

KWANKWASIYYA DEVELOPMENT FOUNDATION MEWAR INTERNATIONAL UNIVERSITY

KM 21, ABUJA-KEFFI EXPRESS WAY, MASAKA, KARU LGA, NASSARAWA STATE NIGERIA.



NOVEMBER, 2024

PREAMBLE

We the Scholars of Kwankwasiyya Development foundation MIU Chapter having firmly and solemnly resolved to unite as an indivisible entity in the spirit of unity, provide and accept this document as our Constitution which shall be supreme.

The Constitution shall come into force with effect from the day of approval/adoption by the congress of Kwankwasiyya Development foundation MIU Chapter Scholars hereinafter referred to as KDF Mewar International University.



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ARTICLE ONE

GENERAL PROVISION

SUPREMACY OF THE CONSTITUTION:

- (i) This Constitution is supreme and its provisions shall have binding force on all members, authorities and organs of Kwankwasiyya Development foundation MIU Chapter Scholars, hereinafter referred to as "KDF-MIU" Mewar International University, Nigeria.
- (ii) If any other law made by the students of KDF-MIU is inconsistent with the provision(s) of this Constitution, this Constitution shall prevail, and such other law shall to the extent of its inconsistency be void.

NAME AND MOTTO OF THE ASSOCIATION:

- (i) This Association shall be known as Kwankwasiyya Development Foundation (KDF).
- (ii) The Motto of the Association is "United we Stand"

AFFILIATION:

(i) The Association shall be affiliated to the Kwankwasiyya Development Foundation, National Body.

CONGRESS:

- (i) The Congress shall be the supreme organ of the Association.
- (ii) The Congress shall be made up of all Scholars of the Foundation.
- (iii) The Congress shall:
 - i. Be the chief policy maker of the Association;

- ii. Deliberate upon any matter(s) that involve constitutional ties;
- iii. Approve or disapprove budget proposals of the Excos;
- iv. When there is need for a congress meeting and the Executive fails to call the congress, the congress shall call on the executive to a congress meeting provided they form a quorum;

STAFF AND OTHER ADVISERS:

- (i) The association shall have Staff advisers.
- (ii) The Staff advisers of the association shall be any senior staff (academic or non-academic) and most be once a beneficiary of KDF Scholarship.
- (iii) 5 Scholars of the Kwankwasiyya Development Foundation (Alumni) shall be chosen as advisors to the association. There are to serve for a Tenure.

The Staff Advisers shall:

- (i) Give advices as may be required by the answerable to the congress.
- (ii) Notwithstanding the foregoing provisions, the advice may be overridden by the simple majority of the congress.
- (iii) The Staff adviser shall be a beneficiary of KDF Foundation.

ARTICLE TWO

FUNDAMENTAL OBJECTIVES

AIM AND OBJECTIVE:

- (i) The aims and objectives of the Association shall be to:
 - (a) Unite all KDF Scholars, studying in Mewar International University, Nigeria.
 - (b) Encourage mutual coexistence amongst KDF Scholars, with other student's Associations in the Campus;
 - (c) Serve as a channel of communication between KDF, the staff and authorities over matters of mutual interests;
 - (d) Protect the interest of KDF Scholars, at all cost justifiable;
 - (e) Serve as the KDF Scholars mouthpiece on internal and external issues;

MEMBERSHIP:

- (i) The Association shall be registered with the Office of the Dean Students' Affairs, Mewar International University.
- (ii) All registered KDF Beneficiaries are members of the Association.

ARTICLE THREE

EXECUTIVE COUNCIL

COMPOSITION:

- (i) Composition of the Executive Council of the Association shall be:
 - a. President
 - b. Vice President I
 - c. Vice President II
 - d. Secretary General
 - e. Assistant Secretary General
 - f. Financial Secretary
 - g. Treasurer
 - h. Auditor
 - i. Director of Publicity (I)
 - j. Director of Publicity (II)
 - k. Welfare
 - I. Director of Sport (I)
 - m. Director of Sport (II)
 - n. Media Director.

EXECUTIVE FUNCTIONS:

- (i) The Executive Council (hereinafter referred to as the Exco).
- (ii) The Executive Council shall be the administrative organ of the Association and in pursuance shall:
 - Be responsible for the activities of the Association and represent KDF Scholars at matters affecting their interests;
 - ii. Ensure that all resolutions of KDF Scholars are adhered to;
 - iii. Take care of KDF' property;
 - iv. Have the power to appoint ad-hoc committee(s).

- v. Organize orientation for fresh students;
- vi. Be responsible for their joint actions, provided that individuals are responsible for their failures;
- vii. Make budget, expenditure and source funds solely in the interests of KDF;
- viii. The president, with the consent of the Exco, may invite any member(s) of KDF to any proceeding for the purpose of seeking advice in the deliberations of the Exco:

DUTIES:

PRESIDENT:

- (i) The President shall be the Chief Executive, Representative and Spokesperson of KDF and shall issue releases on matters other than those dealt with by the Director of Publicity.
- (ii) Shall coordinate activities of the Exco.
- (iii) Shall be the overall custodian of KDF' property.
- (iv) Shall have the power to approve or reject voucher(s) raised by any Excomember.
- (v) Perform or delegate to other Exco member(s) duties not foreshadowed by this Constitution but are in line with the aims and objectives of the Association.
- (vi) Shall direct the Secretary General to summon Exco meeting(s) over which he shall preside.
- (vii) Cast a vote only when there is a tie in Exco meeting.
- (viii) Shall, with the approval of the Exco, call for an emergency meeting(s) of the Association officials, provided that a notice of 24 hours is given to that effect, and shall preside over such meetings.
- (ix) Shall be a money signatory to the Association's bank account.

VICE PRESIDENT I:

The Vice President I shall:

- a. Assist the President in carrying out his duties and shall deputize in his absence;
- b. In the event of suspension of the President, he shall assume office of the President until he is reinstated;
- c. In the event of death, dismissal, resignation or withdrawal of the President, the Vice President I shall be the substantive President;
- d. Where the President is incapable of discharging his official duties by reason of ill health, infirmity of the body or mind, the Vice President I shall assume office of the President provided that:
 - 1. The resolution is passed by two third majority of the executive council and
 - 2. There is evidence tendered and accepted by the Staff advisers

VICE PRESIDENT II:

The Vice President I shall:

(i) The Vice President II shall assist the President in carrying out his duties and shall deputize in the absence of Vice President I.

SECRETARY GENERAL:

- (i) The Secretary General shall:
 - a. At the directive of the President summon Executive Council and congress meetings.
 - b. Take and keep minutes of proceedings of Exco and congress meetings.

- c. Be responsible for safeguarding all documents, except otherwise stated by this Constitution.
- d. Compile a report on the Association's activities and report same to congress.

ASSISTANT SECRETARY GENERAL:

The Assistant Secretary General shall:

- a. Assist Secretary General in all his duties;
- b. Deputize for the Secretary General in his absence;
- c. In the event of death, dismissal, resignation or withdrawal of the Secretary General, he becomes the substantive Secretary General.

FINANCIAL SECRETARY:

- (i) There shall be a Financial Secretary for the Association.
- (ii) The Financial Secretary Shall:
 - a. Keep record of all subscriptions and dues paid to the Association;
 - b. Prepare the publication of all statements of accounts as may be required by the Exco and Congress;
 - c. Be in custody of receipts and duplicate of voucher(s);
- (iii) The Financial Secretary may first be called upon to present records of the financial transactions, in the prevailing circumstance.

TREASURER:

- (i) There shall be Treasurer for the Association:
- (ii) The Treasurer shall:
 - a. Account for monies of the Association received and/or make payment on behalf of the Association and communicate same to the Financial Secretary for record;
 - b. Bank all Association monies within forty eight (48) hours of receipt;
 - c. Jointly with the President and Financial Secretary sign any cheque(s) for withdrawal:
 - d. Issue out all duly signed cheque(s);
 - e. Submit a statement of the bank account transactions to the Executives
 - f. The Treasurer may be liable for negligence and misappropriation of the Association's monies;

AUDITOR:

- (i) There shall be an Auditor General for the Association, who shall:
 - a. Have access to all documents of financial transaction of the Association;
 - b. Audit the Association's bank accounts and submit the report to the Staff advisers and the congress at the end of each semester;

DIRECTOR OF PUBLICITY (I):

- (i) D.O.P I shall project the image of the Association.
- (ii) He shall:
 - a. Publicize congress meetings at least seventy-two (72) hours before the meeting by the directive of the President or the Secretary General;
 - b. Be responsible for publicizing the Association's activities;

DIRECTOR OF PUBLICITY II:

(i) He shall assist the D.O.P I in carrying his duties and shall deputize in his absence.

WELFARE DIRECTOR:

- (i) There shall be a Welfare Director.
- (ii) He shall:
 - a. Promote and coordinate all welfare activities;
 - b. Shall recommend to the Excos the welfare programme of the Association;
 - c. Shall chair any welfare gathering;

DIRECTOR OF SPORT I:

- (i) There shall be Director of Sport I.
- (ii) He shall:
 - a. Liaise with other associations to organize friendly sports activities;
 - b. Be the chief custodian of all sports equipment belonging to the Association;
 - c. Organize a training session for the Association's team;
 - d. Publicize any sport activities of the Association;
 - e. Be the chairperson and secretary of the sports committee;

DIRECTOR OF SPORT II:

(i) He shall assist the Director of Sport I in carrying out his duties and shall deputize in his absence.

MEDIA DIRECTOR:

- (i) There shall be Media Director for the Association.
- (ii) He shall:
 - a. Develops engaging content, such as articles, newsletters, social media posts, and videos, to showcase the association's activities and events;
 - b. Manages the association's social media accounts, ensuring regular updates and interactions with followers";
 - c. Be the chairperson of the editorial committee;
 - d. Oversees the design of promotional materials like posters, flyers, and digital graphics, maintaining a consistent and professional image;
 - e. Builds relationship with school media outlets, to increase visibility; and
 - f. Manages and coordinates media responses during any controversial issues, ensuring the association's reputation is maintained.



ARTICLE FOUR COMMITTEES OF THE ASSOCIATION

The Association shall have the following committees to be formed by the congress or the Excos,

SPORT COMMITTEE

- a. The sport Director shall be the chairman of the Committee
- b. The committees shall be in liaison with the sport directors of other Associations who are responsible for organizing the sporting activities of any other Association(s) or are interested in doing so.
- c. Coordinate the activities of the various sport clubs

DISCIPLINARY COMMITTEE

- a. There shall be a disciplinary committee to be formed by the Staff advisers whenever the need arises
- b. The committee shall be responsible for:
 - i. Investigating allegations of any misconduct, embezzlement or misappropriation
 - ii. Disciplinary action on any erring executive members, or any congressmen. They have the power to punish any person for a crime. Any person found to be indicted by the committee shall be taken to the Staff adviser and Dean Student Affairs for Legal Action.
- c. The committee shall have a chairman who must be a 400-level student and four other persons to be nominated by the congress

ASSOCIATION ACCOUNT COMMITTEE

- a. There shall be a Association account committee
- b. It shall comprise of four (4) members, one of whom shall be the Auditor General and the other three members from the congress, who shall be one from Faculty of sciences, one from Faculty of Computing and the other from Faculty of Management.
- c. The committee is to be formed by the Staff Adviser
- d. The committee shall meet at least once in a month
- e. The committee shall perform the following duties:
 - i. Examining all the records of financial transactions of each committee and for the purpose, it shall obtain the approved budget of the Association
 - ii. Audit all records of transfer into Association account by the Excos or any other person

ARTICLE FIVE TENURE AND DISSOLUTION

- a. The tenure of the Excos and legislature shall last for one academic session.
- b. The executive arm and any other appointment shall be dissolved (4) weeks to 2nd semester examinations.

ARTICLE SIX

TRANSITION OF POWER

- There shall be appointment of Newly Excos before the dissolution of the Exco.
- b. The appointment shall be by Nomination, and Physical Interview by the Transition Committee.
- c. The Appointment shall be held and conducted in accordance with the provisions of this constitution
- d. The following shall be eligible to be Nominated and appointed;
 - i. All KDF-MIU Scholars who have met or fulfilled their financial obligations to the Association

e. Anybody selected for any of the above offices must:

- i. Be a 300 level and above student
- ii. Have a minimum of 3.50 C.G.P.A
- iii. Have at least 70% congress attendance
- f. In the event of a tie, the Staff advisers shall call the committee within fourty-eight (48) hours to resolve the issue and have final conclusion.
- g. Withdrawal of a candidate shall be within 24 hours before the interview commences. Such withdrawals must be communicated to the chairman of committee in writing.
- h. A candidate shall be disqualified if he:
 - i. Runs short of any of the electoral guidelines stipulated by this constitution
 - ii. Violates any of the electoral rules and regulations stipulated either by this constitution or the Transition Committee

TRANSITION COMMITTEE

- i. There shall be a Transition committee formed before dissolution of the Exco
- ii. The committee shall comprise of one (1) member from each faculty in the School, and other 2 members from the Executives. All member must be from the outgoing set.
- iii. The committee shall be chaired by a chairman to be appointed by the President, who must be an executive member.
- iv. There shall be a secretary and a number of the offices as may be deemed necessary by the Committee.
- v. The committee shall be formed immediately before dissolution of the Excos and shall organize and conduct the process within (14) days of its formation
- vi. It shall have to:
- vii. Disqualify any person found to be short of the requirement
- viii. Make rules and regulations not foreshadowed by this
- ix. Shall organize the inauguration and hand-over of all documents to the newly appointed administration.

APPOINTMENT PETITION

- a. All pre- and post-appointment complaints or petitions shall be channeled to the committee within 48 hours of the selection exercise
- b. Before any petition(s) is made the attention of the chairman must be drawn to any abnormalities before or during the screening in writing
- c. No person shall be sworn-in if his appointment is challenged before the staff advisers till after determination of the petition
- d. The decision of the Committee shall be final except otherwise directed by the Staff advisers.

DISPUTES AND CONFLICTS ARISING

Any Dispute matter(s) shall first be resolved through internal machinery

- a. The internal machinery above consist of
 - i. Dispute resolution mechanisms
 - ii. Negotiation, mediation and conciliation
- b. Only where dispute become irresolvable that statutory procedure be resorted to
 - Statutory procedure herein mentioned, shall be the Staff advisers, and Dean student Affairs.
 - ii. Matters are to be guided by the procedures and guiding principles as provided by the Staff advisers.
- c. The decision of the Staff advisers shall be final and binding upon all persons and authority
- d. Pursuant to the provisions of the section, any aggrieved person or authority who feels his right has been or is being violated shall be entitled to represent himself or through a registered and functional Exco to file his complain to the staff advisers.

REMOVAL FROM OFFICE

IMPEACHMENT/SUSPENSION

- An allegation of gross misconduct shall be brought to the house and if supported by 1/3 of the parliament, an investigatory committee shall be setup among the Executives.
- ii. The committee shall have two weeks to carry out an investigation and submit its report to the Staff advisers and on the day of the reporting, the officer in question shall appear before the Staff advisers to raise his defense if any

- iii. The holder of the office whose conduct is being investigated shall have the right to defend himself in person
- iv. The Executives and Staff adviser shall consider the report of the committee vis-à-vis the defenses of the officer in question if any, and accordingly be amended, adopted or rejected by two-third majority of the parliament provided a quorum is formed
- v. Where the report of the committee is that the allegation against the holder of the office has been proven and after due consideration by the Quorum and supported by two third majority resolution of the staff advisers/ executives (provided they form a quorum). The report of the committee is adopted, the holder of the office shall stand impeached from office as from the date of the adoption of the report. The impeached officer shall immediately return all Association properties in his custody.
- vi. An officer for the purpose of the foregoing is said to have committed an act of gross misconduct if he is dishonest, corrupt, fraudulent, inefficient or has committed grave violation of the constitutional provisions.

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RESIGNATION OF OFFICERS

- a. Any officer(s) may resign his office voluntarily
- b. Any officer other than the president who resigns his office shall hand over all documents, monies and property of the Association to the president within 48 hours of his resignation.
- c. In the event of the president resigning his office, he shall hand over all document, monies and properties of the Association to the vice-president with 48 hours of such resignation.

EMBEZZLEMENT

Any office-holder of the Association shall, in case of embezzlement established against him, be made to refund the money embezzled (further action), further action will be decided by the staff advisers.

SUSPENSION

Exco or any of their members, in the event of crisis, be suspended for a specific time by a two third (2/3) majority vote of the Executives present provided they formed a quorum to enable an enquiry to be made. The result of such enquiry shall determine their reinstatement or removal.



ARTICLE SEVEN FINANCES, ASSETS AND STAFF

ANNUAL DUES

- a. all members of the Association shall pay an annual dues to be determined by the congress and executives.
- b. The financial year of the Association shall coincide with the academic year
- **c.** Payment of annual dues shall be mandatory on all scholars of the foundation, failure to do so shall attract a penalty that would be determined by the disciplinary committee.

DONATIONS

The Association shall receive aids, grants and gifts from individuals(s) provided such aids grant and gift donation are in accordance with the aims and objectives herein before stated in this constitution or any other provision thereof.

FUND RAISING

The Association shall undertake fund raising activities when and where necessary

- a. The Association shall collect all profit due to it or accruing from its activities and utilities
- b. The Association shall collect any other money accruing to it from any other sources

FINANCIAL PROCEDURE

- The secretariats shall maintain a record book in respect of each committee under the control of the financial secretary who shall, under the prevailing circumstances, receive or pay any money in cash or in cheque.
- Each Exco member shall keep a record in respect of his office's financial transactions
- The record book shall contain a vote allocated to the committee and the financial transaction of the committee
- All payments or receipt of money in cash or cheque shall be by the treasurer who shall issue an acknowledgement note upon which the financial secretary issues a Association receipt and records into the book
- The Association account committee shall scrutinize all financial record books at least once in a month
- All accounts shall, if possible, be supported by receipts
- Record books of financial transaction shall bear
 - a. Date and number of payment voucher
 - b. Recipients name
 - c. Balance
- Before the Exco assume office, they shall be given a brief induction course in rudimentary accounting procedures by the out-going president, treasurer and financial secretary.
- No Association transaction shall be valid unless if backed by a Association receipt
- Association officials shall be accountable for all proceeds realized from any activity organized by their office and shall remit such to the treasurer within 48 hours

PAYMENT VOUCHERS

- a. There shall be four signatories of the payment voucher. They are
 - i. The chairman of the committee under whose committee the payment is being made or the recipient therefore.
 - ii. The president
 - iii. The treasurer
 - iv. Financial secretary
- b. The payment voucher shall contain in clear terms the purpose of raising the money
- c. The financial secretary shall refuse to issue a new payment voucher to a recipient who has not accounted for the previous one.

AWARD OF CONTRACT

a. No office shall award any contract exceeding N5,000 without the prior consent of the Executives.

ASSOCIATION ENTERTAINMENT

- a. There shall be entertainment in the circumstances below and it shall be a privilege and not a right
- b. The Association shall only entertain on campus
- c. Entertainment is restricted to:
 - i. A Person recognized by the Exco as being a guest of the Association
 - ii. Standing and Ad-hoc committees
 - iii. The Exco during their meetings
- d. Drinks of entertainment shall come from the financial secretary and record shall be kept in respect of the following;

- i. Names of persons or body entertained
- ii. Purpose of entertainment
- iii. Amount spent
- iv. The entertainer
- v. Date of entertainment
- e. Request for entertainment shall be directed through the president to the secretary
- f. All committee request shall be entertained by the secretary

ASSOCIATION PROPERTY

- a. Anything belonging to the Association is regarded as Association property
- b. The president shall be the overall custodian of the Association's property
- c. Every Association officer shall be responsible for property directly under their offices
- d. Association property shall not be put to private use and any such action in contravention of this sub-section shall be imposed on such officer by the Excos
- e. Major repair of Association property shall not be undertaken unless with the consent of the Executives.
- f. Repairs for the purpose of the foregoing provision shall be deemed major if it exceeds five thousand Naira (N5000) that is not appropriate for.
- g. All Association property shall be subject to verification once a semester by a committee to be set up by the Executives.

ARTICLE EIGHT

ADMINISTRATION OF OATHS, INTERPRETATION, CITATION AND COMMENCEMENT OF THE CONSTITUTION

- a. Each member of the executive council before assuming office shall take oaths in accordance with this constitution.
- b. All oaths shall be administered by a Staff adviser.
- **c.** The format of the oath of office should be followed.

INTERPRETATION OF CLAUSE

- a. In this constitution, unless it is otherwise expressly provided for, the context is as follows:
 - a. Exco means the Executive Arm of the Association
 - b. Financial obligation means payment of one's annual Association dues
 - c. Association official means a person holding any of the offices recognized in this constitution
 - d. Quorum apart from emergency meeting shall mean two third of a specified number
 - e. Congress meeting means a meeting of at least one 30 students of KDF Scholars.
 - f. Supremacy for the purpose of this constitution means the highest authority and groundwork for the Association
 - g. Inconsistent means contrary to or in conflict with the express or implied provisions of the constitution
 - h. Emergence means an unusual situation that demands prompt attention

CITATION

This constitution may be cited as Kwnkwasiyya Development Foundation MIU 2024.

COMMENCEMENT

The provision of this constitution shall come into force 23rd November, 2024 in the day congress adopts.





JIMOH LUKMAN BRAIMAH
PRESIDENT KDF-MIU
2022-2024