

**THE CONSTITUTION
OF
CHILDHOOD NEUROPSYCHIATRIC DISORDERS INITIATIVES**

ARTICLE 1. NAME: The organization shall be known as Childhood Neuropsychiatric Disorders Initiatives with address at 2b Nanka Street, Off Chime Avenue, Enugu, Enugu State.

ARTICLE 2. VISIONS: The vision of the organization shall be to promote physical, social and mental health care for children and adolescents in Nigeria and other African regions.

ARTICLE 3. AIMS AND OBJECTIVES:

The aims and objectives of the organization are:

1. To ensure quality and accessible physical, social and mental health care for children.
2. Continuous education of the masses on childhood neuropsychiatric disorders.
3. Engagement in community and clinic-based interventions for childhood neuropsychiatric disorders in Nigeria and other African Countries.
4. To promote and facilitate the training of personnel in community and clinical practice in health institutions.
5. To engage in research activities with the intent of expanding the body of knowledge in childhood neuropsychiatric disorders.
6. To improve mental health service delivery to children in Nigeria and other African regions.
7. To liaise with other organizations engaging in related activities to promote child mental health.
8. To enhance the wellbeing of children suffering from neuropsychiatric disorders.
9. To reduce the burden of neuropsychiatric disorders on parents and other caregivers.

ARTICLE 4:

MEMBERSHIP:

1. The membership of the organization is open to all persons who believe in the aims and objectives of the organization.
2. Enrolment of a new member is voluntary. Such voluntary enrolment shall be ratified by the Chairman.
3. Members shall bear in mind that the activities of the organization is non-profit making but service rendering and as such, no defined monetary benefit accrue to any member.
4. Every duly registered member is expected to regularly discharge his/her financial obligation to the organization.

Certified True Copy
Sign.....
10 AUG 2011
Incorporated Trustees Officer
Corporate Affairs Commission

MEMBERSHIP FEE:

- (a.) All members shall pay registration and annual subscription fee as may be prescribed by the General Assembly from time to time for the actualization of the vision of the organization.
- (b.) Levies agreed and approved by the General Assembly shall be paid by all members.

ARTICLE 5. METTINGS:

- 1. General meetings of the organization shall be held quarterly.
- 2. Every general meeting of the organization shall commence at a stipulated time and venue.

a. EMERGENCY MEETING:

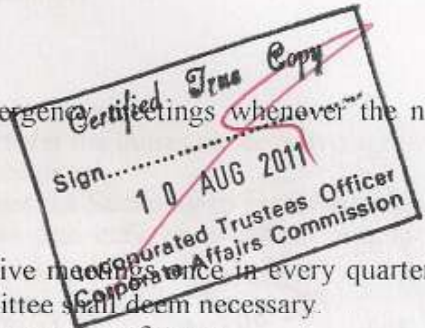
The organization may hold emergency meetings whenever the need arises.

b. EXECUTIVE COMMITTEE MEETINGS:

The Executive may hold executive meetings in every quarter or whenever members of the committee shall deem necessary.

c. QUORUM:

A quorum shall be formed for the purpose of every general meeting: when at least 1/3 of the financial members of the organization are present.



ARTICLE 6: EXECUTIVE OFFICERS AND THEIR FUNCTION

The Executive officers shall be elected officers of the organization who are saddled with the responsibility of taking major policy decision subject to ratification by the general Assembly.

1. THE CHAIRMAN:

- (a) There shall be Chairman of the organization.
- (b) The Chairman shall preside over all meetings of the organization.
- (c) The Chairman shall convene all meetings in liaison with the Public Relations Officer.
- (d) The Chairman shall co-ordinate the activities of the organization.
- (e) The Chairman shall be the Chief Spokesman of the Organization in all-external matters.
- (f) The Chairman shall be a signatory to the Organization's bank account(s).
- (g) The Chairman shall ratify enrolment of a new member.

2. THE VICE CHAIRMAN:

- 1. There shall be a Vice Chairman for the Organization
- 2. The Vice Chairman shall perform the duties of the Chairman whenever the Chairman is absent or indisposed to act.
- 3. The Vice Chairman shall perform other functions as may be delegated to him by the Chairman.

3. **SECRETARY:**

1. There shall be a Secretary for the Organization.
2. The Secretary shall record the minutes of the Organization's proceedings during general, executive and emergency meetings and other gathering or functions of the organization.
3. The Secretary shall be in charge of incoming and outgoing correspondences of the Organization.
4. The Secretary shall at the end of every year prepare an annual report for the Organization's activities and shall read it out to the hearing of all members.
5. The Secretary shall custody all important documents of the Organization and carry out other functions that may be assigned to him by the President or the general assembly.

4. **ASSISTANT SECRETARY:**

There shall be an Assistant Secretary for the Organization.

1. The Assistant Secretary shall perform the duties of the Secretary in his absence or when he is not disposed to act.
2. The Assistant Secretary shall assist the Secretary to perform his duties and carry out other assignments that may be given to him in the interest of the Organization.

5. **FINANCIAL SECRETARY:**

1. The Financial Secretary shall collect and record monthly dues, registration fees, levies and all other monies accruing to the Organization.
2. The Financial Secretary shall at all times issue the Treasurer with an original receipt covering such amounts realized and handed over to the Treasurer for safe keeping

6. **TREASURER:**

1. There shall be a Treasure for the Organization.
2. The treasurer shall receive from the Financial Secretary all monies accruing to the Organization from different sources.
3. The Treasurer shall pay all monies collected for the Organization into the Organization's bank account(s) within forty-eight hours of such collection.
4. The Treasurer shall be a signatory to the Organization's bank account(s).

7. **IMPEACEMENT**

1. The Organization may impeach any of its officers found to have abused his position or committed any act found to be detrimental to the interest of or is capable of tarnishing the image of the Organization.
2. An officer of the Organization may be impeached upon a motion for impeachment signed by at least five members and submitted to the General Secretary or Chairman.
3. The Organization shall set up a committee to study the motion and submit its report within one month.
4. An officer shall stand impeached if at least two thirds of all members present in a meeting, vote in support of the motion.

Certified
Sign
10 AUG 2011
Trustees Officer
Commission
Corporate Affairs
Corporation

8. **RETIREMENT:**

Any member of the organization may retire from the activities of the Organization voluntarily. The Organization is non-profit making and as such no retirement benefit would accrue to such retiring member.

9. **GENERAL ASSEMBLY**

1. There shall be a General Assembly for the Organization which shall comprise all members of the Organization.
2. The General Assembly shall be the supreme and highest decision making organ of the organization.
3. All decisions taken by an officer or organ of the Organization shall be subject to ratification by the General Assembly.
4. The Organization may appoint special/and ad hoc committees whenever the occasion demands, which shall stand dissolved at the expiration of the assignment for which it was constituted.

10. **PATRONS:**

1. There shall be such number of Patron(s) for the organization as may be agreed upon by the General Assembly.
2. The Patron(s) shall be General Adviser(s) of the Organization on important issues affecting the Organization.

ARTICLE 7. ELECTION (CONDUCT OF ELECTION)

1. The Organization shall conduct general elections for the purpose of constituting its Executive Committee.
2. General elections of the Organization shall be by secret ballot.
3. Elections shall be determined by simple majority votes.
4. The Patrons shall either conduct the general election themselves or appoint electoral officers who shall conduct the election.

QUALIFICATIONS

1. Only a financial member of the Organization is eligible to vote and be voted for.
2. A maximum of three candidates shall be nominated for the election of each office in the Organization.
3. A candidate shall be nominated by at least two members of the organization.

Certified True Copy
 Sign.....
 10 AUG 2011
 Incorporated Trustees Officer
 Companies Affairs Commission

TENURE

- 1. Subject to impeachment, resignation or death, the Executive Committee shall hold office for three (3) years and thereafter may be re-elected.

ARTICLE 8: REVENUE:

- 1. The revenue of the Organization shall be sourced through special levies, fund raising, donations, grants etc.

BANK ACCOUNT

- 1. The organization shall operate a bank account(s) with any bank agreed by the General Assembly.
- 2. The signatories to the Organization's bank account(s) shall be the Chairman and Treasurer. Both or either of these officers' signature would be valid for the purpose of bank transaction.

ARTICLE 9: BENEFITS

- 1. The Organization shall accord its members such benefits as agreed upon by the General Assembly.
- 2. A member of the Organization shall be entitled to such benefits from the Organization if he is financially up to date.
- 3. A member of the Organization may invite the Organization to notice, except in proven emergency cases.
- 4. Such member referred to in paragraph 3 above shall entertain the organization accordingly.



RESIGNATION OF MEMEBRSHIP

A member who has received any or all of the Organization's life benefits shall not resign from the Organization until after the following conditions are met.

- i. He shall send a written notice of resignation to the organization through the Chairman at least one (1) month before such resignation stating his reason(s) for resignation.
- ii. He shall pay debts, if there is any, which might have accrued to him from the Organization.
- iii. He shall surrender all properties of the Organization in his possession.
- iv. A notice of resignation shall be effective if approved by the Chairman and any other members of the Executives.

ARTICLE 10:

AMENDMENT:

- 1. A motion for the amendment of this Constitution shall be passed at the general meeting by two thirds majority of members present and voting at General Meeting.
- 2. Such amendment will become effective on the approval of the Registrar-General of the Corporate Affairs Commission.

ARTICLE 11: BOARD OF TRUSTEES

Rules and Regulations Governing the Body

- A) The Trustees of CHILDHOOD NEUROPSYCHIATRIC DISORDERS INITIATIVES for the purpose of the Companies and Allied Matters Act No. 1 of 1999, Part C shall be appointed at a General Meeting by two-third majority votes of members present.
- B) Such Trustees (hereinafter referred to as "The Trustees") shall be four (4) in number and shall be known as THE REGISTERED TRUSTEES OF CHILDHOOD NEUROPSYCHIATRIC DISORDERS INITIATIVES.
- C) The Trustees may hold office for life but shall cease to hold office if he:-
 - (i) Resigns his office
 - (ii) Ceases to be a member of the registered Trustees of CHILDHOOD NEUROPSYCHIATRIC DISORDERS INITIATIVES
 - (iii) Becomes insane;
 - (iv) Is officially declared bankrupt.
 - (v) Convicted of a criminal offence involving dishonesty by a court or tribunal of competent jurisdiction.
 - (vi) Is recommended for removal from office by a board of Governor's and Trustees majority vote of the members present at any General Meeting of CHILDHOOD NEUROPSYCHIATRIC DISORDERS INITIATIVES.
 - (vii) Ceases to reside in Nigeria.
- D) Upon a vacancy occurring in the number of trustees, a General Meeting will be held to appoint another eligible member of CHILDHOOD NEUROPSYCHIATRIC DISORDERS INITIATIVES.
- E) The trustees shall have a common seal.
- F) Such common seal will be kept in the custody of the secretary (or whoever is Desired) who shall produce it when required for use by the Trustees.
- G) All documents to be executed by the Trustees shall be signed by such of them and sealed with the common seal.



- H) An auditor(s) shall be appointed at the general meeting to audit the accounts of the organization Annually.

ARTICLE 12. COMMON SEAL

- A) Such common seal will be kept in the custody of the secretary (or whoever is Desired) who shall produce it when required for use by the Trustees.
- B) All documents to be executed by the Trustees shall be signed by such of them and sealed with the common seal.

ARTICLE 13. AUDITORS

- A) An auditor(s) shall be appointed at the general meeting to audit the accounts of the organization Annually.



SPECIAL CLAUSE

1. **THE INCOME AND PROPERTY** of CHILDHOOD NEUROPSYCHIATRIC DISORDERS INITIATIVES whensoever derived shall be Applied solely towards the promotion of the objects of CHILDHOOD NEUROPSYCHIATRIC DISORDERS INITIATIVES as set forth in this Rules and Regulations/Constitution: and no portion thereof shall be paid or transferred directly or indirectly, by way of dividend, bonus, or otherwise however by way of profit, to the member of CHILDHOOD NEUROPSYCHIATRIC DISORDERS INITIATIVES.
2. PROVIDED that nothing herein shall prevent the payment, in good faith, or reasonable and proper remuneration to any Officer or servant of CHILDHOOD NEUROPSYCHIATRIC DISORDERS INITIATIVES in return for any service actually rendered to CHILDHOOD NEUROPSYCHIATRIC DISORDERS INITIATIVES but so that no member of the Council of management or Governing Body shall be appointed to any salaried office of CHILDHOOD NEUROPSYCHIATRIC DISORDERS INITIATIVES or any office of CHILDHOOD NEUROPSYCHIATRIC DISORDERS INITIATIVES paid by fees; and that no remuneration or other benefit in money or monies shall be given by CHILDHOOD NEUROPSYCHIATRIC DISORDERS INITIATIVES to any member such

Council or Governing Body except repayment of out-of-pocket expenses or reasonable and proper rent for premises demised or let to CHILDHOOD NEUROPSYCHIATRIC DISORDERS INITIATIVES provided that the provision last aforesaid shall not apply to any payment of any company to a member of the may be a company in which such member shall not hold more than one-hundredth part of the capital, and such member shall not be bound to account for any share of profits he may receive in respect of any such payment.

3. NO ADDITION, alteration, or amendment shall be made to or in the RULES AND REGULATIONS/CONSTITUTION for the time being in force, unless the same have been previously submitted and approved by the Registrar-General.

4. In the event of a winding up or dissolution of CHILDHOOD NEUROPSYCHIATRIC DISORDERS INITIATIVES there remains, after the satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be aid to and distributed among the members of CHILDHOOD NEUROPSYCHIATRIC DISORDERS INITIATIVES but shall be given or transferred to some other institution or institutions having object similar to the objects of CHILDHOOD NEUROPSYCHIATRIC DISORDERS INITIATIVES and the body or bodies are prohibited from distributing its or their income and property amongst its or their members to an extent least as great s is imposed on CHILDHOOD NEUROPSYCHIATRIC DISORDERS INITIATIVES under or by virtue of The SPECIAL CLAUSE hereof, such institution or institutions to be determined by the member of CHILDHOOD NEUROPSYCHIATRIC DISORDERS INITIATIVES. Effect cannot be given to the aforesaid provision then to some charitable object.

Sign. [Signature]
10 AUG 2011
Incorporated Trustees Officer
Corporate Affairs Commission

[Signature]
CHAIRMAN

DATE 26/5/2011

[Signature]
SECRETARY

DATE 26/05/11