

**THE CONSTITUTION OF INCORPORATED TRUSTEES**  
*of*  
**MGBOWO UNITED WELFARE ASSOCIATION**  
**(MUWA) ABUJA**



*(As Ammended)*

**2021**

**Motto: Unity, Peace & Progress**

**Mgbowo Ohaire!!! Alioha!!!**



**THE CONSTITUTION /BYE-LAW  
OF THE  
INCORPORATED TRUSTEES OF  
MGBOWO UNITED WELFARE  
ASSOCIATION (M.U.W.A)  
ABUJA 2021 (AS AMENDED)**





**THE CONSTITUTION /BYE-LAW OF THE INCORPORATED**  
**TRUSTEES OF MGBOWO UNITED WELFARE ASSOCIATION**  
**(M.U.W.A) ABUJA 2021 (AS AMENDED) COURTESY**  
**CONSTITUTION DRAFTING/AMENDMENT COMMITTEE**  
**(MAY, 2021)**

**CONTENTS**

<b>ARTICLE</b>	<b>PAGES</b>
1. Preamble/interpretation	1
2. Name	2
3. Registered Office	2
4. Motto	2
5. Slogan	2
6. Aims and Objectives	2
7. Form of Association	3
8. Membership	3
9. Patron	5
10. The General Assembly/Meeting	5
(a) Procedure at Meetings	7
(b) Point of Order, Point of Observation and Point of Information	7
(c) Voting at Meetings	8
(d) Duration of Meetings/Adjournment	8
<b>11. The Executive Council/ Officers of the Association.</b>	<b>8</b>
<b>(A) POWERS</b>	<b>8</b>
<b>(B) COMPOSITION AND FUNCTIONS:</b>	<b>9</b>
Chairman	9
Vice Chairman	11
General Secretary	11
Assistant General Secretary	11
Financial Secretary	11
Assistant Financial Secretary	12
Treasurer	12
Publicity Secretary	13
Assistant Publicity Secretary	13
Social/Welfare Secretary	13
Assistant Social/Welfare Secretary	14
The Provost	14



Assistant Provost	14
-------------------	----

<b>(C) TENURE OF OFFICE</b>	<b>14</b>
Election of Officers	15
Eligibility to Hold Office and to Vote	15
Bye-Elections	16
Inauguration/Oath of Office	16
Removal or Resignation of Officers	16

<b>(D) APPOINTMENT OF COMMITTEES</b>	<b>18</b>
Executive Committee	18
Budgetary/Finance/Audit Committee	19
Social/Welfare Committee	19
Disciplinary Committee	20
Elders/Advisory Committee	20
Ad hoc Committee	21
12. Funds of the Association	21
13. Books of Account/Audit	22
14. The Trustees of the Association	22
15. Special Clause Adopted in the Minutes of M.U.W.A as Required by C.A.C	23
16. Bye-Laws, Regulations and Standing Orders (Penalties)	24
17. Rights, Benefits and Entitlements of Members	26
(A) Marriages	26
(B) Deaths	26
(C) Transfer of a Member	27
(D) Birth/Naming Ceremonies	28
(E) Sick/Accidental Member	28
(F) Village Meetings	29
(G) Women Wing and Youth Wing	29

<b>18. AMENDMENT OF THE CONSTITUTION</b>	<b>29</b>
--	-----------





# 1. PREAMBLE/INTERPRETATION

## (A) PREAMBLE

We, the indigenes of **EKPULAMBO-MGBOWO AUTONOMOUS COMMUNITY** and **EKPULATO-MGBOWO AUTONOMOUS COMMUNITY**, in Awgu Local Government Area, Enugu State, resident and carrying on business in the Federal Capital Territory Abuja, Having Firmly And Solemnly Resolved: To live, associate and co-exist in unity and harmony as one indivisible and indissoluble community under God, dedicated to the promotion of peace, progress and welfare of our members both home and abroad:

And to provide a constitution for the purpose of promoting the good governance and welfare of all indigenes of Mgbowo resident in Abuja, FCT, and its neighboring states, on the principles of freedom, equality and justice; and for the purpose of consolidating the unity of our people:

**Do hereby make, enact and give to ourselves this constitution.**

## (B) INTERPRETATION

In this Constitution, unless as otherwise stated, the following words and expressions shall have the following meanings:

- i. **ASSOCIATION:** Shall mean **MGBOWO UNITED WELFARE ASSOCIATION, ABUJA FCT.**
- ii. **MEMBER:** Shall mean a member of the Association.
- iii. **CONSTITUTION:** Shall mean the Constitution of Mgbowo United Welfare Association, Abuja.
- iv. **FINANCIAL MEMBER:** Shall mean a member of the Association who is up to date in the payment of his annual subscription and dues, trust fund subscription, levies, fines and pledges. The subscription due must be made within three (3) months of becoming due.
- v. **FINANCIAL YEAR:** Shall mean the period beginning from the month of January to the month of December of any given year.



vi. **TRUST FUND SCHEME:** Shall mean the trust fund scheme established by the Association under a trust deed entered or to be entered into by the trust fund trustees and the Trustees of the Association.

vii. **TRUSTEES:** Shall mean the members elected by the Association as trustees pursuant to the provisions of part C of the Companies and Allied matters Act, Cap 59 laws of the Federation 1990.

viii. **TRUST FUND TRUSTEES:** Shall mean the members elected by the Association to manage the trust fund scheme of the Association.

## **2. NAME**

The Association shall be known, referred to and called,  
**INCORPORATED TRUSTEES OF MGBOWO UNITED WELFARE ASSOCIATION, ABUJA.**

## **3. REGISTERED OFFICE**

The registered office of the Association shall be situated in Abuja, Federal Capital Territory.

## **4. MOTTO**

The motto of the Association shall be; **UNITY, PEACE AND PROGRESS**

## **5. SLOGAN**

The Slogan of the Association shall be "**MGBOWO OHIRE ALIOHA!!!**"

## **6. AIMS AND OBJECTIVES**

The aims and objective of the Association shall include the following:

- i. To establish and maintain unity, cordial relationship and mutual respect among members.
- ii. To assist the members in need.
- iii. To support and enhance the welfare of members



- iv. To support and protect the general interest of members.
- v. To promote benefits, programs and services which enhance professional growth of members with a view to assisting members achieve the highest standards of professionalism, competence and ethical conduct.
- vi. To organize events, symposia, press-conferences, end-of-year parties and ceremonies and to give awards, commendations and pay homage at such events aimed at further projecting the words and spirit of this constitution.
- vii. To encourage members to identify with projects, prospects and aspirations at home, in the local government, Awgu and in our state, Enugu.
- viii. To promote, protect and preserve the cultural heritage of our community, Mgbowo.
- ix. To fight all kinds of discrimination, dishonesty, envy and all forms of social injustice as it affects Ndi Mgbowo with a view to promoting unity, peace, progress and social harmony amongst the various villages that comprise Mgbowo through the promotion of the rule of law.
- x. To identify national issues and proffer solutions.

## **7. FORM OF THE ASSOCIATION**

The Association shall be non-political, non- profit making and nonreligious.

## **8. MEMBERSHIP**

- a. Membership of the association shall be open to all responsible adult indigenes of Alechara, Ameta, Ezioha, Imama and Inyi villages of Mgbowo Community not below 25yrs of Age who reside and carry on business in Abuja and its environs and who wish to register and subscribe to the provisions of this



constitution and he/she must be a registered member of his/her village meeting..

- b. A prospective member shall apply in person at a general meeting of the association where he/she shall introduce him/herself to the members, present two (2) referees and subject him/herself to questioning by members at the discretion and direction of the chairman or presiding officer.
- c. Any prospective member of the association who has been duly admitted shall be registered as a member:

**Registration Details:**

1.	Registration Form	=	N500:00
2.	Membership card	=	N500:00
3.	Constitution	=	N1,000:00
4.	I.D. Card	=	N700:00
5.	Monthly Due	=	N300:00
			N3000:00

- a. Every member shall pay an annual subscription (levy) or such amount(s) as may from time to time be decided upon by the Association.
- b. A member who ceases to reside, carry on business or work in Abuja or who leaves Abuja for good shall be at liberty to continue his membership of the Association by notifying the Association in writing and continuing to pay his subscription dues and levies etc without any interruption.
- c. A member may resign his membership of the Association by a letter addressed to the Chairman or the General Secretary. Such member shall not be entitled to get refund of any part of any monies paid by him/her to the Association prior to his/her resignation.
- d. A person ceases to be a member of MUWA if:
  - i) he/she absents from meetings for three (3) consecutive times.
  - ii) he/she is indebted to the sum of 5,000 naira and above.



## 9. PATRON

9.1 MUWA shall appoint Patrons whose numbers not exceeding (5) shall be determined and appointed by the General assembly.

9.2 Such persons to be appointed as patrons must be known to have identified themselves with the word and spirit of the preamble to this constitution.

9.3 For the purpose of sub-section (1) of this section.

- a. A member of MUWA sitting in the general Assembly and at the time set for it, may by motion, propose any person as patron.
- b. A person shall be deemed to have been appointed as a patron by a vote of the majority of members present and voting provided they form a quorum, and not more than one patron per village.

9.4 A person appointed as a patron under the provisions of this section shall:

- a. be lawfully married
- b. be 40 years and above
- c. be a member of MUWA for not less than five (5) years
- d. be of good character and;
- e. have a known job or business.

9.5 A person appointed to the office of a patron under this constitution shall hold office for a period of two years and may be renewed at the expiration of his tenure of office.

9.6 The appointment of a patron shall stand terminated:

- a. At the end of his tenure of office; or
- b. If he dies while holding office; or
- c. At the date when his resignation as patron takes effect or
- d. if he is removed from office by a resolution of the majority of the General Assembly sitting and voting provided they form a quorum

## **10. THE GENERAL ASSEMBLY/MEETING**

- i. The Supreme authority of the Association shall be vested in the general meeting whose decision on all matters affecting the Association shall be final and binding on all members.



- ii. The general meeting of the Association shall be held on the 1<sup>st</sup> Sunday of every month (except January and December) or such other day of the week as the general meeting may decide at such venue as may be announced or noticed by text messages for the meeting, **PROVIDED** however, that the Executive Council, shall have powers to re-schedule the date, day or time of the meeting for any month in special circumstances. The scheduled time of the general meeting shall be 2 o'clock in the afternoon except circumstances dictate otherwise.
- iii. An Emergency general meeting to deliberate on specific issues may be summoned at such time and place as the Executive Council or the general meeting may decide.
- iv. Ten members including any three officers of the Association present shall form the quorum for any general meeting. Any member of the Association shall be appointed to record the minutes in the absence of the General Secretary. Also, in the absence of the Chairman and Vice Chairman, a Chairman for the meeting shall be appointed from among the members present.
- v. The General Meeting shall consider, approve or disapprove and adopt or return the budget of the Association, the reports of various committees, the proposals, motions and other matters in connection with or incidental to the provisions of this constitution, and take a decision thereon provided always that a quorum is formed.
- vii. The General Meeting shall upon a petition signed by at least ten (10) members of the Association, review any program proposed by the Executive Council, and shall do all such other things to guarantee the effective achievement of the objectives which are set out in the preamble to this constitution.



## A. PROCEDURE AT MEETINGS

- i. The Chairman or the person presiding shall call the meeting to order and ensure that the Provost passes around the Attendance List.
- ii. The Chairman shall call for the opening prayer after which he shall make a brief remark centering generally on the business of the day.
- iii. A member shall stand when speaking and shall direct his speech to the Chairman while other members listen quietly. If two or more members arise at a time to speak, the Chairman shall determine to whom precedence shall be given, and if the Chairman has occasion to rise to assert his authority, any member standing shall immediately resume his seat.
- iv. Debates shall be limited to immediate pending issues and a member may not speak more than once. The Chairman may in exercise of his discretion, allow members to speak more than once and may call to order any member(s) who disregards his authority or who abuses the rules of procedure
- v. If after the caution in (iv) above such member persists in his misconduct, the Chairman may:
  - i. disqualify the member from voting on the specific issue; or
  - ii. Order the member to take leave of the meeting for a specific period of time and the Provost must ensure that this is carried out.

**b. (i). A Point of Order** may be raised during the meeting except during the time of voting and shall deal with the conduct of the meeting. It shall deal or concern such matters as:

- i. Indecorum;
- ii. Intention to refer to a clause of the Constitution;
- iii. Violation of the rules of procedure or any section of the Constitution;
- iv. Introduction of a matter not relevant to the question under consideration.

**b. (ii) A Point of Observation** may be made at any time and subject to the approval of the Chairman:

- i. The member raising the observation may be allowed to make



his observation;

- ii. The observation shall be limited to the conduct of the meeting generally or specifically to the question under consideration.

**b. (iii) A Point of Information** may be made at any time and subject to the approval of the Chairman:

- i. The member raising the Information may be allowed to speak;
- ii. The information shall be limited to the conduct of the meeting generally or specifically to the question under consideration.

**c. Voting at Meetings.** Without prejudice to any other provision of this constitution, any question or issue proposed for discussion at the General Meeting shall be determined by a simple majority of members present and voting and the Chairman or the person presiding shall have the casting or deliberative vote.

Any unqualified person, that is, any person who is not registered or who is disqualified by any provision of this constitution shall not cast any vote for purposes of this section.

Unqualified persons and members voting at the meetings shall invalidate such voting.

**d. DURATION OF MEETINGS/ADJOURNMENT:** shall be three (3) hours subject to abridgement and extension as circumstances demand, and the General Meeting shall adjourn when a motion to that effect is moved and seconded by members who must be present throughout the duration of the meeting.

## **11. THE EXECUTIVE COUNCIL/ OFFICERS OF THE ASSOCIATION.**

### **(a) POWERS**

**1.** The Executive Powers of the Association is herein vested in the Executive Council, and subject to the provisions of this constitution, such powers shall be exercised by them either directly or indirectly through members of the Association, provided always that nothing in this section shall prevent the Executive Counsel from conferring functions on persons and committees of the Association.



2. The Executive Powers of the Association shall include the execution and maintenance of this Constitution and all matters with respect to which the General House has powers to make rules and regulations.

### **(b) COMPOSITION**

The Executive Council shall comprise of:

- a. Chairman
- b. Vice Chairman
- c. General Secretary
- d. Assistant General Secretary
- e. Treasurer
- f. Financial Secretary.
- g. Asst. Financial Secretary
- h. Publicity Secretary
- i. Asst. Publicity Secretary
- j. Social/Welfare Secretary
- k. Asst. Social/Welfare Secretary
- l. Provost I
- m. Provost II



### **(C) FUNCTIONS OF THE OFFICERS**

#### **(C)a. THE CHAIRMAN, shall**

- i. Preside at all General, Executive Council, Executive Committee and Emergency meetings of the Association.
- ii. Ensure the proper conduct of meetings in accordance with the Constitution and established practice relating to meetings.
- iii. Direct the General Secretary to summon meetings of the Executive Council, Executive Committee and emergency general meetings of the Association as may be necessary from time to time.
- iv. Co-ordinate the exercise of the duties and functions of other officers of the Association and supervise, co-ordinate and harmonize effectively all activities of the Association.
- v. Present a written report of the activities of the Association at the first general meeting to be held in the, 1<sup>st</sup> Sunday of February of each year.



- vi. Be the official spokesman of the Association and shall in the exercise of this function abide by the provisions of the constitution and policies of the Association.
- vii. In consultation with the Executive Council, appoint members of committees subject to the approval of majority of the members of the Association present and voting.
- viii. Be an ex-officio member of all committees of the Association.
- ix. Have powers to refer disputes and other matter to the various committees.
- x. Have powers to authorize payments of not more than N50,000.00 (Fifty Thousand Naira) only from the Associations account.
- xi. All disbursements of the Associations fund shall be approved by the Chairman.
- xii. Be the main signatory to the Bank Accounts of the Association.
- xiii. Have the Casting/Deliberative vote where there is a tie
- xiv. Perform such other functions as may be in the interest of the Association and take decisions on behalf of the Association in case of emergency where it is not possible to convene a general meeting. Such decision shall be ratified by the general house. Provided always that during any period for which the:
  - a. The office of the Chairman is vacant; or,
  - b. The Chairman is absent at meetings or is outside Abuja; or
  - c. He is unable to perform the functions of his office by reason of ill health; or
  - d. He is removed from office in accordance with the provisions of this constitution; the functions of that office shall be performed by the Vice Chairman.
- xv. Where the Vice Chairman is not available in compliance with sub-section (xiv) (d) this section, the function of the Chairman shall be performed by the General Secretary of the Association.
- xvi. Where the General Secretary is not available in compliance with sub-section (xiv) (d) of this section, the function of the Chairman shall be performed by such persons the General House may appoint.

**(C)b. THE VICE-CHAIRMAN, shall**

- (i) Generally assist the Chairman in the discharge of the duties of office and shall carry out such other duties and assignments



as may be assigned or delegated from time to time by the Chairman, the Executive Council, the Executive Committee and or the General Meeting.

(ii) Be the chairman of Disciplinary Committee

**(C)c. THE GENERAL SECRETARY, shall**

- i. Take and keep accurate record of minutes of all meeting of the Executive Council and the Association at general meetings.
- ii. Convene meetings on the instruction of the Chairman.
- iii. Perform such other duties as may be assigned by the Chairman or the Executive Council or the General Meeting.
- iv. Carryout routine administrative duties of the Association and write and dispatch circulars, letters and other correspondence of the Association which shall be counter-signed by the Chairman.
- v. Prepare annual returns of the Association and file same with the Corporate Affairs Commission pursuant to Part C of the Companies and Allied Matters Act after approval by the Executive Council, the Executive Committee and the General House.
- vi. Carryout such other duties and assignments as may be assigned or delegated from time to time by the Chairman, Executive Council or the General Meeting. Be in charge of Association Secretariat

**(C)d. ASSISTANT GENERAL SECRETARY, shall**

- i. Assist the General Secretary in the Performance of duties.
- ii. Shall in the absence of the General Secretary act.
- iii. Carry out such other duties and assignments as may be assigned or delegated from time to time by the Chairman, the General Secretary and/or the Executive Council.

**(C)e. FINANCIAL SECRETARY, shall**

- i. Receive and collect all monies due to the Association by way of monthly dues, subscriptions(except Trust Fund subscriptions) levies, fines, donations etc and issue appropriate receipts and shall pay over all such monies to the Treasurer within 24 hours of receipts.





- ii. Ensure that all members pay their monthly and annual dues/subscriptions, levies, fines etc and to prepare from time to time a list indicating financial status of members of the Association.
- iii. Keep proper records of all monies collected on behalf of the Association and of all financial records of the Association and shall present a comprehensive statement of its account at the first general meeting of every year.
- iv. Be one of the signatories of the Associations Bank Accounts.
- v. Be guided by the Financial Instructions.
- vi. Carry out such other duties and assignments as may be assigned or delegated from time to time by the Chairman, Executive Council and/ or the General Meeting.
- vii. Be the chairman of finance committee

**(C) f. ASSISTANT FINANCIAL SECRETARY, shall**

- i. Assist the Financial Secretary in the discharge of duties.
- ii. Perform the duties of the Financial Secretary in the latter's absence.
- iii. Shall perform all other duties as may be assigned by the Chairman, the Financial Secretary and/or the General House.

**(C) g. TREASURER, shall**

- i. Receive from the Financial Secretary all funds and monies of the Association and deposit same in the designated account of the Association's Bank Account(s) within 48 hours of receiving them.
- ii. In consultation and approval of the Executive Council, Invest the monies of the Association in profitable securities and ventures.
- iii. Maintain an Imprest Account of not more than N50,000.00 at any given time.
- iv. Be a signatory to the Association's Bank Accounts.
- v. Carry out such other duties and assignments as may be assigned or delegated from time to time by the Chairman, Executive Council and/ or the General Meeting.

**(C) h. PUBLICITY SECRETARY, shall**

- i. In consultation with the Chairman publicize the activities and decisions of the Association.



- ii. Insert announcement or advertisement in the mass media as may be directed from time by time by the Chairman, Executive Council and/or the General meeting.
- iii. Carryout such other duties and assignments as may be assigned or delegated from time to time by the Chairman, Executive Council and/or the General Meeting.

**(C) i. ASSISTANT PUBLICITY SECRETARY, shall**

- i. Assist the Publicity Secretary in the discharge of duties.
- ii. Perform the duties of the Publicity Secretary in the latter's absence.
- iii. Shall perform all other duties as may be assigned by the Chairman, the Publicity Secretary and/or the General House.

**(C) j. SOCIAL/WELFARE SECRETARY, shall**

- i. Coordinate all social functions organized by the Association except as otherwise directed by the General Meeting or the Executive Council.
- ii. In conjunction with any ad-hoc committee appointed by the Association, organize parties, ceremonies/receptions including but not limited to Naming/Child Dedication, House Warming/ Purchase of new vehicle(s), Conferment of Titles/Awards, Burial/Wake-keep etc; and other social gatherings considered necessary by the Association.
- iii. Procure, assemble and record in writing all materials needed for parties, receptions and other social functions undertaken by the Association where there is no ad-hoc committee.
- iv. Collect and record all non-monetary gifts received by the Association during the occasions aforesaid.
- v. Organize light refreshment for members at general meetings at the expense of the member(s) or village hosting the meeting.
- vi. Organize visitation to sick or bereaved members, and attendance at weddings or any other social events of members.
- vii. Ensure that welfare schemes as provided for in this Constitution are carried out to the latter.
- viii. Carryout such other duties and assignments as may be assigned or delegated from time to time by the Chairman, Executive Council and/or the General Meeting.



**(C) k. ASSISTANT SOCIAL/WELFARE SECRETARY, shall**

- i. Assist the Social/Welfare Secretary in the discharge of duties.
- ii. Perform the duties of the Social/Welfare Secretary in the latter's absence.
- iii. Carryout such other duties and assignments as may be assigned or delegated from time to time by the Chairman, the Social/Welfare secretary, the Executive Council and/or the General Meeting.

**(C) l. PROVOST, shall**

- i. See to the maintenance of order and discipline at all meetings and gatherings of the Association
- ii. Ensure full participation of all members during meetings and other activities of the Association.
- iii. Keep record of late comers, noisemakers and other offenders during meetings and activities of the Association.
- iv. Ensure that such offenders pay constitutionally approved fines at all times.
- v. Assist the Social/Welfare secretary in coordinating the hosting of the Association at general meetings and social events of the Association.
- vi. Carryout such other duties and assignments as may be assigned or delegated from time to time by the Chairman, the Executive Council and/or the General Meeting.

**(C) m. ASSISTANT PROVOST, shall**

- i. Assist the Provost in the discharge of duties.
- ii. Perform the duties of the Provost in the latter's absence.
- iii. Carryout such other duties and assignments as may be assigned or delegated from time to time by the Chairman, the Provost, Executive Committee or the General Meeting.

**(D) a. TENURE OF OFFICE**

- i. All officers shall serve for a single term of two (2) years from the date of their election and may be re-elected for another term of two (2) years.
- ii. Where there is bye - election the officer elected shall serve the remainder of the term of the previous holders (s)
- iii. No officer shall serve for more than two terms in the same office.



#### **(D) b. ELECTION OF OFFICERS**

- a. The officers of the Association shall be elected by secret ballot by financial members at the completion of tenure of outgoing Executives.
- b. A candidate for any election shall be nominated by two financial members.
- c. The nomination (s) shall be forwarded to the Election Committee appointed for that purpose at least fourteen days before the date of the election.
- d. There shall be at least 5 members of the Electoral Committee to be appointed by the out-going Executive Council.
- e. The Electoral Officers shall compile a list of nominated candidates and shall at least one week to the date of the election forward a copy on MUWA platform.
- f. If at the close of nomination, there are no validly nominated candidates or no candidates at all for any of the posts, the general meeting shall call for nomination from the floor and elections conducted thereafter to fill the post(s).

#### **(D) c. ELIGIBILITY TO HOLD OFFICE AND TO VOTE**

- i. Only members who are financially up to date shall be eligible to hold any Office of the Association or vote at any general meeting or election.
- ii. Only financial members who have spent at least five (5) consecutive years as members of the Association, have attended meetings for at least four (4) times within a year and have shown committed interest in the affairs of the Association shall be eligible to contest for the post of Chairman and Vice Chairman.
- iii. For the post of General Secretary the' candidates must have spent at least four (4) consecutive years as members of the Association, have attended meetings for at least three (3) times within a year and have shown reasonable interest and commitment in the affairs of the Association.
- iv. For other posts, candidates must have spent at least three (3) consecutive years as members of the Association, have attended



meetings for at least (3) three times within a year and have shown reasonable interest and commitment in the affairs of the Association.

- v. There shall not be voting by proxy, only members present are eligible to vote.

**(D) d. BYE-ELECTION**

- i. Offices declared vacant by effusion of time, death, resignation, removal or for any other reasonable cause may be filled by Bye-elections which shall be conducted in accordance with subsection 'c' of this section.
- ii. The term of office of any position filled by way of Bye-election shall stand terminated at the same time of termination of the substantive officer irrespective of time of assumption of office.
- iii. Where a substantive position/post is declared vacant, the assistant or deputy is instantly elevated to the said substantive post while the Bye-election shall be conducted to fill the position of assistant or vice.

**(D) e. INAUGURATION/OATH OF ALLEGIANCE**

The newly elected Executive Council and all those elected by way of bye-elections shall, immediately after election and before assuming their various offices take and subscribe before the entire members of the Association, Oath of Allegiance, which shall be administered by the out-going Chairman and or the Patrons.

**(D) f. REMOVAL OR RESIGNATION OF OFFICERS**

1. An officer or a member of the Executive Council of the Association shall cease to hold office if he/she:

- i. Resigns office in writing.
- ii. Ceases to be a financial member of the Association.
- iii. Becomes insane.
- iv. Is officially declared bankrupt.
- v. Is convicted of a criminal offence.
- vi. Absents from the general meeting or the executive council meeting for three consecutive times without good cause acceptable to the Association.

1. An officer or a member of the Executive Council of the



Association shall cease to hold office if he/she:

- i. Resigns office in writing.
- ii. Ceases to be a financial member of the Association.
- iii. Becomes insane.
- iv. Is officially declared bankrupt.
- v. Is convicted of a criminal offence.
- vi. Absents from the general meeting or the executive council meeting for three consecutive times without good cause acceptable to the Association.

2. Any proposal or motion to remove any officer or member of the Executive Council before the expiration of term of office shall be in writing stating the grounds and shall be signed by at least 20% of the financial members and shall be forwarded to the Chairman at least 14 days to the general meeting at which the proposal or motion is to be tabled for discussion.

3. The General Secretary shall notify the officer or member concerned in writing of the receipt of such proposal or motion at least five days to the said general meeting for response.

Where the proposal is to remove the Chairman, it shall be forwarded to the General Secretary.

4. Any officer or member of the Executive Council, who wishes to resign from office, shall bring the notice to the attention of the Executive Council and thereafter to the General Meeting. In the case of the Chairman, shall submit the letter to the General Secretary with a copy to the Vice Chairman. The letter of resignation shall be submitted at least twenty one days before its effective date during which period the resigning officer shall submit a handover note and surrender all documents or property of the Association to the Chairman or General Secretary as the case may be.

5. Where an officer of the Association resigns or is removed from office, the office shall be taken over by the Vice or Assistant. Where there is no vice or Assistant or the vice or assistant is unwilling to take over, a bye election shall be held to fill the position for the remainder of the term;



PROVIDED that the Executive Council may appoint any financial member of the Association to fill such vacancy in the interim pending the bye - election.

**(E). APPOINTMENT OF COMMITTEES.**

The Association shall have the following Standing Committees:

- i. Executive Committee,
- ii. Budgetary/ Finance Committee,
- iii. Social/Welfare Committee,
- iv. Disciplinary Committee,
- v. Elders Committee
- vi. Ad-hoc Committee

**(E) a. EXECUTIVE COMMITTEE:**

1. The Executive Committee shall consist of all elected officers of the Association as provided in Section 11 above, the past Chairmen of the Association except one that was removed from the office by the Association for any reason whatsoever before the expiry term of office, the Trustees of the Association, Five Patrons representing the five (5) villages to be elected by the general meeting.
2. The Executive Committee shall advise the Executive Council of the Association on all matters referred to it by the Executive Council and/or the General Meeting. Its members shall meet at least twice every year, and as often as is necessary, if need be, and shall, subject to the approval of the general meeting, make necessary by-laws and regulations for the Association.
3. Five members of the Executive Committee including the Chairman or the Vice Chairman and the General Secretary or the Assistant General Secretary shall form a quorum at every meeting of the Executive Committee.
4. The Executive Committee of the Association may invest the funds of the Association as may be directed by the general meeting from time to time.



5. Decisions of the Executive Committee shall be by consensus but Where not so reached, by simple majority based on a show of hands provided that the committee may resolve to vote by secret ballot on any issue.

6. The Executive Committee shall have power to take decisions on behalf of the Association in all cases of emergency and report to the next general meeting of the Association for ratification.

7. The Chairman of the Association shall be the Chairman of the Committee.

**(E) b. BUDGETARY/FINANCE COMMITTEE/AUDIT COMMITTEE**

1. The Budgetary/Financial Committee shall comprise of the Financial Secretary and assistant, the Treasurer and two other persons appointed by members in general meeting who must be persons of high moral and financial integrity, very vast and knowledgeable in Budgeting and Accounting, ready and willing to render selfless service to the Association.

2. The Committee shall in consultation with the Executive Council, examine revenue sources, organize fund-raising and ensure that revenue accruable to the Association are collected as at when due.

3. The Committee shall review the Balance Sheet and other financial documents of the Executive Council before presentation to the General Meeting.

4. The Committee shall consider application for the grant of loans and make appropriate recommendations to the Executive Council.

5. The Financial Secretary shall be the Chairman of the Committee.

**(E) c. THE SOCIAL/WELFARE COMMITTEE**

1. The Social/Welfare Committee shall comprise of not more than ten (10) members drawn from the six zones of Garki, Gwagwa, Gwagwalada, Karmo, Kubwa and Nyanya.

2. The Social/Welfare Secretary shall be the Chairman of the Committee.



3. The Committee shall organize all socio-cultural activities of the Association.

4. The Committee shall ensure prompt and adequate attendance to the welfare issues of all members.

5. It shall be the duty and responsibility of the Committee to ensure that all such other things reasonably incidental to the good of the Association and its members are adequately secured.

**(E) d. THE DISCIPLINARY COMMITTEE**

1. The Disciplinary committee shall comprise of six (6) members, five of which shall be drawn from the five villages, and the sixth, the Vice Chairman of the Association, who shall be the chairman of the Committee.

2. The Committee shall entertain complaints from members as well as from the Executive Council on the incidences of indiscipline, misconduct and violation of the constitution by erring members.

3. The Committee shall investigate and. deliberate on the complaint referred to in (2) above, and shall make recommendations of possible punishment to the Executive Council.

**(E) e. THE ELDERS /ADVISORY COMMITTEE:**

1. The Elders Committee of the Association shall comprise of all Former Chairmen and Patrons of the Association, all certified chieftaincy titled holders, the Clergy, and, all other persons as may be co-opted into the committee by the Elders Committee of the Association duly approved by the General Meeting.

2. The chairman of the Committee shall be the most senior/elderly among the members who has shown substantial interest in the affairs of the Association.

3. The Committee shall elect their Secretary from among themselves.



4. The Committee shall play advisory role within the Association.

5. The Elders Committee shall constitute a Five - Man Caretaker Committee of members to run the affairs of the Association for a period not more than three(3) months during which an election must be held, If at any time, due to " unavoidable circumstance or emergency an election cannot be held at the appropriate time in an election year or the Executive Council is incapable of functioning or a vote of no confidence is passed on the entire Executive Council.

6. If at any time there is a crisis within the Association, the Elders Committee shall resolve same without prejudice to the current officers, having regard to the unity and progress of the Association.

#### **(E)f. AD-HOC COMMITTEE**

1. The Executive Council may constitute committees other than those above to deal with such issues and matters as circumstances may . dictate, and the committee so constituted shall have such powers and exercise such functions as the Executive Council may determine.

2. Every Ad-hoc committee shall submit its proposals, recommendation and reports to the Executive Council or the General Meeting as the case may be for consideration and approval.

3. Membership of each such committee shall be determined by the Executive Council from time to time.

#### **12. FUNDS OF THE ASSOCIATION**

- i. The funds of the Association shall consist of registration fees, monthly dues, special contributions, donations, loans, levies, fines etc; and these shall be determined by the Executive Council and approved by the general meeting from time to time.
- ii. All monies collected on behalf of the Association shall be paid into the Association's account within 48 hours of receipt.
- iii The Association shall run a current and savings account with a reliable bank to be decided by the executive with the approval of the general house.



### **13. BOOKS OF ACCOUNT AND AUDIT**

- i. The Executive Council shall cause proper books of account to be kept by the Association every financial year which shall run from 1<sup>st</sup> January to 31<sup>st</sup> December of the same year.
- ii. At the first general meeting of each financial year, the Association shall appoint an Auditor or auditors (who shall not be a member or members of the Executive Council) to audit the accounts of the Association.
- iii. The Auditor (s) shall have access to all documents relating to or concerning the finances kept by officers of the Association and shall have powers to demand any explanation from any officer, trustees or member of the Association concerned with finances of the Association.
- iv. The Audited account shall first be submitted to the Executive Council for consideration prior to its presentation by the Auditor(s) to the general meeting of the Association within the first quarter of the Financial year for discussion and approval.

### **14. THE TRUSTEES OF THE ASSOCIATION**

- a) The Trustees of the Association for the purposes of Part C of The Companies and Allied Matters Act (CAMA) Laws of the Federation of Nigeria 1990, shall be elected by secret ballots at a general meeting of the Association by financial members.
- b) Such Trustees known as THE INCORPORATED TRUSTEES OF MGBOWO UNITED WELFARE ASSOCIATION, ABUJA shall be ten (10) in number.
- c) Each Trustee shall hold office for a single term of five (5) years and may be reelected for another term. The Trustee shall cease to hold office if he:
  1. Resigns office in writing.
  2. Ceases to be a financial member of the Association.
  3. Becomes insane.
  4. Is officially declared bankrupt.
  5. Is convicted of a criminal offence.
  6. Is removed from office by a two-third majority vote of financial members present and voting at the General Meeting of the Association.



- d) Upon a vacancy occurring in the number of trustee, the general meeting shall elect another eligible member to fill the vacancy.
- e) A financial member shall be qualified to be elected as a trustee only if he/she has spent five (5) years and above as a member of the Association.
- f) The Trustees shall have a common seal which shall be kept in the custody of the General Secretary as may be decided upon by the Executive Council, who shall produce it when required for use by the Trustees.
- g) All documents to be executed by the Trustees on behalf of the Association shall be signed by the Chairman and the Secretary.
- h) The Trustees shall have powers to acquire land on behalf of the Association subject to such condition as the Registrar General may impose and shall hold such land in trust for the Association.
- i) The powers vested in the Trustees by/or under CAMA, shall be exercised subject to the directions of the Association.

**15. SPECIAL CLAUSE ADOPTED IN THE MINUTES OF M.U.W.A AS REQUIRED BY C.A.C**

The income and property of the Association shall be applied solely towards the promotion of the objects of the Association as set forth in this 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 Trustees of the Association. PROVIDED that nothing herein shall prevent the payment in good faith, of reasonable and proper remuneration to any officer or servant of the Association in return for any service actually rendered to the Association, so that no trustee shall be appointed to any salaried office of the Association paid by fees, and that no remuneration or other benefit in money shall be given by the Association to any member of such trustee except repayment of out-of-pocket expenses or reasonable and proper rent for premises demised, or let to the Association or



proceeds of insurance policies to members provided that the provision last aforesaid shall not apply to any payment to any company of which a Trustee of the Association may be a member in which such Trustee 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.

## **16. BYE-LAWS, REGULATIONS AND STANDING ORDERS (PENALTIES)**

### **(1) DISCIPLINE**

- a) No member of the Association that has any dispute or quarrel with another member or with the Association shall report such matter to the Police except in cases of threat to life, armed robbery or theft, or institute court proceedings WITHOUT FIRST reporting the matter in writing to the Executive Council for adjudication. Any member who contravenes this rule shall be suspended from the Association.
- b) On receipt of such report, the Executive Council shall inform members in general meeting and refer the matter to the Disciplinary Committee which shall within four (4) weeks submit its report to the Executive Council for review (where necessary) and presentation to members in general meetings.
- c) Any decision taken by the Disciplinary Committee and approved by the general meeting shall be binding on all parties. Any person who fails to abide by or obey the decisions of the Association shall be suspended from the Association.  
**PROVIDED** that in any case requiring urgent attention where it may not be ideal to refer the matter to the Disciplinary Committee or the General Meeting, the Executive Council shall have the powers to deal with the matter summarily.
- d) Any member or officer of the Association who is found guilty of willful dereliction of duties and proves very disrespectful when cautioned and refuses to apologize shall be suspended for 3 months and shall pay a fine of N3,000.00. Where the person is an officer of the Association, he shall become ineligible to contest



or hold any office of the Association for 5 years.

- e) Any member who embezzles the Association's funds shall pay a fine of N5,000.00 for the respective offence in addition to payment of all the monies owed and shall remain suspended unless and until he clears his debts.
- f) Any member who is absent in any event organized by the Association shall pay a fine of N500. While absenteeism and lateness during meeting shall attract a fine of N300 and N100 respectively.
- g) Any member who unreasonably interrupts the proceedings of the General Meeting or makes noise or speaks out of turn without being recognized by the Chairman shall pay a fine of N300 and/or suspended for one month.
- h) Any member who drinks to stupor or misconducts, or makes the Association an object of ridicule by quarrelling and/or fighting with another member or non-member whatsoever, shall pay a fine of N5,000 and/or suspended for a period of 2 months.
- i) Any member who fights before, during and after meetings and who is caught leaking official secrets of the Association shall pay a fine of N5,000, and referred to the Disciplinary Committee for further disciplinary action.
- j) The Association shall grant loans to members who request for them, provided as follows:
  - i. That money is available and set aside for this purpose.
  - ii. Request is made by written application to the Budgetary/Finance Committee.
  - iii. The member seeking the loan as well as two sureties/guarantor are financially up to date.
  - iv. The sureties/guarantors shall complete and sign a Guarantees Bond (Form)
  - v. Consideration shall be on merit and on first come first served basis.
  - vi. The amount to be given shall not exceed N50,000 and shall be paid back within 3 months.
  - vii. The Loan shall be interest free but shall attract a monthly default interest of N3000.
  - viii. The Association reserves the right to use every legal means



## **17. RIGHTS, BENEFITS AND ENTITLEMENTS OF MEMBERS**

### **a. MARRIAGES**

**The Association shall honor marriage invitations of its members provided that:**

- i. Invitation Card to that effect shall have been extended to the Association at least one month before the event.
- ii. The member is financially up to date and shall have been a registered member for at least one year.
- iii. Two (2) cartons of Beer, Kola nuts and Garden Eggs are presented to the members in general meeting.
- iv. The member undertakes to provide a separate stand for members accompanied with separate dishes and drinks.
- v. Where the marriage is in Abuja, it is mandatory for every member to attend.
- vi. The member shall be given a marriage entitlement of N30,000.00, which shall be raised by levy.
- vii. Members are entitled to one (1) marriage right.

### **b. DEATHS**

- b.1. At the death of a member/wife in Abuja, the Association shall:
- i. Inform all members orally and by text messages.
  - ii. Organize a Wake-keep at the residence of the deceased.
  - iii. Provide a coffin for the burial of the deceased.
  - iv. Transport the deceased home.
  - v. Send a delegates of not less than 2 people to the burial ceremony of the deceased.
  - vi. Present 2 cartons of beer and a cash donation of N40,000.00 to the family of the deceased.
  - vii. In a situation where other organizations take the responsibility of providing casket, ambulance and any other basic burial arrangements, MUWA shall present cash support of



N100,000 only, **PROVIDED ALWAYS** that the deceased is financially up to date.

- b.2. At the death of a member at home (Mgbowo), the Association shall: Inform all members orally and by text messages.
  - i. Sympathize with the family of the deceased,
  - ii. Send two (2) delegates to the burial ceremony of the deceased,
  - iii. Present 2 cartons of beer and a cash donation of N110,000.00 to the family of the deceased.
- b.3. At the death of a members parents, the Association shall:
  - i. Inform all members orally and by text messages.
  - ii. Send a delegation to the family at Abuja as condolence visit after the burial.
  - iii. Present two (2) cartons of beer, one (1) crate of malt and a cash donation of N5,000:00 to the family of the deceased.
- b.4. At the death of a member's child, the Association shall:
  - i. Inform all members by text messages.
  - ii. All members are expected to converge at the bereaved residence.
  - iii. Present cash support of 5,000 naira only.

The money to be used in sub-sections b1 and b2 above shall be raised by voluntary donations and levy of N2,000 per member.

### **C. TRANSFER OF MEMBERS**

- a) At the transfer or relocation of a member, the member shall within one month, notify the Association in writing.
- b) The Chairman shall:
  - i. Refer the letter to the Finance Committee for their recommendation.
  - ii. On behalf of the Association, organize a send-forth party for the member.
  - iii. Present a gift of not more than N20,000 to the member provided that the member is certified to be financially up to date,
  - iv. Members shall pay a levy of N500 for this purpose.



**d. BIRTH/NAMING CEREMONY**

- i. Any member wishing to invite the Association for his child naming /dedication shall inform the Association one month before the event with the presentation of a carton of beer, kola nuts, garden egg and a bottle of groundnut, and entertain members on the day of the event.
- ii. Members shall be informed by way of text messages and shall honor the invitation en mass with the sum of N20,000 which shall be raised by a levy of N500 per member.
- iii. Attendance shall be mandatory and absenteeism without cogent excuse attracts a fine of N500.
- iv. Any member wishing to invite the Association for any other occasion shall inform the Association one month before the event with the presentation of a carton of beer, I crate of malt, kola nuts, garden egg and a bottle of groundnut, and entertain members on the day of the event. Specially recognize and have separate sitting arrangement for members.
- v. Members shall be informed by way of text messages and shall honor the invitation en mass.
- vi. Attendance shall be mandatory and absenteeism without cogent excuse attracts a fine of N500.

**e. SICK AND ACCIDENTED MEMBER**

Any member may inform the Executive Council or the General Meeting of the sickness of a member or the involvement of a member in an accident.

The Association shall send a delegate to pay such member a get-well-soon visit and free-will donations shall be solicited from members to assist them.

**f. VILLAGE MEETINGS.**

The Association shall encourage and support the activities of village meetings.



**g. WOMEN WING AND YOUTH WING**

The Association shall encourage and support the activities of Youth and Women meetings.

**18. AMENDMENT OF THE CONSTITUTION**

- i. The proposal for the amendment of any clause or provision of the constitution if not initiated by the executive council shall be proposed by one financial member in writing and supported by at least 9 financial members. The said proposal shall be submitted in writing by at least 3 members of the general assembly for deliberation.
- ii. The Executive committee shall discuss the proposal and refer same to the general meeting for its comments within 30 days in the event that the executive committee has failed to submit the proposal to the general house within 30 days after the said receipt of the said proposal, the proponent shall come to the house and submit the proposal.
- iii. Notice of the proposed amendment shall be given in a general meeting before the general meeting at which the proposed amendment will be considered.
- iv. The amendment shall be adopted after an approval by at least two-third majority of those present and entitled to vote at the general meeting.
- v. The amendment if adopted, shall subsequently be submitted to the Registrar-General of the Corporate Affairs Commission for his final approval.





MAZI GKE AKA OTUKWU

Chairman's Name

Igeh. C-Hillong

Secretary's Name

GAKAB 04/07/21

Chairman's Signature/Date

04/07/21  
Illong

Secretary's Signature/Date





