

**POLICIES AND
PROCEDURES MANUAL**

FOR

**CHILDHOOD
NEUROPSYCHIATRIC
DISORDERS INITIATIVES**

(Registration Number – CAC/IT/NO 46494)

Childhood Neuropsychiatric Disorders Initiatives is a Non-Governmental, Non-Profit making Organization that was registered with Nigerian Corporate Affairs Commission on the 9th of August, 2011. The Organization has the following Vision and Objectives:

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.

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 and Adolescents.
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 and adolescents 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.

HUMAN RESOURCES POLICIES:

This can be found under Article 4, Article 6 sub-section 8 and Article 9 (second part) of the Constitution and Regulations of Childhood Neuropsychiatric Disorders Initiatives and are reproduced below:

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.

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 6 SUB-SECTIONS 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.

ARTICLE 9 (Second part)

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.

FINANCIAL POLICIES

The financial policies of Childhood Neuropsychiatric Disorders Initiatives can be found under Article 8, Article 13 and Special Clauses 1 and 2 of the Constitution and Regulations of Childhood Neuropsychiatric Disorders Initiatives and are reproduced below:

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' signatures would be valid for the purpose of bank transaction.

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, of 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 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 of 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.

PROCUREMENT POLICIES

The Executives of Childhood Neuropsychiatric Disorders Initiatives (as contained in the Constitution and Regulations) of the Organization decide on project(s) to be done and item(s) to be procured for the year. Such project(s) or item(s) to be procured will be ratified by the General Assembly of Childhood Neuropsychiatric Disorders Initiatives (as contained in the Constitution and Regulations).

- The procurement policies of the Organization only apply to goods and not services.
- Any item with the sum total of five hundred thousand Naira (#500,000.00) or below shall be procured internally without any process of open tender.
- Any item with the estimated cost above five hundred thousand Naira (#500,000.00) will be subjected to open tender through advertisement. The Executives of Childhood Neuropsychiatric Disorders Initiatives will constitute the Tender Board to make decision on which tender among those submitted to be approved.