

**CONSTITUTION FOR COMMUNITY DEVELOPMENT
• ASSOCIATIONS IN LAGOS STATE.**

✓ **ARTICLE 1: Name**

The Association shall be known and address as

.....
Community Development Association.

✓ **ARTICLE 2: Objectives**

The principal objectives of the Association shall be

- (a) To plan, co-ordinate, execute and maintain joint Community Development projects on self-help basis at the Community levels.
- (b) To re-awaken people's interest and encourage the Community's participation in the welfare and improvement at the Community, village or local level.
- (c) To promote unity initiative, leadership and togetherness among members.

✓ **ARTICLE 3: Functions of the C. D. A.**

The Association shall perform the following functions:

- (a) To promote, plan and organize joint actions on self-help projects such projects shall be those that would raise the social and economic standard of the Community.
- (b) To raise and manage funds for projects improvement on behalf of the Community such funds should be kept in the nearest Bank of their choice.
- (c) Maintain any completed projects and see to their proper use.
- (d) Encourage and promote projects and ensure that training courses are held for Potential Leaders.

✓ **ARTICLE 4: Membership**

- (a) All Landlords and Tenants residents in the Community shall be eligible for the membership of the Association which shall be on individual basis.
- (b) There shall be a Register of members in which the Names and addresses and other particulars of members shall be Registered.

- (c) There shall also be an Attendance Register for recording the Attendance of members at meetings.
- (d) There shall be prescribed monthly dues payable per member and only dues-paying members shall be regarded as authentic members.
- (e) Where the Community is large and divided into zones or areas, the Association shall consist of equal representatives from each zone or area.

✓ **ARTICLE 5: Executive Committee**

There shall be an Executive Committee which shall see to the day-to-day activities of the Association.

The Executive Committee shall comprise of the following officers:

A. The Chairman

- (i) Shall preside over all meetings of the Executive Committee and the General Meeting
- (ii) He shall countersign all important documents.
- (iii) He shall be a signatory to the Committee's Bank Account.
- (iv) He shall initiate policies and ensure proper planning, co-ordination and execution of the Association projects.
- (v) He shall perform such other functions for the good Governance of the Association.
- (vi) He shall represent the Association at the Local Government Community Development Committee (C.D.C) meetings and other activities.

B. Vice -Chairman

- (i) Shall act in the absence of the Chairman and shall be entitled to all the Rights and Privileges of the Office of the Chairman during his acting capacity.
- (ii) In the absence of the Chairman, the Vice-Chairman shall be the Authorizing Officer.

C. Secretary

- (i) Shall be responsible for all activities of the Secretariat and shall assist the Chairman in the initiation or formulation of Policies and project proposals including the execution of projects.
- (ii) He shall liaise regularly with the appropriate office for Community Development at the Local Government.
- (iii) He shall represent the Association at the Local Government Community Development Committee (C.D.C) Meetings and activities.

D. Assistant Secretary

Shall assist the Secretary in the day-to-day activities of the secretariat and carry out other functions as may be assigned to him by the Chairman, the Secretary or the Executive Committee.

E. Treasurer

- (i) Shall pay all monies received into the approved Bank of the Association.
- (ii) He shall collect all money received by the Financial Secretary and shall issue receipt to the latter accordingly.
- (iii) He shall in conjunction with the Chairman and Secretary and the Local Government signatory operate an Account in the name of the Association in the Bank so approved by the General House.
- (iv) He shall keep correct and accurate records and Accounts of the Committee
- (v) He shall represent the Association at the Local Government Community Development Committee Meetings and other activities.
- (vi) Keep an impress account as approved by the Committee.

F. Financial Secretary

- (i) Shall collect all funds or levies from members and pay directly to the Treasurer.
- (ii) He shall keep accurate records of income and issue receipts accordingly, and keep copies of such receipts.

G. Auditor

- (i) Shall be responsible for the auditing of the Accounts of the Association at least once a year and as may be directed by the General Meeting.
- (ii) He shall prepare, submit and read Annual Report to the Annual Report to the Annual General Meeting.
- (iii) The General Meeting may employ an External Auditor, if necessary.

H. Publicity Secretary

- (i) Shall publicize, propagate and disseminate information regarding the Association on the advice and approval of the Executive Committee.
- (ii) He shall edit all publications of the Association

I. Social Secretary

Shall be responsible for all social engagements of the Association as approved by the Executive Committee.

J. Welfare Officer

Shall oversee to the welfare of the Association members as a whole

K. Ex-Officio Members (6 nos)

L. Immediate Past Chairman

M. Immediate Past Secretary

N. Immediate Past Treasurer

And any other three elected by the General House (22-members Executive Committee).

ARTICLE 6: Election of Officers

- (i) Experience, ability and willingness to perform shall be the guiding factors for qualification for Election into any of the Offices of the Association.
- (ii) Only members who are regular at meetings particularly those who attend Annually more than two-thirds(2/3) of monthly and other meetings of the Association shall be eligible to vote and be voted for.

- (iii) Any member who is indebted to the Association financially shall not be eligible to vote or to be voted for.
- (iv) Election of officers shall be held every two years.
- (v) Ex-convicts are not eligible to vie for any post
- (vi) Election of officers shall be by popular choice.

B. Election Petition

Any Election Petition not received within Seven days by the Local Government (Agric Department) after the Election, shall not be entertained. The election petition attracts non-refundable sum of N2,500 (two thousand and five hundred naira only) payable to the Local Government Community Development Committee Accounts.

C. Removal of Members

A person ceases to be a Member of the Association for the reason of:

- (a) Death
- (b) Insanity
- (c) Registration
- (d) Continuous absence from Meetings.

D. Removal of Officers

Any Officers shall be removed from Office having been found guilty of an offence proved beyond all reasonable doubts, such as:-

- (i) Absence from the meetings of the Executive Committee and/or the General meetings for more than three consecutive meetings without approval by the Executive Committee.
- (ii) Misconduct or other acts detrimental to the stated objectives of the Association.
- (iii) Total Disability
- (iv) Bankruptcy
- (v) Dismissal by the General Meeting.

E. Procedure for Removal

- (i) Any Officer who is guilty of misconduct may be suspended by the Executive Committee pending the decision of the General Meeting for his Removal.
- (ii) A suspended officer shall have the right of Appeal to the General Meeting whose decision shall be Final on two-thirds (2/3) majority votes of Financial Members.

F. Tenure of Office of Officers

Elected Officers shall hold office for a period of Two (2) Years and may be re-elected, no officer shall serve in the same office for more than two consecutive terms.

ARTICLE 7: Appointment of Patrons and Matrons

The Association shall appoint Patrons and Matrons classified as follows:

(i) Grand Patrons:

Any Oba, Baale or Village Head whose jurisdiction covers the boundary of that Community shall be appointed the Grand Patron of the Community for life.

(ii) Patrons/Matrons

Patrons and Matrons shall be notable personalities within the Community who are committed to Community Development activities and programmes.

✓ **ARTICLES 8: Meetings**

(a) General Meeting

- (i) The General Meeting of the Association shall be held monthly at a place and time appointed by the Association.
- (ii) No sitting allowance shall be paid to members.

(b) Executive Committee Meeting

The Executive Committee Meeting shall hold at least once monthly as shall be convened by the Chairman or the Secretary on the advice of the Chairman.

(c) Annual General Meeting

An Annual General Meeting of the Association shall be held

for the purpose of enabling the officers to render Accounts and Reports on their activities and organize social get-together for the members.

✓ **ARTICLE 9: Quorum**

One-third (1/3) of the Members shall form a Quorum at the Executive, the General as well as the Annual General Meetings.

✓ **ARTICLE 10: Finance**

(A) Banking

- (a) The Association shall keep its Funds in the nearest Bank to be appointed on resolution passed at the General Meeting and used in the best interest of the Association.

(b) Operation Word

Data Base: Shall be interpreted as a register of names, address and personal information of resident of the above named Community.

Pass: Shall be a Plastic Identity Card bearing the Name, Passport photograph and address of the resident.

✓ **ARTICLE 11: Enforcement of Payment of Dues**

(a) Modalities

- (i) The Community shall operate and maintain a data base
(ii) That all residence of the above named Community shall ensure to register their family members in the Data base.
(iii) That a pass shall be issued upon full payment of Dues for the Community as stated in article 10 of the Constitution.

(b) Duties of enforcement group:

- (i) To ensure prompt payment of dues for Community.
(ii) To do a house to house visitation to enforce registration into the data base and payment of due for the Community.

c. **Sanction:**

- (i) That names of Defaulters shall be pasted at the Community Hall and other strategic locations.
- (ii) Defaulters shall not be allowed to benefit from the facilities provided in the Community.

B. ✓ Sources of Funds

The sources of funds shall be:

- i) Dues
- ii) levies
- iii) Voluntary Donations.
- iv) Grant-in-aid from the Federal Government, the Lagos State Government, local Government and any other voluntary organizations .
- v) Revenue from any joint Community Economic Projects, e.g. Fish Ponds, Poultry, Farm.
- vi) Rent derived from the letting or leasing of any building belonging to the Community.
- Vii) Any other legal sources of Revenue.

C. ✓ Signatories to Bank Account

The Bank Accounts of the Association shall be operated over the, Joint signatures of the, Chairman, the Treasurer and the H.O.D. Agric' and Rural' Development in the local Government.

ARTICLE 12: Auditing

- ✓ (a) The Accounts of the Committee shall be Audited annually.
- (b) The General Meeting ,may order a Special Audit of the Associations' Account any time and may appoint an External Auditor.

ARTICLE 13: Property

The Association shall keep an inventory of the Community's Common properties, and shall maintain them.

ARTICLE 14: Amendments

This Constitution shall be subject to amendment at any time on the two-thirds Majority votes of all the Members of Lagos State Community Development Council or on the advice of the appropriate Ministry in the Lagos State Government.

ARTICLE 15: Standing Communities

(a) The Association shall maintain six standing Communities as follows:

1. Finance Committee
2. Development Committee
3. Welfare and Social Committee
4. Education Committee
5. General Purpose Committee
6. Health/Sanitation Committee

(b) Each Committee shall be headed by a member of the Executive Committee.

ARTICLES 16: Effective Date

This Constitution shall take effect from Thursday, 1st day of January, 2009.

This Constitution shall not be reproduced/photocopied printed by anybody or agency without the permission of Community Development Department, Ministry or Rural Development. The secretariat, Alausa, Ikeja.

The effective date of this Constitution is 1st January, 2009.