Association's Membership card and Certificate and also must have at least a published work.
3. **Affiliate Membership** – Opens to other health based literary organization that shares our aims and objectives.
4. **Honorary Membership** – Opens to some important personalities in literary field nominated by the Board of Trustees of the Association.

#### **Article 16 - Power and functions of the Association organs**

- National Executive Council
- Zonal Executive Council
- State Executive Council
- National Board of Trustees
- National/State Convention

##### **a. National Executive Council**

- The National Executive Council shall be responsible for the Administration of the Association and putting into effect the decisions of the National Conventions.
- Summon and prepare the agenda for the National Convention.
- Prepare and submit reports and budget for consideration of the Convention.
- Provide financial guidelines for the approval of the national convention.
- Formulate policies and programmes for the Association nationally.

- Deal with appeals and other problems referred to it by, or coming from the zones, and States.
- Make rules for Association's discipline and loyalty which rules shall be binding on all organs and members of the Association.
- Make Association's electoral regulations, to govern the conduct of elections to all Association offices at every level and to govern the procedure for electing candidates for elective positions within the Association.
- Have power to make standing orders for the approval of the Convention.
- Deal with any other matters referred to it by the National or the Board of Trustees.
- Establish ad-hoc and or standing committees of the Association and appoint members to such committees.
- Exercise such other powers and functions as are vested in by the Constitution.
- The National Executive Committee shall examine the actions, policies and programmes pursued and legislation made by the Governments in the Federation from time to time in order to determine whether or not they are in accord with the principles, policies, programmes, aims and objectives of the Association and if not, to make recommendation to the National Convention for its action or take such action may be necessary.
- Raise adequate funds for the management and sustenance of the Association.
- Recommend the minimum rates of annual subscription payable by members.
- Appoint members of the Board of Trustees subject to the ratification of National Convention.
- Decision of the National Executive Council shall be binding all organs and all members, except the National Convention.

**b. - Zonal Executive Council**

*The Zonal Executive Council shall meet to transact any or all of the following:-*

- Co-ordination of policies and operations of the Association within the zone.
- Liaising with the State and National Headquarters.

**c. - State Executive Council**

- The State Executive Council shall meet at least once every month for readings and meeting and once in a year for their State Convention.

- Generally administer the Association in the state.
- The State Executive Committee shall convoke general meeting of the Association at state level at least once in a year, where SEC meeting could not hold as prescribed above, simple majority of the active members can convoke a general meeting and any decision taken as such meeting(s) shall be deemed to have been reached by SEC.
- To coordinate the literary activities in the state and ensure their viability.
- To organize the State Convention.
- To promote the aims and Objectives of the Association.
- Prepare the agenda of the state convention and election.
- To organize monthly meetings, readings and workshops.
- To carry out literary activities in the state
- To consider the report of their working committee, the Financial and the Auditor's reports and liaise with the National body in carrying out their activities.

**d. - National Board of Trustees**

- The Board of Trustees shall give to the National Executive Committee of the Association, general advice relating to particular matters and it shall be the duty of the National Executive Committee to consider the advice.
- The Board of Trustees shall be the Conscience of the Association and ensure the highest standards of morality in all activities of the Association and call to order any Officer(s) of the Association whose conduct falls below expectation.
- The Board of Trustees shall be responsible for feeling the pulse of the Association to ensure high morale of members and favourable image in the eyes of the Nigerian populace.
- The Board of Trustees shall harmonize, co-ordinate, review and advise, as and when necessary, on policies, programmes and activities of the Association nation-wide
- Notwithstanding the above, the Board shall not take part in the day-to-day activities of running the Association.
- Members of the Board of Trustees can attend any meeting of any organ of the Association, except the National Executive Committee, but shall have no voting rights at any meeting of any of these bodies except the Board of Trustees meeting and the National Convention.

- The Assets of the Association shall be vested on the Board who shall serve as custodian of such Assets.
- The Board shall coordinate the sourcing of Association's funds.
- A Trustee may resign his membership of the Board by tendering a letter to that effect to the National President.
- In the event of the occurrence of a vacancy on the Board, it shall be filled by the National Executive Committee subject to ratification by the National Convention.
- The Board of Trustees shall regulate its own proceedings and shall draw up a code of conduct under which the members of the Board are to operate.
- A Trust shall hold office for a period of five years and shall be eligible for renewal for another five years term thereafter.
- The Board shall mediate in the event of disputes among members of the NEC.
- The Board shall carry out all such activities as may be referred to it by the National Convention

**e. National/State Convention**

*The Final authority of the Association shall rest with the National Convention which shall have power to:-*

- Formulate policies and programmes of the Association
- Elects or remove the National Officers of the Association
- Be responsible for developing and overseeing the Association's activities and programmes and implementing the decisions of the National Convention
- Establish close liaison between the various state branches and other structures of the Association.
- Prepare the agenda and organize the national convention as and when due
- Demand and receive reports from the National Executive Committee and from any other committees and or organs of the Association, and take appropriate decisions on the reports and or recommendations.
- Create, elect and appoint any committees it may deem necessary, desirable or expedient and assign to them such powers and functions as it may deem fit and proper.

- Consider reports from National and State branches of the Association and take such decisions as are necessary to protect, advance and consolidate the gains and interests of the Association
- Raise adequate funds for the management and sustenance of the Association
- Exercise control and take disciplinary actions on all braches, officers and members of the Association and determine appeals brought before it by any member or organ of the Association
- Ratify the type, nature and membership of standing committees to be set up by the National Executive Committee
- Review, or amend the Constitution of the Association from time to time as the need arises
- Delegates any of its powers to the National Executive Committee or to any other organ of the Association.
- Take any action as may be conducive to the promotion of the aims and objectives of the Association as laid down in this Constitution
- Exercise such other powers and authority as are vested in it by this constitution
- Ratify the minimum rate of annual subscription to be paid by members and proportion of income from subscription to be remitted to the National Secretariat
- Approve the National Budget of the Association
- Take disciplinary action against erring members who engage in bad activities including expulsion after fair hearing have been extended to such members with the caveat that every person so disciplined shall have right of appeal to the National Convention
- Organize NEC Meeting at least once in a year. Where the NEC fails to perform its function stated above, simple majority of the entire NEC members can call a meeting with one of them elected to chair the meeting.

## **Article 17 – Officers**

### **a. - National President**

- Shall be the Chief Executive and Accounting Officer of the Association and shall preside over the meetings of the National Convention, the National Executive Committee and the National Working Committee of the Association.
- Provide good and effective leadership to the Association.

- Promote and defend the name, policies and programmes of the Association.
- Be a Signatory to the Account of the Association.
- Direct the due execution of the programmes of the Association
- Have powers to delegate his duties, give lawful directives to all officers, agencies, officials, and members at all levels of the Association.
- Have a casting vote in the event of a tie in the meetings of the Association over which he presides.
- Perform such other functions as may be assigned to him from time to time by the National Convention, the National Executive Committee and the National Working Committee.
- Supervise, control and manage the Secretariat.

**b. - National Vice President**

- The National Vice-president shall assist and preside at meetings in the absence of the National President.
- He/she shall perform any other duty delegated to him/her by the NEC.

**c. - Zonal Coordinators**

- Preside over their respective zonal meetings.
- Shall perform such other duties as may from time to time be assigned to him by the national Executive Committee or the National President.

**d. - National Secretary**

- Shall supervise the day-to-day activities at the National Secretariat under the general direction of the National President.
- Cause to be issued notices of meetings of the National Convention, the National Executive Committee, and the National Working Committee as directed by the National President.
- Cause to be kept all records and books of proceedings of the National Convention, the National Executive Committee and the National Working Committee.
- Render a written annual report of the activities of the Association.
- Ensure the implementation of the decisions and directives of the National Convention, the National Executive Committee and the National Working Committee.

- Direct the conduct of correspondence as may be required.
  - Carry out any other duty as may be assigned to him from time to time by the National President.
  - Be a co-signatory to the Association's Account.
- e. - Assistant General Secretary**
- The Assistant General Secretary shall be the deputy head of the Administrative wing of the National Secretariat.
  - The Assistant General Secretary shall record the minutes of meetings of the National Working Committee in the absence of the General Secretary.
  - The Assistant General Secretary shall issue the circular for meetings at the instance of the National President in the Absence of the National General Secretary.
  - The Assistant General Secretary shall perform such other functions as the National President and National General Secretary shall assign him from time to time.
- f. - National Information Secretary**

There shall be three Information Secretary - North, East and West.

- The Information Secretary shall be in charge of the public relations between the Association and other organizations and institutions, for example, the media and newsprints.
- The Information Secretary shall sign all press releases of the Association together with other National Officers where applicable.
- The Information Secretary shall assign the circular of meetings of the National Executive Committee and the National Convention with the National Secretary.
- The Information Secretary shall see that notices of meetings are given wide publicity and shall oversee their distribution to Association's members.
- The Information Secretary shall oversee all ventures that aim at popularizing the Association; e.g organizing press conferences, issuing press releases and organizing public enlightenment programmes.
- The Information Secretary shall be on the Board of Directorate of Mobilization and Field Operations.
- The Information Secretary shall also be the head of the Directorate of Propaganda.

- Shall perform other functions as the National President may assign him from time to time.

**g. - National Financial Secretary**

- The National Financial Secretary shall be the Chief Financial Officer of the Association.
- He shall compose such committees on the approval of the National Executive Council which will help him in the discharge of his responsibilities.
- The National Financial Secretary shall keep correct records of the finances of the Association; including all details of income and expenditure;
- The National Financial Secretary shall evolve strategies for improving the financial fortunes and viability of the Association.
- Shall be a signatory to the account(s) of the Association.
- The National Financial Secretary shall be on the Board of Logistics.
- He shall perform such other functions as the National Executive Committee may assign to him from time to time.

**h. - National Treasurer**

- The National Treasurer shall make sure that all monies belonging to the Association are banked within 24 hours of collection.
- The National Treasurer shall keep a certain amount of money not exceeding N40, 000 (fourty thousand naira) for the day to day running of the Association.
- The National Treasurer shall be a member of all the Finance committees set up by the National Financial Secretary on approval by the National Executive Council.
- The National Treasurer shall be a member of the Directorate of Logistics.
- The National Treasurer shall also keep a correct account of all the part's monies in his charge, and shall make his report available to the National Financial Secretary who will incorporate it in his Annual Financial Report.
- The National Treasurer shall perform such other functions as the National Executive Committee may assign him from time to time.

**i. - National Internal Auditor**

- The National Internal Auditor shall examine the accounts of the Association annually and present his own report during the National Convention.



- The National Internal Auditor shall advise the National Financial Secretary and the National Treasurer on the best ways of keeping correct and accurate financial accounts of the Association.
- The National Internal Auditor shall be a member of the Finance Department on the approval of the National Executive Committee.
- The National Internal Auditor shall also be a member of the Board of Directorate of Logistic.
- The Internal Auditor shall perform such other functions as the National Working Committee may assign him from time to time.

**j. - National Legal Adviser**

- The National Legal Adviser shall be the Chief Law Officer of the Association.
- The National Legal Adviser shall oversee all legal matters pertaining to the Association.
- The National Legal Adviser shall represent the Association in all cases involving it, and may co-op other lawyers in this regard on the approval of the National Executive Council;
- The National Legal Adviser shall set up a permanent legal committee of the Association where desirable and on the approval of the National Executive Committee.
- The National Legal Adviser
- Shall perform such other functions as the National President may assign him from time to time.

**k. - Programme Organizing Secretary**

- Shall be prescribing educative and informative programme in form of Seminars, Programmes and Symposia.
- Collaborate with the General Secretary on the formulation and generation of programme ideas and implementation.

**l. - Education Secretary**

- Shall be in charge of the educative tools of the Association. Tools like postals, library, Cds, Audio/Visual of the Association.
- Liaise with other educational institutions and libraries to donate books into the Association's Library.
- Supervise and monitor the educative tools of the Association.

**m. - International Relations Officer**

- Liaise/link the Association with similar bodies outside Nigeria
- He is the image maker of the Association in the International World.
- Liaise with similar bodies outside the country for workshops or seminars and collaborations.
- Search and Source for international residencies, competitions, workshops etc, for the benefits of members.

**n. - National Welfare Secretary**

- Shall be responsible for protocols, travelling and accommodation.
- Promote and sustain the welfare of the executive and members generally.
- Organize relief assistance in emergency cases.
- Carry out any other assignment directed by the National President.

**Article 18 - Association Finances**

*Income: The funds of the Association shall be derived from:-*

- i. Annual dues or subscription as the NEC of the Association may decide from time to time.
- ii. Donations and public collection proceeds from investments and special fund raising from members and supporters
- iii. Levies
- iv. Fundraising
- v. Gifts and grants by Governments individuals or groups of individuals as allowed by law.
- vi. Borrowing as approved by National Executive Committee
- vii. Any other lawful means.

**Article 19 - Prohibition from holding dual offices**

Subject to the provisions of this Constitution, any member holding a Association office at any level shall be deemed to have resigned that position assumes any of the Association's offices.

### **Article 20 - Quorum**

One third of all eligible delegates to the various Conventions shall form the quorum. One third of all eligible members shall form the quorum for the working Committees and one third of all eligible members for meetings shall form the quorum of the Executive Council. One third of eligible members for other Association structures' meetings forms the quorum.

### **Article 21 - Methods of Voting**

Voting in all meetings shall be by:

- i. Show of hands
- ii. Secret ballot if demanded by popular expression of the meeting.

### **Article 22 - Donation for Activities**

- Any individual, group or organization who wishes to make a donation (cash or kind) shall do so in the name of the Association either at the state or National Level.

### **Article 23 - Discipline and Disciplinary Measures**

Members of the Association must maintain a commendable and exemplary level of discipline in both their public and private lives and conduct. Because a substantial attraction of the Association derives from the element of moral authority and power, the Association will exert a serious measure of discipline for any misdemeanor aimed at tarnishing its well-matured image and credibility.

#### **a. Members of the Association**

- Any member who disrupts any meeting of the Association by way of Noise-making, unruly conduct or behavior or recourse to violence shall be suspended indefinitely pending the outcome of the report of a disciplinary committee set up by the Executive

Committee. Such a committee may recommend either of the following relating to the suspension order, fine or outright dismissal from the Association.

- Any Association member whose verifiable public and private conduct tends to bring the image of the Association into disrepute and ridicule shall be suspended pending the determination of his/her case by the Disciplinary Committee. The Committee shall recommend the appropriate sanction for such misconduct.
- No member of the Association shall take the Association to any Court of Justice in the land, no matter the circumstances, and under any condition. The relevant authorities and agencies within the Association shall resolve all matters a fleeting the members of the Association. A member who takes the Association to court shall lose his/her membership, the date of which shall be determined by the National Executive Committee.
- Any member of the Disciplinary Committee who is indicted for any offence stands suspended from the Committee pending the determination of his/her case. Such a determination will define his/her future relationship with the Association.

**b. Officers of the Association**

- a. Any officer of the Association at all levels who fails to attend one meetings of either the National Convention or Executive Committee of the Association without a written explanation to the meeting shall be suspended from the Association for a period of one month.
- b. Any officer of the Association at all levels who fails to attend two consecutive meetings of either the National Convention or the Executive Committee without a written explanation to the meeting shall be suspended from the Association indefinitely pending the determination of his/her case by the relevant Disciplinary committee of the Association.
- c. Any officer at all levels who fails to attend three consecutive meetings of either the General National Convention or Executive Committee of the Association without a written explanation to the meeting shall be dismissed from the Association by the National Executive Committee without recourse to the Disciplinary Committee, subject to the ratification of the National Convention.
- d. Any officer of the Association at all levels whose verifiable public and private conduct tends to bring the image of the Association into public disrepute and or ridicule shall be

suspended indefinitely pending the determination of his/her case by the National Executive Committee relevant Disciplinary Committee of the Association.

- e. Any officer of the Association at all levels who disrupts any meeting of the Association by way of noise-making, unruly behavior or conduct and or/or violence shall be suspended indefinitely from the Association pending the determination of his/her case by the relevant Disciplinary Committee.
- f. No officer of the Association at all levels shall take the Association to any Court of Justice in the land, no matter the case or circumstance, and if he/she does so, such an officer stands dismissed from the Association, at any date chosen by the National Executive Committee.
- g. Any officer of the Association at all levels who fails to discharge his/her functions, as and when due, and whose utterances or activities run counter to the spirit and letter of this constitution shall be suspended from office indefinitely pending the determination of his/her by the relevant Disciplinary Committee of the Association.
- h. National officers of the Association including members of the Association elected into any position shall be subject to disciplinary measures determined by the Committee established by the National Executive Committee of the Association. This ascending level of determination shall apply to other officers of the Association at their respective level.

**c. Disciplinary Procedure**

- a. Subject to the provisions of this Article and principle of natural justice there shall be a Disciplinary Committee of three members at every level of the Association appointed by appropriate Executive Committee of the Association at that level.
- b. Where there is complaint of misconduct against any Association member(s), the appropriate Executive Committee shall send same to the appropriate Disciplinary Committee to deliberate and make recommendation thereto.
- c. The Disciplinary Committee shall inform the member(s) in writing concerning the allegations and the place and time of hearing the case against him/them.
- d. Parties before a Disciplinary Committee shall be given opportunity to present their case orally or writing either in person or through counsel of their choice and call witnesses.

- e. The Executive Committee at the appropriate level shall stipulate time limit, within which the Disciplinary Committee shall complete its work which shall in any case not be more than 14 days.

#### **Article 24 - Punishment**

- a. Any member of the Association found guilty of any of the offences disclosed in this Constitution shall be liable in any of or combination the following punishment.
  - 1. Reprimand
  - 2. Censure
  - 3. Fine
  - 4. Debarment from holding office
  - 5. Removal from Office
  - 6. Suspension from the Association
  - 7. Expulsion from the Association

Any person found guilty of any of the offences disclosed in this Constitution shall be punished in accordance with this part on the gravity of the offence.

#### **Article 25 - Appeal**

- a. Any Association member aggrieved by the decision of any organ of the Association shall have the right of appeal within 14 days of the decision to the immediate higher organ of the Association.
- b. An appeal shall be determined by the appropriate appeal body within 21 days from the date of receipt of the appeal by the Executive Committee Concerned.

#### **Article 26 - Meetings**

##### **a. Convention and Congresses**

The Convention and Congresses of the Association at the national and state levels shall be held at least once a year at a date, venue and time to be decided by the appropriate executive committee after due consultation.

##### **b. Emergency Meetings:**

- a. Without prejudice to the above provision, the Executive Committee may summon an emergency meeting of the National Convention or Congress at any time, provided that at least seven days' notice of the meeting is given to all those entitled to attend.
- b. The President of the Executive Committee of the Association at any level shall direct the Secretary of the organ to summon a meeting of the Executive Committee as the case may be on joint application made in writing by at least two-thirds of the members of that organ.
- c. Provided that where the National President and the General Secretary fail to convene the meeting within 21 days of the receipt of the application a meeting may be convened by a publication in a national newspaper made by the signatories to the joint application.
- c. Conduct of Meetings
  - a. The meeting of any organ of the Association shall be convened by the Secretary of that organ on the directive of its National President or where necessary, the President himself.
  - b. The conduct of all meetings shall be in accordance with parliamentary procedures. The President shall preside over the meeting. A member shall speak only when permitted to do so by the National President. Discipline shall prevail. Decisions shall be taken and time to be decided by the appropriate executive committee after due consultations.

## **Article 27 - Administrative Organization**

1. The Administrative of the Association shall be supported, facilitated and strengthened by a bureaucracy.
2. At the National and State level, as much as possible the following Departments or Directorates shall be established:

### **a. Administration**

To see to the day-to-day running of the secretariat, to keep records of Association activities including other Committees and official communications; to provide secretarial assistance to all committees; and to handle personnel and welfare matters including administrative discipline.

### **b. Finance and Supply**

To keep records of the finances of the Association; to raise and administer such, funds for the Association in accordance with the Association's guidelines; to keep inventory of all Association's assets; and to handle capital purchases and stores.

**c. Planning, Research and Statistics**

To plan implementation methodology for the objectives and programmes of the Association; to plan and advise on campaign strategies to win general elections; to maintain a data bank of Association's activities and related matters; to handle statistical computations; and to manage the Library of the Association.

**d. Operation**

To be responsible for organization of the Association's public functions, conventions, internal elections of the Association and general field work.

**e. Public Relations**

To publicize the activities of the Association, to promote Association image and explain its policies and programmes; to initiate and manage lawful propaganda for the Association; to process the Association's publications; and to arrange press conferences.

**f. Legal Services**

To provide all necessary legal support for the Association

**g. Security and Intelligence**

To manage security matters including training, scheduling and supervision of security personnel; to watch over and protect Association property; to arrange security for Association officers as may be decided and to manage intelligence for the Association.

**h. Works and Transport**

- To manage maintenance of landed property and vehicles of the Association; to handle lands and property matters; to process contract awards and supervise contract jobs; to secure Association accommodation including official quarters as may be decided and to manage telecommunication services.
- The Administrative structure at other levels shall take cognizance of their manpower and operational needs and shall reflect the national and state structure as much as possible.
- The Secretary at all levels shall be in charge of Association bureaucracy.



- The Executive organs of the shall have official access to Association bureaucracy for the conduct of their duties.
- Staff of the Association shall not vote or be voted for at the elections of the Association except such staff who is a member of the Association has resigned his/her appointment not later than one month to the elections.
- The Association shall have conditions of service for its staff.

#### **Article 28 - Standing and Ad-Hoc Committee**

1. The Convention or Congress at every level of its principal organ shall have power to setup standing committees and where necessary, ad-hoc committees.
2. Without prejudice to the above provisions, the Association shall have the following standing committees, subordinate and secondary to the Executive Committee at every level of the Association.
  - a. Working Committee
  - b. Finance Committee
  - c. Publicity Committee
  - d. Screening/Selection Committee

#### **Duties and functions of the standing committee**

##### **a. Working Committee**

This shall be headed by the President at the respective level shall comprise all officers and shall be responsible for the implementation of decisions of its executive committee in between meetings.

##### **b. Finance Committee**

Which shall be headed by the Treasurer as President, shall comprise a minimum of five members including the Financial Secretary, to be appointed by the Association Executive Committee and shall advise the Association on ways and means of generating funds and prosperity and investing for the Association in accordance with the Provisions of this Constitution.

##### **c. Publicity Committee**

Which shall be headed by the National Information Secretaries, shall comprise seven members and shall advise the Association on management of information, communication, publication, public relations propaganda, mass media matters and community affairs.

**d. Screening and Selection Committee**

Which shall be headed by the National President and five members to be appointed by the National Working Committee and shall?

- i. Be solely responsible for the screening of Association candidate(s)/official(s) for nomination or election.
- ii. Provide guidelines for the nomination of the Association's candidate in all elective positions.

Members of the Committee shall not be eligible to contest for any elective positions. Any member, who desires to contest for any elective post, shall immediately forfeit his or her membership of the committee.

An appeal shall lie from the decision of the Committee to the National Executive Committee whose decisions duly authenticated by the President and Secretary, shall be binding all members.

**Article 29 - Creation of State Branches**

WAAIDS Branches shall be created in all the states of the Federations with designated local branches.

**Article 30 - Literary Awards/Prizes**

Literary Prizes and Awards shall be organized once in a year and those prizes/awards shall be named after their donors or any name(s) given by the donor(s). Also Literary Awards/Prizes Committee shall be constituted.

**Article 31 - Nomination of Candidates for an election at any level**

The National Executive Committee shall formulate guidelines and regulations for the nomination of candidates for election into offices in the Association at all levels, subject to the provisions of this Constitution.

### **Article 32 - Bank Account**

- i. The Association shall maintain Association account National and State levels of the Association.
- ii. The Executive Committees of the various levels of the Association shall decide the banks for such accounts.
- iii. Any two of the following officers of the Association, one of who shall be the President, shall be valid signatories to the Association's bank accounts and other financial transaction:-
  1. The National President and his/her counterparts in the state
  2. The National Treasurer and his/her counterparts in the state.

### **Article 33 - Tenure of Office/Election of Association Officers**

1. All officers of the Association shall hold office for four years and shall be eligible for re-election.
2. Election into any of the offices of the Association shall be held on a date fixed by the National Executive Committee.
3. Election into any of the offices of the Association shall be open-secret ballot system.

### **Article 34 - Vacancies/removal from office**

1. In the event of the death or resignation of the National President, the National Vice President shall temporarily hold the office of National President until election is conducted. In the event of the death or resignation of any officer who has no deputy or assistant, the Executive Committee at all level shall appoint a suitable person to act in that capacity until the next Convention/Congress of the Association, when a new officer shall be elected.
2. **Removal from Office**

The National President may be removed from office on a vote of No Confidence passed by at least two-thirds majority of votes of a National Convention convened solely for the consideration only of such motion. Any other officer of the Association may be removed by a simple majority of votes of members of a convention or congress as the case may be of the Association present and voting.

**3. Special Circumstance:**

Any officer of the Association who is convicted of any criminal offence, bordering on fraud, embezzlement, conduct likely to bring the image of the Association to ridicule and disrespect shall be deemed to have been expelled from the Association.

**Article 35 - Code of Conduct at elections**

Any member of the Association who is contesting for any Association office shall not establish, operate, retain, train, equip any person or group or persons, or maintain any wing, arm or vanguard in whatever form or manner and in whatever name called, for use or display of physical force or coercion in promoting or attaining any society objective.

Any member who contravenes this provision stand to be expelled from the Association.

**Article 36 - External Auditor**

The National Executive Committee shall appoint a competent firm of Accountants to audit the Accounts of the Association annually and present the report of the audited accounts at the National Convention.

**Article 37 - Common Seal**

There shall be a Common seal of the Association that shall be in the custody of the National Administrative Secretary.

**Article 38 - Oath of Office**

Every officer elected or appointed as an officer of the Association shall subscribe to the oath of office as provided in Schedule 1 (Oaths 1 and 2) to this Constitution before an appropriate Principal officer of the Association as may be approved by the National Working Committee.

## **Article 39 - Standing Order**

The following standing orders shall guide the conduct of all meetings of the Association:

- a. The following basic agenda shall be observed at meetings:-
  - i. Apologies for non-attendance if duly tendered.
  - ii. Minutes of last meeting and any matters arising from it.
  - iii. Matters arising from the Association's activities.
  - iv. Reports.
  - v. Campaigns and Interventions in struggles.
  - vi. Finance.
  - vii. AOB.
- b. No member shall speak more than once on the same issue unless other members who intend to express their opinion on the same issue have had an opportunity to do so.
- c. Discussion shall be limited to the immediate question at issue. The Chairperson may call to order any member who introduces any matter not relevant to the question at hand.
- d. If after sufficient discussion on any issue at a meeting, there appears to be no consensus, the chairperson shall put the issue to vote.
- e. Every decision of the Association shall be arrived at by a simple majority of eligible members present and voting.

## **Article 40 - Amendment**

- This constitution and the Schedules thereto, can be amended only by the National Convention of the Association.
- Notice of any proposed amendment shall be given to the National Secretary at least two months before the date of the National Convention. The notice, which shall be in writing, shall contain a clear statement of the proposed amendment and reasons for it.
- Notice of proposed amendment(s) shall be served on the members of the National Convention at least 30 days before the date of the meeting at which the proposed amendment is to be considered.
- The Constitution or any part thereof shall stand amended if a proposed amendment is supported by at least two thirds of the delegates present and voting.

- Where new positions and offices are created as a result of the amendment of this constitution, the relevant, Executive Committee, until the next Convention, shall fill such positions and offices, in an interim capacity.

#### **Article 41 - Interpretation**

- Unless it is otherwise expressly provided or the context otherwise requires. 'He' 'his' or 'Him' means or refers to male and female. 'Shall' means must or compulsory. 'May' means optional.

#### **Schedule 1**

##### **Staff Rules**

- Employee of the Association are subject to direct control and discipline of the National and state branches of the Association.
- All employees of the Association shall be bound by the Constitution, Rules and Regulations of the Association or its officers or take part in subversive activity against the Association or its officers shall, if found guilty, be immediately relieved of his/her post and may, in addition, be prosecuted. Erring employees will be afforded ample opportunity to defend themselves before disciplinary action is taken against them.
- The remuneration and other conditions of service of the Association shall be determined as follows:-
  - For National Officers (employees) by the National President on the recommendation of the National Executive Committee.
  - For the State (employees) by the State President on the recommendation of the State Executive Committee.
  - No employee of the Association shall seek Nomination to enable him contest any election unless he/she resigns his/her appointment one month to the date of the elections.

## **Schedule 2**

### **1. Oath of Allegiance**

I..... do solemnly swear/affirm that I will be Faithful and bear true allegiance to the Writers Against Aids and Tobacco Smoking (WAAIDS) and the Federal Republic of Nigeria and I will preserve, protect and defend the Constitution of the Association and that of the Federal Republic of Nigeria, so help me, God.

### **2. Oath of Office**

I..... do solemnly swear/affirm that I will be faithful and bear true allegiance to the Writers Against Aids and Tobacco Smoking (WAAIDS). I will discharge my duties to the best of my ability, faithfully and in accordance with the Constitution of the Association and law and always in the interest of the integrity, solidarity, advancement, wellbeing and prosperity of the Association and the Federal Republic of Nigeria; that I will strive to pursue, enhance and implement the aims and objectives of the Association as contained in its constitution; that I will not allow my personal interest to influence my Official decisions; that in all circumstance I will do what is right to all the members and organs of the Association and to all manner of people, according to law without fear or favour, affection or ill-will; that I will not directly or indirectly communicate or reveal to any person any matter which shall be brought under consideration or shall become known to me as an officer of the Association, except as may be required for the due of my duties, that I will devote myself to the service and well-being of all humanity. So help me God.

RATIFIED AND DATED at \_\_\_\_\_