

THE CONSTITUTION OF NATIONAL YOUTH CRISIS AWARENESS FORUM (NYCAF) IN NIGERIA.

PREAMBLE

We the youth of Nigeria having firmly and solemnly resolved to form one indivisible and harmonious Union dedicated to the promotion of unity among ourselves and to the upliftment of our living conditions; realizing that government alone cannot shoulder all development needs of our people due to diversity in nature, such as different cultures/traditions and religion.

Determined to achieve in cooperation with one another in the development of NIGERIA and to realize our objectives through the medium of the union here unto constituted; We do hereby give ourselves the constitution.

ARTICLE I

NAME AND SUPREMACY

The union shall be known and called NATIONAL YOUTH CRISIS AWARENESS FORUM hereinafter to as NYCAF with headquarters at Kaduna North.

The constitution shall be cited as the constitution of NATIONAL YOUTH CRISIS AWARENESS FORUM (NYCAF) and shall have binding force on all members and executives operating by virtue of its provision.

ARTICLE II

1. AIMS AND OBJECTIVES

- i. To enlighten youths and the whole society at large on the importance of valuing other ethnic groups and religions.
- ii. To make youth understand the differences between various ethnic groups and religions, so as to use it as tool towards achieving peace, unity and development.
- iii. To make youths of different ethnicity and religion understand their differences and similarities to bring out a positive goal to achieve in it.
- iv. To inculcate in youths the skills or ability of self-dependency so as to reduce the rate of unemployment and crisis in Nigeria.
- v. To organize Seminars, Symposiums, Conferences, talk shows and lectures through viable mediums with a view to educate youths about dangers of crisis.
- vi. To organize rallies and to employ and utilize social/mass media in the promotion of the image of Nigeria all around.
- vii. To campaign against corrupt practices in the system, bring pressing rural communities and grass roots issues to the forefront and present them before the government for considerations, while we consistently remind all elected public office holders those promises they made during their campaigns and manifesto.
- viii. Above all, to bring back a day when Nigeria will be highly regarded as one of the best countries that think about the welfare of the masses in the international community.

2 ---- AFFILIATION

The union is a non-political and a non-religious organization.

ARTICLE III
MEMBERSHIP

- i. Membership shall be open to all citizens of Nigeria either by birth or naturalization.
- ii. All members shall be registered upon collection of form on an unspecified amount, due to the fact that the form will be given in any amount, as the intended member wishes to donate.

ARTICLE IV
STRUCTURE, COMPONENTS AND ORGANS

1. The union shall be composed of the following units and organs:
 - i. General Congress
 - ii. Deligates Conference
 - iii. National Executive Council
 - iv. National Officers Council
 - v. Branches

2-----GENERAL MEETING OF THE CONGRESS

- i. The general meeting of the congress shall be held at least once a year at the specified venue by the executives.
- ii. All chairmen and secretaries of registered branches are members
- iii. As provided for this constitution, the general congress shall be responsible for formulating broad policy objectives and laying down directions and guidelines for the conduct of the affairs of the union by its various organs and officers.
- iv. The congress shall consider and approve all reports submitted to it by the National executive council.
- v. The congress shall decide on matters submitted to it by its various organs or any other matter that would further the aims and objectives of the union.

3 ----THE DELEGATES CONFERENCE

- i. The delegates conference shall comprise of the following:
 - a. Chairman, Secretary, Public Relation Officer and Financial Secretary of each registered branch.
 - b. Members of the National executive council .
- ii. The delegate conference shall be convened biennially and at such other times as provided for in this constitution, and shall be held at the National headquarters.
- iii. The delegates conference shall be responsible for electing members of the National Executives.
- iv. The delegates conference shall be responsible for the confirmations of the appointment of auditors and legal advisers as may be presented by the Exco.

4----THE NATIONAL EXECUTIVE COUNCIL

i. The National Executive Council shall comprises of the following officers:

- a. President
- b. Vice President
- c. The General Secretary
- d. The Assistant General Secretary
- e. The Financial Secretary
- f. Public Relation Officer (Publicity Secretary)
- g. Assistant Public Relation Officer
- h. Treasurer
- i. Two Ex-officio members

iii. The National Executive Council shall:

- a. Be the managerial and working organ of the of the union and shall initiate and execute programmes and project with regards to the aim and objectives and within the framework giudlines and policies laid down by the general meeting.
- b. Be individually and collectively responsible for their action and shall be subject in all respects to the general meeting.
- c. Appoint members of the standing committee and such other ad-hoc committees as will aid in the realization of the objectives of the union.
- d. To recommend to the National Congress any measures that will lead to the realization of the objectives of the union.
- e. The National Executives Council shall meet at least once quaterly.

- f. To receive capitalization fees and other revenue to the National Union from the branches.
- g. To take decisions on ways of ensuring the proper running and coordination of the branches.

5----THE NATIONAL OFFICERS COUNCIL

- i. The National officers council shall consist of all members of board of trustees, National President, General Secretary, all chairmen and secretaries of registered branches and Advisers.
- ii. The National Executive officers shall meet at least twice in a year.
- iii. The functions of the council shall be;
 - a. To acquaint the branches with the activities and decisions of the National Union and to receive reports from the branches on their activities and their problems.
 - b. To intervene in intra-branch and offer settlement.
 - c. To consider and adopt annual budgetry of the union as submitted by the National Executive Council.

6----BRANCHES

- i. There shall be established branches of the union in each of thirty six (36) states and Federal Capital Territory and in any other Local Government and Wards where there is written request signed by not less than ten (10) potential members resident therein.
- ii. Each of such branches shall register with the National Union with the payment of a prescribed fee as may be prescribed by the National Executive Council.
- iii. Each branch operate a constitution in line with the National constitution but with such modifications as would suit its local peculiarities provided however that in cases or

conflict or inconsistency between the provisions, the National constitution shall to the extent of inconsistency prevail.

- iv. The branches shall pay such fees as may be prescribed by National Executives Council from time to time.
- v. Branches shall establish units for effective coordination.

ARTICLE V

STANDING COMMITTEES

1. There shall be three (3) standing committees for the union namely;
 - i. Peace and Unity Maintenance Committee
 - (b) Education, Research and Documentation Committee
 - (c) Development Committee

Composition of Committees

1. The Chairman and members of the committees shall be appointed by the National Executive Council and will stand dissolved along with the National Executive that appointed them but they may be re-appointed by the incoming National Executive;
2. The Standing Committees shall report and be answerable to the National Officers unless otherwise directed by the general meeting;
3. The Committees shall meet as often as required but not less than once in every quarter;

1. Peace and Unity Development Committee

The Peace and Unity Committee shall:

- I. Conduct research in to the origin of crisis in Nigeria
- II. Collect for preservation and display all historical artifacts.
- III. Identify a suitable period and date for the Nigeria annual peace festival.
- IV. Organize social and cultural functions that will promote unity and progress in Nigeria land, and also preserve its cultural heritage.

2. Education, Research and Documentation Committee

Education, Research and Documentation Committee shall:

- (i) Identify opportunities for self-employment and educational advancement for the teaming youths in Nigeria.
- (ii) Collect and analyze any available data on the historical evolution of the Nigeria people.
- (iii) Produce documentaries on the socio-economic activities of Nigeria including its cultures and traditions.

3. Development Committee:

The Development Committee shall:

- (i) Identify investment opportunities in Nigeria,
- (ii) Mobilize and invite potential investors for exploration of the resources in Nigeria land.
- (iii) Undertake feasibility studies and recommend any viable projects worth undertaking by the Union.
- (iv) To submit quarterly report to the National Executive Council.

ARTICLE VI

SECRETARIAT

1. There shall be established by the Union a Secretariat to be located at Kaduna North-Nigeria;
2. The staff of the Secretariat shall be headed by an employed Administrative Secretary who shall be under the immediate directive and control of the General Secretary;
3. The staff of the Secretariat shall be employed by the National Executive Council on the recommendation of a National Officer.

ARTICLE VII

OFFICERS AND THEIR FUNCTIONS

1. The National Executive Council shall consist of the following:
 - (a) President
 - (b) Vice President
 - (c) The General Secretary
 - (d) The Assistant General Secretary
 - (e) The Treasurer
 - (f) The Financial Secretary
 - (g) The Publicity Secretary
2. **The President:** Shall:-
 - (a) Be the head and spokesman of the Union;
 - (b) Preside over all meetings of the National Executive Council, Delegates Conference, National Officers Council, General Congress and any other National meeting;

(c) Be responsible for the Union's relationship with its affiliated Unions and other bodies with which the Union shall have relations;

(d) Direct and supervise all other officers in the performance of their duties;

(e) Cause the summoning of National Congress Council meeting and in consultation with other EXCO members, cause the summoning of General Congress, National Executive council meetings, Delegates Conference and any other National congress meeting.

(f) Perform any other function(s) as may be assigned to him by National Officer's Council.

3. The Vice President: Shall:-

(a) Assist the President in his duties and deputize for him in his absence;

(b) Coordinate the activities of Ad-hoc Committees;

(c) Perform other function(s) as may be assigned to him by the President on the National Executive Council from time to time;

4. The General Secretary: Shall:-

(a) Be the Chief scribe of the Union and shall undertake correspondences for and on behalf of the Union;

(b) Keep a register of all members and branches;

(c) Summon the meetings of the National Officers Council, General Congress Meeting, National Executive Council Meeting and the Delegates' Conference as directed by the President or otherwise in accordance with the provision of the constitution;

(d) Take and keep minutes of National Meetings;

(e) Compile with the assistance of other National Officers Council members, an annual report of the Union's activities for the general meeting.

(f) Be the custodian of the Union's property;

- (g) Be the Administrative Head of the National Secretariat;
- (h) Perform any other function(s) as may be assigned to him/her under the constitution or by the President.

5. The Assistant Secretary: Shall:-

- (a) Assist the General Secretary in all his/her functions and act for him/her in his/her absence;
- (b) Be the Secretary of Ad-hoc committees;
- (c) Subject to the provisions of the constitution, carry out any duties assigned to him by the General Secretary.

6. The Treasurer: Shall:-

- (a) Be the custodian of the Union's funds
- (b) Pay into the Account of the Union all monies submitted to him within 24 hours of such receipt.
- (c) Write and countersign all cheques of the Union.

7. The Financial Secretary: Shall:-

- (a) Keep a record of all payments of income and expenditure of the Union;
- (b) Prepare and present an Annual Financial Report to the General Congress meeting, National Officers Council and the Delegates' Conference;
- (c) Collect and receive annual capitation fees from the branches and all the Union's monies derived from all other sources and promptly submit same to the Treasurer.

8. The Publicity Secretary: Shall-

- (a) Be responsible for the coordination of all researches and public information activities of the Union;
- (b) Establish and maintain cordial relationship between the Union and media houses and ensure that press releases are given adequate publicity.
- (c) Be the Union's Librarian.

9. The Legal Adviser: Advises the Union on all legal matters.

10. Tenure of Office:

- (a) Members of the National Executive Council shall hold office for a period of three (3) years and may be re-elected to another subsequent term and no more. However, such officers may be eligible for election to another post other than the one he or she had occupied.
- (b) Handover to new officers shall not exceed one month after election without prejudice to (a) above

11. Auditors: There Shall:-

- (a) Be two (2) Auditors to be appointed at a National Delegates' Conference after every three (3) years.
- (b) The Auditors shall audit the books and accounts of the Union at least twice in a year and submit their report to the Union annually.
- (c) The minimum qualification for appointment an Auditor shall be at least a National Diploma in Accounting or its equivalent.

ARTICLE VIII

BOARD OF TRUSTEES: PATRONS

1. The Union shall have a Board of Trustees to be appointed by the National Congress, consisting of six (6) members one of whom shall come from each of the zones

of Nigeria and shall be men or women of proven integrity and registered members of the Union. The President shall appoint a Chairman among the members.

2. The terms of office of the Trustees shall be at the discretion of the National Congress.

3. The Trustees shall sign all legal agreements entered into between the Union and any other body or person(s)

4. In the event of death, resignation or removal of a Trustee, the National Congress shall replace him/her with another person from the same unit.

5. Patrons: The Grand Patron shall be appointed to whom fit worthy by the National Executive.

ARTICLE IX

FINANCES

1. For the Union to be functionally active and accomplish its developmental objectives, it must source for funds, keep good custody and disburse same judiciously.

2. The sources of revenue for the Union shall include: Registration fees, subscriptions, levies, donations, contributions, launching of appeal funds, fund raising activities, subventions for specific projects from the Local and State Governments, investments and proceeds from other commercial ventures.

Note: Subscription shall be as prescribed from time to time by the National Executive Council.

3. The National Executive Council shall maintain and control current and savings accounts into which all funds belonging to the Union shall be paid;

4. The National Executive Council shall decide two reputable Banks for the Union.

5. There shall be three (3) signatories to the Union's accounts namely: The President, Financial Secretary and the Treasurer. The President and any one of the two signatories may sign for withdrawal.

6. The National Executive Council may from time to time fix any such levy to be paid by members and branches.

7. In furtherance of the aims and objectives of the Union the national Executive Council may approve the raising of funds from any reputable organization.

8. The National Executive Council shall maintain an up to date accurate records of the Union's accounts and all other financial transactions.

9. Salaries of all employed staff of the Union's Secretariat shall be determined by the National Executive Council.

10. The National Executive Council shall observe all proper accounting procedures and maintain probity.

11. The Union's accounts shall be audited by the Union's Auditors at least twice a year, which shall be verified by External Auditors on request by Congress.

12. There shall be an imprest account to be kept by the Secretariat for the running of the Secretariat. The amount shall be determined by the National Executive Council.

13. A yearly budgetary proposal shall be submitted by the National Executive Council and approved by the National Officers Council.

14. All expenditures of the Union shall be clearly spelt out as supported by documents properly signed by the appropriate officers.

15. The expenditure shall be in line with the aims and objectives of the Union and budgetary estimates.

16. Where any expenditure is to be made outside the approved estimate, a supplementary budget shall be presented and approved by the National Executive Council.

ARTICLE X

ELECTIONS

1. Elections into offices of the National Executive Council of the Union shall be held at the Delegate Conference of the election year.

2. Only accredited delegates as spelt out in this constitution shall be admitted into the conference hall during election time.

3. Ad-hoc Electoral Officers, a minimum of three (3) and a maximum of five (5), one of whom shall preside, shall be appointed by the Delegates Conference not later than sixty (60) days to the expiration of the tenure of the current Executives and shall constitute the electoral committee. They shall neither vote nor be voted for in the said election.
4. The electoral committee shall control, conduct and manage the election for which they are appointed, and to the extent of their functions.
5. All national elective officers of the Union shall cease to function at the expiration of their tenure, and their offices shall be deemed vacant.
6. A candidate for any election shall be sponsored by not less than three (3) registered members.
7. The nominated candidates for a post may each stand up in the hall to give a brief background of himself, stating his full names, place of birth, working experience and his current address prior to commencement of elections.
8. All elections shall be by secret ballot using ballot or such ordinary papers duly stamped by the electoral committee for the purpose.
9. Where only one candidate has been nominated, the candidate so nominated shall be returned unopposed and declared duly elected.
10. Where there is no candidate to any post the conference shall have the powers to appoint any member to the post, and shall be deemed to have been duly elected.

11. In the event of a tie, there shall be a second ballot for the candidates involved.

12. Where an office shall become vacant by reason of death, resignation, removal or any other reasonable cause, the National Executive Council shall appoint an officer to act for the vacant office and shall within three (3) months summon an Extraordinary Delegates Conference for purposes of a bye-election.

13. An officer wishing to resign must give one month notice in writing and shall have his resignation accepted by the National Executive Council.

14. Before such resignation is accepted, by the National Executive Council the officer must give an account of his/her stewardship and handover all properties belonging to the Union in his or her custody.

ARTICLE XI

MEETINGS

1. Meetings shall be convened and held in accordance with the provisions of this constitution.

2. In the event of failure by the President to cause the summoning of any of the national meetings, then in respect of National Executive Council meetings five (5) of the members of the NEC may jointly in writing summon the meeting and in respect of any national meeting 1/3 of all branch chairmen may in writing summon such a meeting.

3. For the purpose of the National Executive Council meeting 2/3 of the members shall form a quorum.

4. For the general meeting 2/3 of the Registered Branches shall form quorum while a simple majority shall form a quorum in respect of Delegates Conference and the National Executive Council meeting.

5. Decisions at all meetings shall be by simple majority except otherwise provided for by this constitution.

ARTICLE XII

DISCIPLINE

1. The Union shall maintain and promote a high standard of discipline in all its affairs, and in particular, at all meetings and within the National Executive Council.

2. Accordingly, the following shall constitute acts of indiscipline:-

(a) Misbehaviour during meetings;

(b) Use of abuse or vulgar language on any member during meetings.

(c) Engaging in activities detrimental to the existence, progress and integrity of the Union.

(d) Financial mismanagement;

(e) Non-attendance of National Officers meeting, National Council meetings, National Executive Council meetings, Delegates' Conference or Branch meetings by any Officer for two consecutive times without written explanation;

(f) Membership shall be immediately withdrawn from anyone who starts any act of violence as it may result to the tanishing of our aims and objectives, and office will also be withdrawn with immediate effect where the member is an office holder in the union.

(f) Dereliction of duty, and

(g) Any other behavior detrimental to the aims and objectives of the Union.

3. All cases of indiscipline involving a member of the National Officers shall be enquired into and determined by an Ad-hoc disciplinary committee of three (3) members appointed by the National Executive Council and its decision shall be subject to the approval of the National Delegates' Conference.

4. In all other cases of indiscipline involving members of the Union, the National Executive Council shall, for that purpose constitute a disciplinary committee to determine the issues.

AMENDMENTS

1. This constitution or any part thereof may be amended, rescinded, altered or addition as made thereof, by a resolution carried at by a majority of two-thirds (2/3) of those present at an annual general meeting of the congress;

2. Proposals regarding amendments of the constitution must be sent to the National Secretariat at least two (2) months before the annual general meeting of the congress for inclusion in the agenda.

3. Notice of such resolutions and the agenda must be communicated in writing to all local branches at least one (1) month before the meeting of the congress.