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# **THE CONSTITUTION OF RIGASA HEROES COOPERATIVE SOCIETY FOR COMMUNITY DEVELOPMENT AND BODY BUILDING**

## **Preamble**

We, the members of this cooperative society having firmly resolved to form this non-governmental organization known as the **RIGASA HEROES COOPERATIVE SOCIETY LIMITED** for the purpose of promoting wellbeing of the cooperative society. Do Hereby Enact and give ourselves the following constitution.

## **Article 1: Supremacy of the Constitution**

Supremacy to the provisions of the constitution of the federal Republic of Nigeria and any other law for the time being in force, the provision of this constitution shall be binding on all the members of the cooperative society.

## **Article 2: Name of the Cooperative Society**

The cooperative society shall be known and addressed as “**RIGASA HEROES COOPERATIVE SOCIETY LIMITED**” (RHCSL) herein after referred to as “**Rigasa Heroes**”.

## **Article 3: Emblem of the Cooperative Society**

The organization shall have as its emblem the scale of justice.

## **Article 4: Membership**

**Funding members:** This category of members shall comprise of persons who are the pioneers of this cooperative society.

**Individual members:** members of the cooperative society shall be opened to all persons, Nigerians or foreigners, provided the person has attained the age of eighteen (18) years.

**Honorary members:** Shall comprise of men and women of proven integrity who have demonstrated visible and viable support morally and financially to the cooperative society.

## **Article 5: Aim and Objectives**

The cooperative society shall be dedicated to the attainment of the following aims and objectives:

- a) Intervention in the development of orphans educationally, socially and morally;
- b) Visitation of inmates;
- c) To serve as a medium of reconciliation between the disputing parties in the community;
- d) To provide acquisition skills to the youths in the community;
- e) To assist members of the community who fall victims to disasters or other calamities;

- f) To advice members of community on matters affecting their welfare;
- g) To organize, help and promote community activities that will be beneficial to the community;
- h) To support and encourage vigilant groups and other voluntary organizations beneficial to the community;
- i) To provide education opportunity to the privileged members of the society.

## **Article 6: Principal Officers and Conduct of Election**

- a) **Executive council:** The executive council of the cooperative society shall comprise the following members:
  - i. Chairman
  - ii. Vice chairman I
  - iii. Vice Chairman II
  - iv. Secretary General
  - v. Assistant Secretary
  - vi. Treasurer
  - vii. Public Relations officer
  - viii. The Provost Marshal
  - ix. Legal Adviser
  - x. Financial secretary
  - xi. Finance and Accounts

## **Article 7: Election of Members of the Executive Council**

- a) All members of the executive council shall be elected during a general meeting of the organization.
- b) Where only one candidate is proposed for a post, he will be deemed elected for a post, he will be deemed elected unopposed.
- c) Where there are two or more candidates contesting a post, the one with simple majority votes will be the winner.
- d) Where candidates contesting a post have equal number of votes, the chairman will have a casting vote to decide the winner
- e) All registered members of the cooperative society can aspire to the membership of the executive council except a member who had held a post as a member of the executive council and was removed from office
- f) To contest for election, a candidate will be proposed by another member and then seconded by a second member
- g) Voting will be conducted either by open raise of hands or by a secret ballot as the cooperative society may decide at any given situation

## **Article 8: Functions of Members of the Executive Council**

### **1. The Chairman**

- i. The chairman shall be the chief executive of the cooperative society and shall preside over all meetings.
- ii. The chairman shall call all meetings of the cooperative society as is provided for in this constitution or whenever he considers it necessary
- iii. Except on financial matters, the chairman can take any decision on any issue, at all times. However any of such decisions taken has to be forwarded to the meetings of the executive council within 7 days of taking such a decision.
- iv. Once elected into office, the chairman shall not vote in any election, or any other matter to be decided by voting except where he is to cast a casting vote.

### **2. Vice Chairman I**

- i. Shall perform as the functions of the chairman in the absence of the chairman, and such other functions as may be assigned to him by the chairman.

### **3. Vice Chairman II**

- i. Shall perform all the functions of the chairman in the absence of the chairman I, and such other functions, as may be assigned to him by the chairman

#### **4. Secretary General**

- i. Shall be responsible for taking minutes of all meetings and keeping all the records of the cooperative society
- ii. The secretary shall have custody of all the seal of the organization
- iii. The secretary shall perform all the duties conferred on him by this constitution and any other duty/duties that will be requested of him to perform by the organization or the chairman.
- iv. Be a member of the proposal drafting committee
- v. Shall compile all reports apart from financial as and when directed by the chairman to do so.

#### **5. Assistant Secretary**

- i. Shall act in the absence of the secretary and perform such other duty/duties assigned to him by the secretary or the chairman

#### **6. Treasurer**

- a) The treasurer shall be responsible for receiving and keeping all monies of the cooperative society collected by financial secretary.
- b) The treasurer shall pay monies of the cooperative society to a bank or banks approved by the cooperative society, not more than 3 working days of the receipt of the money from the financial secretary.
- c) The treasurer shall not pay any money except as is provided in this constitution.

- d) The treasurer shall not receive any payment of any money on behalf of the organization except as is provided in this constitution.
- e) The Treasurer shall state the position of accounts of the cooperative society at each executive council meeting and other meetings of the cooperative society.
- f) The treasurer shall keep a cash book showing:
  - i. The amount of money he received from the financial secretary.
  - ii. The receipt number he issued to the financial secretary with the signature of the financial secretary (the payer) and the signature of the treasurer, (The payee).
  - iii. The amount of money he pays, with the name and signature of the recipient and the purpose of the payment, quoting any vouchers number or any authority requesting him to pay the money.
  - iv. Balance of money in the bank or banks accounts after the payment.

## **7. Public Relations Officer**

- i. The public relation officer (PRO) shall be responsible for the issuance of the press releases and shall perform such other duties as may be assign to him by the chairman and the secretary.



## **8. The Provost Marshal**

- i. Ensures strict compliance of the members to the rules and regulations guiding the cooperative society at the general members meeting and other social events.
- ii. Recognize the rights of the members to speak during the meetings.
- iii. Be the chief disciplinarian and law enforcement officer of the organization and impose the agreed fine on erring members in accordance with this constitution.
- iv. When necessary, grant permission to any member who seek to leave the venue of an ongoing meeting temporarily.
- v. Report the penalties paid in cash to the organization at the end of each meeting and hand over come to the financial secretary.
- vi. Shall be a member of the disciplinary community.

## **9. Legal Adviser**

- i. The legal advice must be a person who has been called to the Nigerian bar and has been registered in the supreme court of Nigeria to practice as a barrister and a solicitor.
- ii. The legal adviser shall advice the organization on all issues.
- iii. The legal adviser shall, where necessary, represent the organization or any of it members before any court as may be directed by the organization or the executive council.

## **10. Financial Secretary**

- a) The financial secretary shall receive all monies on behalf of the cooperative society
- b) The financial secretary shall issue receipts of all the monies he received
- c) The financial secretary shall keep a cash book showing:
  - i. The monies he received with the name and signature of the payer
  - ii. The receipt number he issued to the payer
  - iii. The amount of money he paid to the treasurer
  - iv. The receipt number the treasurer issued to him of the payment
- d) The financial secretary shall prepare voucher of all monies to be paid
  - i. The voucher shall be in triplicate
  - ii. The financial secretary shall send the vouchers he prepared to the treasurer who shall pay the payee. The treasurer shall retain the original and duplicate copies.

## **11. Finance and Accounts**

- a) The cooperative society shall derive its funds from subscription fees received from members, levies, contributions, grants, loans, donations, or any other means the cooperative society may receive funds from time to time.
- b) The cooperative society shall maintain a Bank Account(s) opened in its name.

- c) The council shall appoint 3 signatories to the account of the Cooperative society who shall be Chairman, financial secretary and the treasurer.
- d) The funds of the cooperative society shall be applied for the attainment of aims and objectives of the cooperative society
- e) Disqualification of Executive council members
- f) The office of an executive position shall be vacated of the executive council members:
- g) Becomes bankrupt or makes any arrangement or composition with its creditors generally
- h) Becomes of unsound mind
- i) Resigns his office by notice in writing to the cooperative society

## **12. Meetings**

- a) Meetings of the cooperative society shall be called the General meeting.  
The general meeting shall be at such time and place as the members decide at the preceding general meeting
- b) No business will be transacted at any general meeting unless a quorum of members is present at the time when the meeting precedes to business. A simple majority of registered members shall be a quorum.
- c) At any meeting of the organization where any issue is to be decided by voting the decision of the majority votes shall prevail.
- d) Where at any voting there is equality of votes, the chairman will cast his vote to decide the winner

- e) The chairman of the cooperative society and executive council shall preside as chairman at the general meetings of the cooperative society but if he shall not be able to be present within one hour after the appointed time for holding the meeting, the vice chairman shall continue
- f) At any meeting of the cooperative society, a quarter ( $\frac{1}{4}$ ) of the registered members present will form a quorum.
- g) In the absence of both the chairman and the vice chairman, for any reason, the cooperative society shall select any of the members of the executive council to chair that particular meeting, and when so acting he will have all the powers conferred on the chairman by this constitution.
- h) On any occasion when an election or voting is to be conducted, it will be the responsibilities of the secretary to organize and conduct the election and voting, and where the post of the secretary is being contested, the cooperative society shall choose any member to conduct the election of the secretary.
- i) One third ( $\frac{1}{3}$ ) of the members of the executive council present at a meeting shall form the quorum of the meeting
- j) Every member shall have one vote.

## **Article 9: Committees of the Cooperative Society**

- 1) There shall be committee for managing the day to day affairs of the cooperative society, and whenever the day to day affairs of the cooperative society, and whenever the need arises adhoc committee may be appointed.
- 2) There shall be the following standing committees of the cooperative society:
  - i. Proposal drafting committee
  - ii. Fund raising committee
  - iii. Disciplinary committee
  - iv. Publicity committee
- 3) Members of the standing and any adhoc committee will be appointed by the executive council
- 4) Members of the standing Committee
  - i. The chairman shall be a member of all standing committee.
  - ii. Subject to the provisions of this constitution, every member of the group shall be an active member of not less than one and not more than two of the standing committees.
  - iii. For the purpose of administrative convenience and effectiveness, all the members shall be divided into the various standing committee to enable the cooperative society meet its objectives.
- 5) Responsibilities of the proposal drafting committee

- i. Be saddled with the responsibility of considering this constitution as a whole or any part thereof for a review or reviews in conformity with changes from time to time.
- ii. Upon a two-third majority vote of the members of the cooperative society present, draft rules and regulations, codes of conduct and any other document in pursuance of the aims and objectives of this cooperative society and carry out any other function given to them in pursuance of the aims and objectives of the cooperative society.

#### 6) Fund Raising Committee

- i. With the assistance of other designated member liaise with members of the public, organizations and/or corporate bodies with the aim of raising funds and soliciting for assistance to carry out activities and programs of the cooperative society.
- ii. Give a comprehensive report at the general meeting for outward acknowledgement of letters to be written to the bodies.
- iii. Carry out any other functions given to them by the members at the general meeting in pursuance of the aims and objectives of the cooperative society

#### 7) Disciplinary committee

- i. Be responsible for the execution of penalties for offences as stated in this constitution
  - ii. Be saddled with responsibilities of reacting to petitions as consented to by the cooperative society
- 8) Publicity and public relation committee
- i. Seek advice from persons and corporate organizations on smooth execution and achievement of the set aims and objectives of the cooperative society
  - ii. Liaise with media houses in Kaduna state in order to publicize activities of the cooperative society
  - iii. Solicit programs in conjunction with other societies to be carried out in Kaduna and any other part of the country

## **Article 10: Board of Trustees**

- a) The trustees of the organization for the purpose of the companies and allied matters act No. 1 of 1990 part C shall be appointed by a simple majority vote members present and voting at a general meeting.
- b) There shall be board of trustees of the organization which shall consist of ten (10) members.
- c) The trustees shall be vested with all movable, immovable properties and interest of whatever nature or tenure belonging to the organization.

- d) The trustees may be registered as incorporated trustees of Rigasa hero's cooperative society.
- e) The trustees shall have perpetual succession and a common seal and power to sue and be sued in its corporate name, Trustees of **Rigasa Heroes cooperative society**; and shall hold, acquire and transfer, assign or otherwise dispose of any property or interest therein belonging to or held for the benefit of the cooperative society in such a manner as they may decide from time to time and shall hold, acquire, transfer, assign or otherwise dispose of same for the purposes of the cooperative society;
- f) The Trustees shall cease to hold office if he;
- i. Resign his office
  - ii. Ceases to be a member of organization
  - iii. Becomes insane
  - iv. Is officially declared bankrupt
  - v. Is convinced of a criminal offence involving dishonesty by a court of competent jurisdiction
  - vi. Is recommended for removal from office by a board of governors and trustees majority vote of members present at any general meeting of the cooperative society
- g) Upon a vacancy occurring in the number of trustees, a general meeting will be held to appoint another eligible member of the cooperative society



- h) The trustees shall apply to the corporate Affairs commission for certificate of incorporation under the companies and allied matters act No. 1 of 1990, part C.

## **Article 11: Tenure of Office**

- a) **Board of trustees:** members of the board of trustees shall server for a period of five years and shall be eligible for reappointment
- b) **Executive Council:** members of the executive council shall serve for a period of four (4) years and shall be eligible for re-election.
- c) Any officer of the cooperative society may be removed through a vote of no confidence against him passed by two thirds ( $\frac{1}{3}$ ) of registered members at an appropriate general assemble meeting

## **Article 12: The Secretariat of the Cooperative Society**

- a) The cooperative society shall establish a secretariat, which shall be situated in Kaduna.
- b) There shall be a full time administrative secretary and other secretariat staff to be employed by the organization upon agreed terms and conditions of service
- c) The administrative secretary shall be under the supervision of the secretary general and shall be responsible for the day running of the secretariat.

- d) The administrative secretary shall take cause to be taken and in proper books, all minutes of the cooperative society's organs and committees and conduct all correspondences as directed by the secretary general.

### **Article 13: Common Seal**

- a) The trustees shall have a common seal of the cooperative society which shall be a circle with the emblem of the cooperative society
- b) The common seal shall be in the custody of the secretary general
- c) Any appointed three (3) members of the board of trustees shall be eligible to execute binding deeds of the cooperative society by affixing its common seal thereto, and which deed shall be witnessed by the secretary general.

### **Article 14: Amendment of the Constitution**

Any amendment of the provisions of this constitution shall be effected only after the proposed amendment has been submitted to the general assembly of the cooperative society and passed by a resolution of not less than  $\frac{2}{3}$  majority present at the meeting and voting.

### **Article 15: Finance and Accounts**

The board of trustees of the organization shall be responsible for the interpretation of this constitution and its decision upon any question shall be final and binding

## **Article 16: Citation and Date of Commencement**

This constitution may be cited as the constitution of Rigasa Heroes cooperative society 2020 and shall come into operation in the date it is adopted by the general meeting of the cooperative society.

## **Special Clause**

The income and property of the Rigasa Heroes cooperative society whenever derived shall be applied solely towards the promotion of the objects of the cooperative society and set forth in this constitution and no portion thereof shall be paid or transferred directly or indirectly, way of dividend, bonus or otherwise howsoever by way of profit, to the members of the cooperative society.

Provided that nothing herein shall prevent the payment, in good faith or reasonable and proper remuneration to any officer and servant of Rigasa Heroes in return for any service actually rendered to the cooperative society so that no member of the trustees shall be appointed to any salaried office of the cooperative society or any office of the cooperative society paid by fees; and that no remuneration or other benefits in money or money shall be given by the cooperative society to any member of the trustees except repayment of out-of-pocket expenses or reasonable expenses or reasonable or proper rent for premises demised, or let to the cooperative society. Provided that the provision aforesaid shall not apply to any payment of any company in which a member of the Rigasa Heroes Cooperative society may be a company in which members shall not hold more than one hundred, part of the capital, and such member shall not be bound to account for any share of profits he may receive in respect of such payment.

No Addition, Alteration or amendment shall be made to or in the constitution for the time being in force, unless the same have been previously submitted to and approved by the registrar general of the corporate affairs commission.

In the event of a winding up or dissolution of the organization, there remains after the satisfaction of all the debts and liabilities, and property whatsoever the same shall be paid to and distributed among the members of the Rigasa Heroes cooperative society, but shall be given or transferred to some other institution having objects similar to that of the cooperative society and the body or bodies are prohibited from distributing its or their income and property among its or their members to an extent at least as great as is imposed on the cooperative society under or by virtue of the special clause hereof, such institution or institutions to be determined by the members of the cooperative society and if effect cannot be given to the said provision then to some charitable object.

\_\_\_\_\_

Chairman

Dated this \_\_\_\_\_

\_\_\_\_\_

General Secretary

Dated this \_\_\_\_\_