

**CONSTITUTION OF THE NATIONAL
ASSOCIATION OF PERSONS WITH PHYSICAL DISABILITY
(NAPWPD)**

MOTTO: Harnessing Ability in Disability

**HEAD OFFICE:
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CONSTITUTION OF NATIONAL ASSOCIATION OF PERSONS WITH PHYSICAL DISABILITY (NAPWPD)

PREAMBLE: We, the entire members of the National Association of Persons with Physical Disability (NAPWPD) in Nigeria; consciously aware of the importance of non-governmental organization in the lives of the people with physical disability have resolved to form this organization herein referred to as National Association of Person with Physical Disability (NAPWPD) in order to contribute positively to our society.

We hereby provide to ourselves this constitution.
Harnessing Ability in Disability

MOTTO:

ARTICLE 1:

INTERPRETATION: (1) "PERSONS WITH PHYSICAL DISABILITY":
A person with physical Disability means person with physical impairment that is likely to or will substantially limit his or her functional ability;

(2) "NATIONAL ASSOCIATION": National Association means National Association of Persons with Physical Disabilities.

ARTICLE 2:

SUPREMACY:

In accordance to the provisions of the constitution shall be supreme and its provisions shall have binding force on all members of the National Association of Persons with Physical Disability (NAPWPD).

ARTICLE 3:

NAME:

(1) Name: the name of the Association shall be National Association of Persons with Physical Disability (NAPWPD) (hereinafter referred to as "the Association");

(2) The Association shall have its head office in Abuja, FCT.

ARTICLE 4:

- AIMS AND OBJECTIVES:**
- (1) To advocate for the prevention and eradication of polio and accident occurrence in Nigeria;
 - (2) To advocate for accessibility into public building in the country;
 - (3) To ensure medical rehabilitation of persons with physical disability;
 - (4) To organize capacity building seminars and conferences for our members;
 - (5) To create awareness on issues concerning persons with physical disabilities;
 - (6) To partners with donor agencies and local NGOs to improve the lives of the poor persons with physical disabilities;
 - (7) To campaigns against prejudice, stereotype and stigmatization persons with physical disabilities into social, political and economical life of the nation;
 - (8) To promote and support legislations that encourage the integration of persons with physical disabilities into social, political and economical life of the nation;
 - (9) To advocate for an inclusive education for persons with physical disabilities;
 - (10) To promote and support legislations that encourage the integration of persons with physical disabilities in the society;
 - (11) To promote Skill acquisition among persons with physical disabilities;
 - (12) To solicit for free mobility/other assistive aids for persons with physical disabilities;

ARTTICLE 5:

MEMBERSHIP:

The membership shall be open to the following group or persons:

- (1) All state chapters of the Association, including Abuja, which pay a membership fee;
- (2) A member shall retain his or her membership either in the place of residence and/or in the place of origin;
- (3) Fees
 - (a) The amounts of the fees to be paid by members shall be determined by the recommendation of the Executive and adopted by congress

(4) Loss of membership.

A member shall lose his membership if he/she is found guilty of gross misconduct which is inimical to the aims and objectives and image of the Association, or, is found to have embezzled, or, in anyway, defrauded the Association, or is found to be dishonest or insincere in his dealings with the Association, or resigns his membership.

ARTICLE 6:

STATE AND LOCAL GOVERNMENT CHAPTERS:

- (1) All local government area council in Nigeria shall be entitled to have chapters of the association;
- (2) In their operations, state and local government chapters shall be guided by the rules and regulations as set forth in this constitution;
- (3) Any rules and regulations, adopted by state and local government chapters, which inconsistent with set out in this constitution shall avoid.

ARTICLE 7:

THE NATIONAL CONGRESS:

- (1) The national congress is the law making body of the association.
 - (a) The national congress shall made up of the following:

- (i.) State chapters of the association including FCT, Abuja;
- (ii.) National executive;
- (2) The congress shall be the final authority with respect to all issues of policy and its decisions, which shall be binding on the executive, shall be made after due opportunity has been afforded for full and fair discussion by all delegates. Its functions are as follows:
 - (a) To determine the general policies to be adopted by the association for the achievement of its purposes;
 - (b) To consider and decide the report of the executive on the
 - (c) To receive and consider and decide upon all recommendations submitted by the executive;
 - (d) To consider the treasurer's report and determine the budget of the association for the next year;
 - (e) to determine the rate of membership fees on the recommendation of the Executive;
 - (f) to elect the officer of the Association;
 - (g) to consider and decide upon proposals to amend the constitution of the organization.
 - (h) to take any other measures conducive to achieve the purposes of the Association.

ARTICLE 8:

THE EXECUTIVE COUNCIL:

- (1) Composition: The Executive Council (hereinafter referred to as "the Executive"), shall be comprised of the officers of the Association, who shall be elected by the National Congress;
- (2) There shall be the following national Officers for the Association:

President, Vice - President, Secretary-General, Assistant Secretary-General, Treasurer, Financial Secretary, Social Welfare Secretary, Assistant Social Welfare Secretary, Publicity Secretary, Planning and Organizing Secretary, Sports Secretary, Chief Whip and Zonal Co-ordinators representing the Six geopolitical zones in the country;

The immediate past president shall act as an ex-officio member.

(3) A majority of officers at any executive council meeting shall constitute a quorum;

(4) The Executive shall meet at least four times a year;

(5) in the absence of either the president or the Vice-President to act as presiding officer at any Executive meeting an adhoc Chairperson shall be appointed from among the members of the Executive Present;

(6) Loss of office:

(a) Any member of the Executive shall be made to resign if a vote of "no confidence" is passed on him/her by two third of the members present and voting at any meeting of the association;

(b) any officer shall be made to resign if he/she is found guilty of an offence as above in this Constitution, or is in any incompetent in the discharge of his/her duties.

(7) The venue of the Executive meeting shall be rotated from state to state as determined by the Executive;

(8) Duties of Officers:

(a) The President:

(i) Shall be the principal Administrative officer of the Association and shall preside over all its meetings;

(ii) Shall ensure that the Association function in a smooth and efficient manner:

(iii) Shall approve all expenditure of the Association decided upon by the Executive or Congress.

(iv) Shall sign the minutes and other documents duly approved by the Executive or Congress;

(v) May delegate duties to the Vice-President or to any member of the Executive;

(vi) Shall keep well-abreast of all activities of all Chapters activities through the zonal co-ordinators;

(b) Vice - President: Shall assist and act in the absence of the President and shall perform any duties assigned to them by the President.

(c) Secretary-General:

(i) Shall take and keep minutes of all meetings of the association

(ii) Shall keep a register of all members and shall notify members of all meetings of the association.

(iii) Shall be responsible for all correspondence of the Association;

(iv) Shall be responsible for keeping all documents of the Association and produce them when required;

(v) Shall be a signatory to all financial transactions of the Association

(vi) Shall also, in conjunction, with the President, compile an annual report of the activities of the Association for presentation at the annual Convention

(d) Assistant Secretary-General: Shall assist and act, in the absence of the Secretary-General and perform any other functions as directed by the Secretary-General.

(e) Financial Secretary: Shall receive, and account for, all monies on behalf of the Association and present same to the treasurer within 72 hours; maintain proper books of accounts and balance the accounts

regularly; keep accurate records of the financial state of the association.

(f) Treasurer: Shall receive, from the financial Secretary, and account for, all monies belonging to the Association's bank account(s) within 71 hours; shall be responsible for the safe custody always proper books of accounts; shall keep an imprest account to be determined by the Executive; shall keep an accurate account of receipts of all income and expenditure; shall present an annual financial reports of the Association which has been duly audited by the internal auditor and qualified external auditors.

(g) Social Welfare Secretary: Shall examine any problems affecting members and bring them to the notice of the Executive.

(h) Publicity Secretary: Shall promote and enhance the image of the Association; shall publicize all activities of the Association and make press releases as directed by the Association.

(i) Auditors: He shall examine the financial books of the Association on a quarterly basis or as required by the Executive or Congress and present to the Executive.

(b) An external Auditor, who shall be appointed by the Congress of the Association.

(j) Planning and Organizing Secretary: Shall be responsible for monitoring and evaluation of the projects and activities initiated by the Association;

(k) Sports Secretary: Shall plan, direct and initiate all sporting and recreational activities for persons with physical disabilities; shall liaise closely with relevant authorities and organizations running sports activities for persons with disabilities;

(l) Chief Whip: Shall maintain strict order during all meetings and functions organized by the Association; shall take note of late comers and impose appropriate fines on them as stipulated by the Executive or Congress in general meeting; shall send out erring members from meetings and functions of the Association and take instructions from the president, in case of confusion at meetings and functions, to restore Order.

(m) Zonal Co-ordinators: Shall supervise the activities of State Chapters in their zone, ensure their conformity with the aims and objectives of the Association and report to the Executive; shall supervise and ensure the smooth conduct of elections of state chapters within the zone, shall represent the president or any member of the Executive Council at any functions in their zone requiring the presence of the President or Executive Council member cannot be present for unavoidable circumstances shall carry out propaganda work and educate the publication the aims and objective of the Association and carry out any other work assigned to hereby the president or Executive;

(n) Legal Adviser: there shall be legal adviser that shall be appointed by the executive council and which shall advise and advocate on all matters concerning the Association.

(9) Powers and functions of the Executive Council.

(a) The Executive Council shall be the governing body of the Association and shall be directed accountable for interpreting and carrying out the general policies as abolished by the congress for the administration, management and conduct of the affairs of the association.

(b) The executive shall make policies when necessary which are not in conflict with these except by the congress.

(c) The Executive shall have power to discipline and deal with any problems presented to it by members.

(d) The Executive in general meeting shall have power to establish committees for any purpose, comprised of any member of the association and shall determine the composition of such committees.

(e) The Executive shall employ a full time paid official who shall act as Head Administration in the secretariat and once employed continue in office provided his services are satisfactory and necessary to the work of the Association.

(f) The Executive shall employ other full time paid official viewed to be necessary to facilitate the efficient carrying on of the business of the Association. The Executive shall, however, have the power to dismiss any full time paid official, but in doing statutory notice or salary in lieu of notice shall be given to the person concerned except in the case of fraud when an official may be instantly dismissed without notice or compensation. The salaries of full time paid officials shall be determined by the Executive in the light of the duties to be performed.

ARTICLE 9:
ELECTIONS:

(1) The National Congress shall elect officers of the Association at the Annual convention and elections shall be held once every four years.

(2) An Electoral Committee comprising one chairperson and six other persons shall be formed by the Congress prior to elections to oversee the conduct of the elections: the committee shall ensure that all members have adequate opportunity to make

nominations and to know the names of nominees before the elections: the Committee shall have power to screen all candidates nominated; the Committee shall ensure that all nominees are person with physical disability: the Committee shall allocate five minutes to each of the following candidates to convince members of their suitability for the post they are vying for.

(3) Election to the Executive shall be open to all members if there are two or more persons nominated for a post, such persons shall vacate the hall while voting is taking place.

(4) Anybody wishing to contest for any post, shall be a registered member of the Association at least one year.

(5) Each elected officer shall hold office for one term of four years: no officer shall hold one particular office for more than two consecutive terms of four years.

(6) Any officer who wishes to resign his post shall notify the Secretary-General within 21days;

(7) Vacancies:

In the event of a vacancy occurring in the post of the President, Secretary-General and Social welfare Secretary the assistance shall act in that capacity, in the case of the Financing Secretary, Treasurer, the Publicity Secretary, the planning and Organization secretary, the Sports Secretary and Chief Whip, the Executive shall appoint any of the zonal Coordinators to act in that capacity the Executive shall appoint any competent member of the association to fill a vacancy occurring in the office of a Zonal Coordinator. Any of the officers so appointed shall serve in acting capacity until the next National convention when elections shall be conducted to fill the vacant post(s).

ARTICLE 10:

Immediately after the election of officers, the Legal Adviser shall swear in all elected officers of the Association.

ARTICLE 11:

While coming to the meeting where an election of officers is scheduled to take place, each officer shall prepare a comprehensive handing over note to be presented to the officer succeeding him/her, unless he/she becomes re-elected. Such officer shall also surrender all the property of the Association in his possession to the Secretary-General.

ARTICLE 12:

(1) An Annual General Meeting (hereinafter referred to as "the National Convention") of the Association shall be held at a date to be fixed by the Executive;

(2) An extraordinary meeting of the Executive or Association may be called by the Executive or Congress during the course of the year;

(3) The number of delegates to the National Convention shall be as follows:

(a) Five persons from each state chapter, including FCT Abuja cutting across gender at least one shall be a woman.

(4) A majority of registered members shall constitute a quorum to conduct business at the National Convention and other meetings of the Association;

(5) If neither the President, nor Vice-President, is present to act as presiding officer at the National Convention, or other meetings of the Association, a chairperson from among the Executive members present shall be appointed to preside over the meeting;

(6) VOTING: Voting shall be by a show of hands or secret ballot and winning shall be by simple majority, in the following cases, when voting shall be by secret ballot:

(7) NOTICE OF MEETING: The National Convention shall be called at least three months notice; the Executive meeting shall be called by at least 28 days notice; the President shall call emergency meetings as and when necessary;

(8) During meetings, no matter upon which a ruling has been made by the President or Chairperson or a decision has been reached by a vote, shall be reopened for further debate except on the moving of a substantive motion which has been seconded and agreed to by the meeting;

(9) EXTRAORDINARY MEETINGS

(a) National Congress: An extraordinary meeting of the National Congress may be called by 18 registered members state of the Association, notice of the meeting, together with the agenda shall be circulated to all members, at least 21 days prior to the date of the meeting;

(b) Executive: An extra-ordinary meeting of the Executive may be called by any five members of the Executive committee. Notice of the meeting, together with the agenda, shall be circulated to all members of the meeting, at least 7 days before the date of the meeting;

(10) A motion may be tabled at any meeting of the Association. Once such motion is moved, it shall be seconded, and after necessary discussion, shall be decided by a simple majority vote.

ARTICLE 13

FINANCE:

(1) The Financial year of the association shall run from 2nd October, to 2nd September of each year;

(2) Bank account(s) shall be opened for the Association at any recognized bank(s) approved by the Executive;

(3) Signatories: President, Treasurer and the Financial Secretary may sign all financial transactions of the Association, including withdrawing and depositing money into the account(s), which have been duly approved by the Executive or Congress; all financial transactions of the Association shall be signed only with the knowledge and approval of the President or the Executive, provided that anything done outside this procedure shall invalidate the papers so endorsed;

(4) After executing any project or assignment the person or group concerned shall provide documentary evidence of their expenditure, including the balance, if any;

(5) The accounts of the Association shall be audited by the internal auditor and qualified external auditors at least once a year, or otherwise as requested by Congress.

(6) The Executive shall ensure that the Association's expenses are kept strictly within its budget and any savings made in the annual budget shall constitute a reserve which shall be placed in the bank and/or invested.

(7) Borrowing powers; if at any time, the Congress in general meeting, passes a resolution authorizing the Executive to borrow money, the Executive shall thereupon

be empowered to borrow for the purposes of the association such amounts of money either at one time or from time to time and at such rates of interest and in such manner and upon such security as shall be specified in such a resolution.

ARTICLE 14

TRUSTEES:

(1) The trustees of the Association, for the purpose of the Incorporated trustees' Act, Laws of the Federation of Nigeria), shall be appointed at the Congress meeting of the Association;

(2) Such trustees (hereinafter referred to as "the Trustees") shall not be less than five in number and shall be known as THE REGISTERED TRUSTEES OF THE NATIONAL ASSOCIATION OF PERSONS WITH PHYSICAL DISABILITIES (NAPWPD);

(3) The trustees shall hold office for life, but a trustee shall cease to hold office if he/she:

(a) Resigns his/her office,

(b) Ceases to be a member of the REGISTERED TRUSTEES OF THE NATIONAL ASSOCIATION OF PERSONS WITH PHYSICAL DISABILITIES (NAPWPD);

(c) Becomes insane;

(d) Is officially declared bankrupt;

(e) Is convicted of a criminal offence involving dishonesty by a court of competent jurisdiction;

(f) Is recommended for removal from office by a majority vote of members present at the Congress or any general meeting of the Association;

(g) Ceases to reside in Nigeria.

(4) Upon a vacancy occurring in the post of trustees replacement of eligible persons shall be made by the Congress at the annual Convention;

(5) The trustees shall appoint qualified auditors to audit the accounts of the association;

(6) the trustees shall not interfere with the affairs of the Association; but if it appears to them, at any time, that the interest of the Association justifies such a course of action on their part they may request the Executive to convene an extraordinary meeting of the Association, and if the Executive fails to do so within 30 days, the trustees may themselves convene a special meeting by giving 30 days notice of their intention to do so signed by them and specifying the objectives of the meeting.

ARTICLE 15:

COMMON SEAL:

(1) The Association shall have a common seal; such common seal shall be kept in the custody of the Secretary General who shall produce it when required for use, by the Association;

ARTICLE 16:

PATRONS/PATRONNES: (1) Any respectable Nigerian of any community may be appointed by the National Congress as a patron/patroness;

(2) The patrons/patroness, who shall not be less than 4 in number, shall act as advisers and/or aid in the settlement of disputes within the Association; they shall also assist the association in the mobilization of public

awareness about the physically disabled persons and raising of funds;

(3) The First Lady of the Federal Republic of Nigeria shall be the grand patroness of the association.

ARTICLE 17:

STANDING COMMITTEES:

(1) The Executive or Congress in general meeting may appoint Committees, as they deem appropriate to carry out such duties as they may delegate to them. Standing Committees, may subject to the approval of the Executive, create sub-Committees to cover specific fields within the broader scope of the Committee's work or ad hoc working groups to deal with particular tasks assigned to them.

(2) Reporting: All Committees shall maintain regular contact with the Executive and must report regularly to the National Congress and the Executive about their activities. Sub-Committees and ad hoc working groups shall report to their standing Committees. The Executive shall regularly review the structure and functioning of its Committees.

(3) Appointments: The Executive, shall appoint Chairpersons and members of all Committees or remove them; members may recommend to the Executive persons they consider suitable for various Committees; The Executive shall present a list of members of the Committees at the National Convention and members may propose changes to the list; the serving period for members of the Committees is at the discretion of the Executive; each Committee shall include at least one

member of the Executive to act as liaison between the Executive and the Committee; the president shall be an ex-officio member of all Committees;

ARTICLE 18:

MISCELLANEOUS PROVISIONS:

- (1) Expenses: The Executive shall develop a policy for the reimbursement of reasonable expenses for Executive members to attend official meetings, together with their guides(if any), and also for officials and persons engaged in assignments on behalf of the Association;
- (2) Trustees and Patrons/Patroness and members of the Association shall have no vested interest in any property acquired on behalf of the Association;
- (3) It shall be an offence for any unauthorized person or official to make use of, photocopy, or reproduce in any form the Association's official papers, or to use the name, logo, or symbol of the Association to solicit help for himself or on behalf of the Association;
- (4) ADMINISTRATIVE HEAD: In accordance with this constitution, the Administrative Head shall be a full time paid officer for the Association; he/she shall be responsible for ensuring that the books and correspondence of the Secretariat are attended to in a proper and prompt manner and passed to the relevant officials whom they concern; he/she shall ensure that a detailed record of all

business transactions is dully kept; generally, he/she shall supervise the administrative work of the association at the secretariat to the financial secretary of onward transmission to the treasurer' such other full time paid officials as may be appointed shall operate under the supervision of the members in carrying out the duties assigned to them;

(5) Violation of any sections or subsections of this constitution shall be an offence; the penalty to be meted out shall be decided by the Executive;

ARTICLE 19:

AMENDMENT:

(1) This Constitution shall be binding on all members of the Association:

(2) This Constitution may be amended at any general meeting of the Association by an affirmative vote of two-thirds of the registered state members of the Association.

ARTICLE 20

COMMENCEMENT:

This constitution shall come into effect on the constitution is adopted by the congress.

ARTICLE 21:

SPECIAL CLAUSE:

(1) The income and property of the National Association of Persons With Physical Disability (NAPWPD) whensoever's derived, shall be applied solely towards the promotion of the objectives 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 members of the Association:

(2) No addition, alteration or amendment shall be made to or in the Constitution for the time being in force, unless the same shall have previously been submitted and approved by the registrar- general of the corporate Affairs Commission:

(3) If, in the event of a winding-up or dissolution of the Association, there remains, the satisfaction of all debts and liabilities, any property whatsoever, the same shall not be paid to or distributed among the members of the Association, but shall be given or transferred to some other Institutions having objectives similar to the objectives of the national Association of Persons with physical Disabilities (NAPWPD) and the body or bodies are prohibited from distributing it or their income and property among it or their members to an extent at least as great as is imposed on the National Association of Persons with Physical Disabilities (NAPWPD) under or Institution s to be determined by the members of the Association at or before the time of dissolution and in so far as effect cannot be given to the aforesaid provision, then to some charitable object.

OATH OF OFFICE

I Do solemnly swear that I will be faithful and bear true allegiance to the National Association of persons with physical Disabilities (NAPWPD);

That as Of the Association, I will discharge my duties to the best of my ability, faithfully, honestly and in accordance with the Constitution of the NATIONAL ASSOCIATION OF PERSONS WITH PHYSICAL DISABILITY (NAPWPD) and always in the best interest of the Association:

That I will strive to preserve the aims and objectives of the Associations contained in the constitution of the Association:

That I will to the best of my abilities preserve, protect and defend the Constitution of the Nation Association of persons with physical Disabilities (NAPWPD) and I will devote myself fully to the service and well being of the ASSOCIATION: So help me God.

**THE CONGRESS OF NATIONAL
ASSOCIATION OF PERSONS WITH
PHYSICAL DISABILITIES
(NAPWPD) RIGHTLY FORMED DO
UNDER OUR HANDS THISDAY**

**OF.....2015 WITNESS THE
AMENDMENT TO THIS
CONSTITUTION**

CONGRESS CHAIRPERSON

DATE: -----

CONGRESS SECRETARY

DATE: -----