

THE

CONSTITUTION

OF

RESIDENTS ASSOCIATION OF MINISTRY OF MINES & STEEL MIDHILL
ESTATE KURUDU ABUJA



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PREAMBLE

We the members of RESIDENTS ASSOCIATION OF MINISTRY OF MINES & STEEL MIDHILL ESTATE MIDHILL ESTATE KURUDU ABUJA a non for-profit and non-political organization do firmly and solemnly resolve to provide for ourselves a constitution and to be governed by the provisions therein contained.

ARTICLE 1:

The name of the Association is "INCORPORATED TRUSTEES of "MINISTRY OF MINES & STEEL RESIDENTS ASSOCIATION MIDHILL ESTATE KURUDU ABUJA".

ARTICLE 2: INCORPORATION AND REGISTERED OFFICE ADDRESS

RESIDENTS ASSOCIATION OF MINISTRY OF MINES & STEEL MIDHILL ESTATE KURUDU ABUJA shall be incorporated under laws of the Federal Republic of Nigeria and its registered office address shall be in Nigeria.

ARTICLE 3: THE AIMS AND OBJECTIVE ARE

1. To cater for the welfare of members.
2. To protect the interest of the members.
3. To foster and encourage the growth of communal living among the residents.
4. To preserve and improve when necessary the amenities/infrastructures in the Estate.
5. To cater for security and well-being of all residents.
6. To promote, preserve and protect the rights and privileges of all residents.
7. To maintain the common facilities therein.
8. To ensure the continued modernity of the Estate.

MEMBERSHIP

Membership of this Association is open to all Landlords and Tenants of different religions who are ready to abide by its principles and vision of the Organization. Membership shall cut across international boundaries.

ARTICLE 4: THE BOARD OF TRUSTEES.

- A. The Trustees of RESIDENT ASSOCIATION OF MINISTRY OF MINES & STEEL MIDHILL ESTATE KURUDU ABUJA for the purpose of the Companies and Allied Matters Act No.1 of 1990, Part C shall be elected at a general meeting

charged with the responsibility of selecting the Trustees with two third majority votes of members present.

- B. Such Trustees (hereinafter referred to as "THE TRUSTEES") shall be ^{Eight (8)} in number and shall be known as THE REGISTERED TRUSTEES OF RESIDENTS ASSOCIATION OF MINISTRY OF MINES & STEEL MIDHILL ESTATE KURUDU ABUJA
- C. A Trustee may hold office for life but shall cease to hold office if he or she:
- Resigns his/her office
 - Ceases to be a trustee of the Association
 - Becomes insane
 - Is officially declared bankrupt
 - Is convicted of a criminal offence involving dishonesty by a court of competent jurisdiction.
 - Is recommended for removal from office by a board of Governors and Trustees two-third 2/3 majority votes of the members present at any general meeting of the Association.
 - Ceases to reside in Nigeria
- D. Upon a vacancy occurring in the number of Trustees, a general meeting will be held to appoint another eligible member of the Association.

ARTICLE 5: COMMON SEAL

The trustees shall have a common seal. Such a seal shall be kept in the custody of the **Secretary** or any other officer who shall produce it when required for use by the Trustees.

All documents to be executed by the Trustees shall be signed by each of them and seal with the common seal.

ARTICLE 6: MEETINGS

6.1 For effective administration of the Association there shall be the following meetings.

- Annual General Meeting
- Executive Committee Meeting
- Emergency Meeting or Special Committee Meeting.

A **Annual General Meeting**

The Annual General Meeting shall be held once every year at the registered office of the Association or such other venue as the Executive Committee shall decide.

B. **Executive Committee Meeting**

This may be held at such time and place as may be deemed convenient by the Executive Committee.

C. **Emergency Meeting or Special Committee Meeting.**

Emergency meetings or general meetings shall be convened at such place as often as the need arises.

6.2 QUORUM

The quorum for the meeting shall respectively be.

1. Board of Trustees Meeting: Two-third (2/3) of members shall form a quorum.
2. Executive Committee Meeting: Two-third (2/3) of members shall form a quorum.
3. Annual General Meeting: one-third (1/3) of members shall form a quorum.

6.3 VOTING RIGHTS

- i. Every member is entitled to one vote.
- ii. No member shall be entitled to vote at any general meeting unless all moneys presently payable by him or other obligations expected of him to the Association have been paid or met.

ARTICLE 7: GOVERNING BODY / EXECUTIVE COMMITTEE

1. The governing body / Executive Committee comprises of all the officers of the Association any other member that may be elected from the Association. The Committee shall be responsible for the day to day running of the Association.
2. The following are the governing body/officers of the Association who are in-charge of the overall management and good administration of the affairs of the Association as enumerated below:
 - a. The Chairman
 - b. Vice Chairman
 - c. Secretary
 - d. Financial Secretary
 - e. Treasurer
 - f. Public Relation Officer
 - g. Welfare Officer
 - h. Legal Adviser

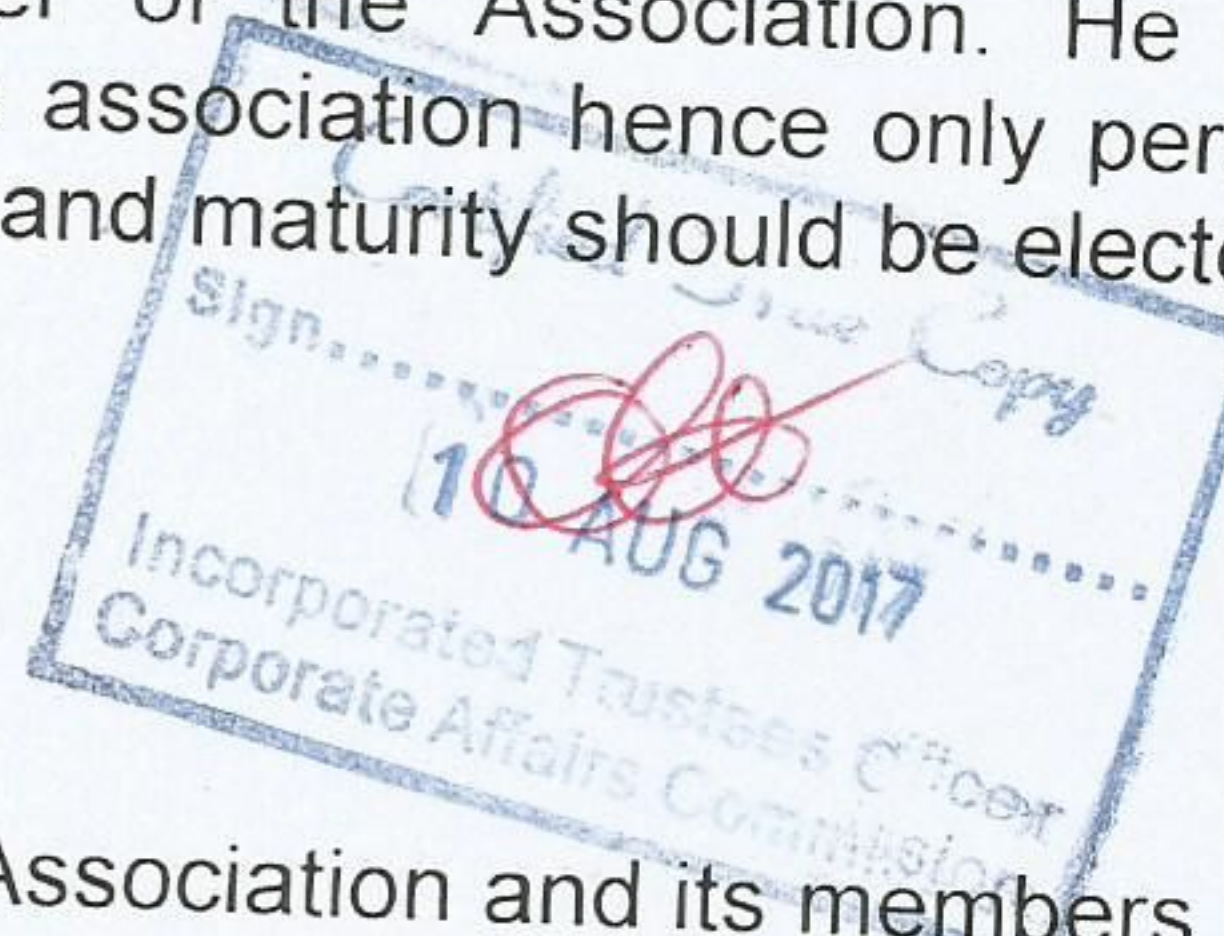
THE CHAIRMAN

The Chairman is the Chief Executive Officer of the Association. He shall be responsible for the overall management of the association hence only person(s) of outstanding character, adaptability, intelligence and maturity should be elected to this post.

The duties of the Chairman include:

- i. To preside over all meetings.
- ii. Countersign all the payment vouchers
- iii. Have a casting vote
- iv. Serve as an efficient link between the Association and its members
- iv. Uphold and defend the constitution of the Association at all times.
- vi. Present a Chairman's address for the annual general meeting
- vii. Protect the interest of every member
- viii. Resolve with the aid of the Executive Committee any difficulty, prolonged argument or misunderstanding within the Association.
- ix. Act for and on behalf of the Association (with the aid of the Executive Committee) in an emergency.
- x. To act as signatory to the Association's bank account.

b) VICE CHAIRMAN



In the absence of the Chairman, the Vice Chairman shall deputize for him but in the absence of the two the Association shall nominate any Executive Committee member to act for the Chairman.
His duties include

- i. Assist the Chairman in the execution of his/her duties
- ii. Perform all other functions that may be assigned/designated to him by the Chairman.

c) **SECRETARY**

He/she shall

- i. prepare and draft letters
- ii. take minutes of meetings
- iii. keep up to date filing of all documents in different files, folders and maintain accurate filing system.
- iv. Receive, write and reply all correspondence relating to the records of all mails.

d) **FINANCIAL SECRETARY**

- i. He shall keep records of all the monetary transaction of the organization
- ii. He shall collect all the monthly dues levies and other monies accruing to the Association.
- iii. He shall hand over all money collected to the Treasurer within 24 hours of collection
- iv. Maintain a cash book, a cash receipt book and a voucher book.
- v. Keep a proper record of all payments and withdrawals from the Treasurer with the relevant vouchers and receipts.
- vi. Prepare and submit annual statement of Account to the Association.
- viii. He shall be signatory to the Association's bank account.

e) **TREASURER**

He/She shall:

- i. Receive all monies of the Association from the Financial Secretary
- ii. To collect and pay to the Association's bank account all monies of the Association not less than 48 hours of such receipt or collection
- iii. To submit all the financial books, receipt, pass book, bank statement to the auditors or to the Association on demand.
- iv. To act as one of the signatories to the Association bank account
- v. Shall issue receipt to the Financial Secretary for all money collected from him

f) **PUBLIC RELATION OFFICER**

He/She shall

- i. He oversee the passing of information to every member as at when due and receive any information un-behalf of the Association
- ii. Be image maker of the Association
- iii. Ensure that programmes, problems and projects of the Association are well publicized within and outside the town

- iv. Perform any other functions as may be assigned to his office from time to time

g) WELFARE OFFICER

He/She shall

- i. Co-ordinate all the social activities of the Association as well as the welfare of members.
- ii. Perform other duties as may be assigned to him.

h. LEGAL ADVISER / OFFICER

He/she shall:

- i. Provide legal assistance
- ii. Provide legal information that will be beneficial to its members
- iii. Draft legal documents for the Association.

ARTICLE 8: SOURCES OF INCOME

The financial source to run RESIDENTS ASSOCIATION OF MINISTRY OF MINES & STEEL MIDHILL ESTATE KURUDU ABUJA is provided by its members registration fees, membership cards, trust funds, grants and free will donations.

ARTICLE 9: DISBURSEMENT AND APPLICATION OF FUNDS

The Association can disburse and apply its funds through the effective administration of its aims and objectives.

ARTICLE 10: KEEPING OF ACCOUNT

Bank account : The Association shall keep its account by opening of an account or accounts in any reputable bank or banks and the signatories to the account(s) shall be the Chairman, the Treasurer and the Secretary provided that the Chairman and any one of the signatories shall be sufficient for withdrawal from the account at any given time.

ARTICLE 11: APPOINTMENT OF AUDITOR(S)

11.1 An independent qualified and licenced Auditors shall be appointed by the general meeting to audit the financial records of the Association annually and submit and audited report to the Annual General Meeting of the Association.

11.2 The audited Financial Statements (balance sheet and income and expenditure account) duly certified by independent auditors shall be annexed to the annual returns and file with the Corporate Affairs Commission

ARTICLE 12: AMENDMENT OF CONSTITUTION

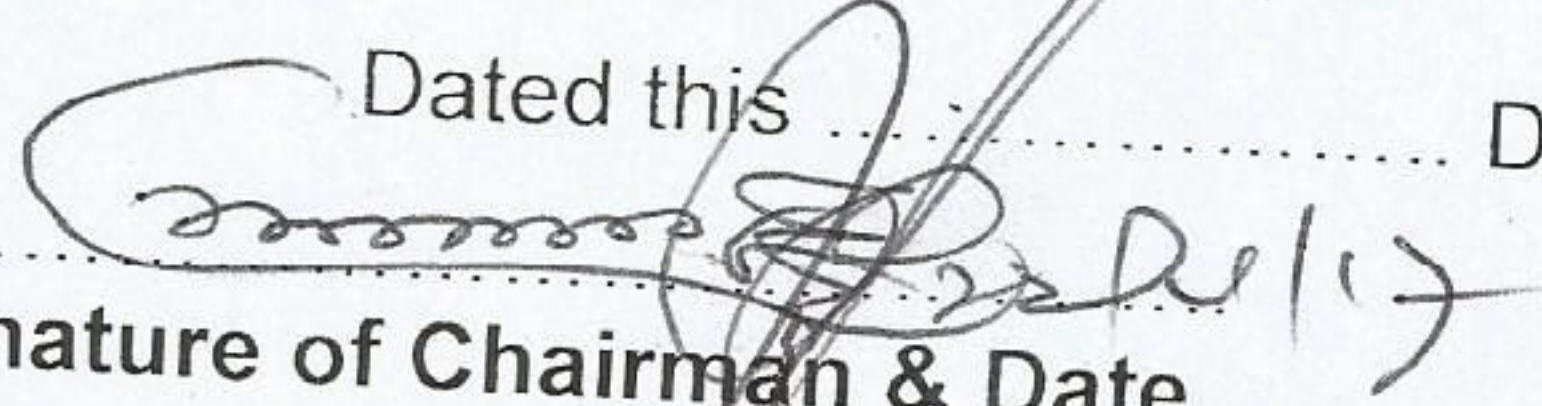
The Association may alter the provision of its Constitution at a General Meeting by a resolution passed by a simple majority of its members present and such amendment shall only be effective on the written approval of the Registrar General, Corporate Affairs Commission, Abuja.

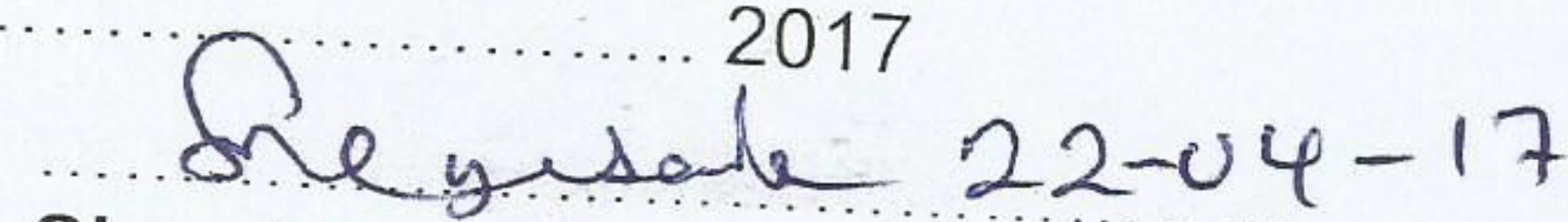
ARTICLE 13: SPECIAL CLAUSE

- i. THE INCOME AND PROPERTY OF RESIDENTS ASSOCIATION OF MINISTRY OF MINES & STEEL MIDHILL ESTATE KURUDU ABUJA whosoever

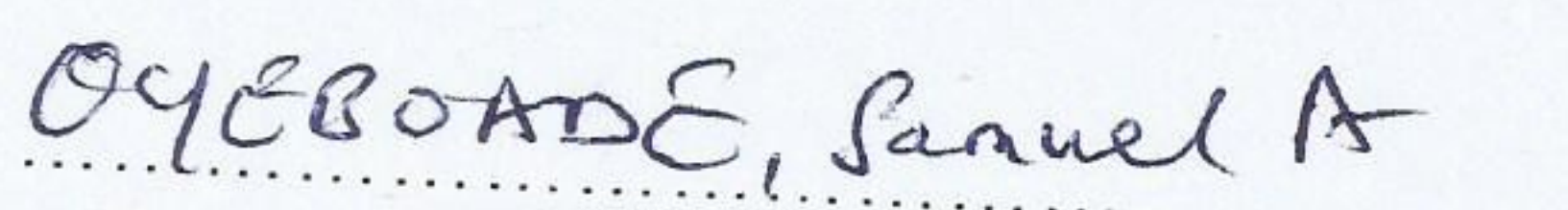
derived shall be applied solely towards the promotion of the objects of the **ASSOCIATION** as set forth in this Rules and Regulations/Constitution; and no portion thereof shall be paid or transferred directly or indirectly, by way of dividend, bonus or otherwise howsoever by way of profit, to the members of the **ASSOCIATION**.

- ii. **PROVIDED** that nothing shall prevent the payment, in good faith, or reasonable and proper remuneration to any officer or servant of the **ASSOCIATION** in return for any service actually rendered to the **ASSOCIATION** but so that no member of the Council of Management or Governing Body shall be appointed to any salaried office of the **ASSOCIATION** or any office of the **ASSOCIATION** paid by fees; and that no remuneration or other benefits in money or monies shall be given by the **ASSOCIATION** to any member of such council or governing body except repayment of out-of-pocket expenses or reasonable and proper rent for premises demised, or let to the **ASSOCIATION** provided that the provision aforesaid shall not apply to any payment of any company to a member of the **ASSOCIATION** may be a company in which such member shall not hold more than one hundredth part of the capital, and such member shall not be bound to account for any share of profits he may receive in respect of any such payment.
- iii. **NO ADDITION**, alteration or amendment shall be made to or in the Rules and Regulations/constitution for the time being in force, unless the same have been previously submitted to and approved by the Registrar General, Corporate Affairs Commission.
- iv. In the event of a winding up or dissolution of the **ASSOCIATION**, there remains after the satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid to and distributed among members of the **ASSOCIATION** but shall be given or transferred to some other institution or institutions having objects similar to the objects of the **ASSOCIATION**, and the body or bodies are prohibited from distributing its or their income and property amongst its or their members to an extent at least as great as is hereof such institution or institutions to be determined by the **SPECIAL CLAUSE** hereof such institution or institutions to be determined by the members of the **RESIDENTS ASSOCIATION OF MINISTRY OF MINES & STEEL MIDHILL ESTATE KURUDU ABUJA** and if in effect cannot be given to the aforesaid provision then to some charitable object.

Dated this Day of 2017

Signature of Chairman & Date


Signature of Secretary & Date

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Name of Chairman & Tel. No


Name of Secretary & Tel. No.
08034932870