



**67 HUMANITARIAN
FOUNDATION**

CONSTITUTION AND BYE-LAWS

January 2025



67 HUMANITARIAN FOUNDATION

CONSTITUTION

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PREAMBLE

WHEREAS in January 2025 a group of like-minded people came together with a common vision to foster unity, project their aspirations, defend their interests nationally and internationally and speak in one voice towards any goal mutually pursued.

WHEREAS to actual this vision, this member of acclaimed 67 Humanitarian Foundation resolved to form a Foundation, which shall be registered under the laws of the Federal Republic of Nigeria and other relevant laws in operation in the international fora, where need be, for the purpose of a hitch-free acceptance and a smooth and unrestrained operation wherever it may find herself.

WHEREAS to enable the foundation function effectively and to meet the goals and standards it shall set for herself, certain people who meet her requirements shall serve as officers under this constitution.

WHEREAS the activities of the organization shall be carried out in accordance with the accepted practices, tenets, institutions, usages and traditions of non-profit, humanitarian and non- governmental organizations unless and only unless such is repugnant to natural justice, equity and good conscience or is inimical to the rights and welfare of 67 humanitarian Foundation.

WHEREAS it is imperative, due to the circumstances on ground and those to be probably encountered in future, for the foundation to seek the hands of experts in various fields including but not restricted to journalists, lawyers, social workers, philanthropists, accountants, auditors, estate valuers, architects, information technologists, surveyors and to seek assistance from international donor organizations, sister groups, foundations, public-spirited individuals, corporate bodies and voluntary organizations in the pursuit of its goals and objectives.

*AND WHEREAS it is hereby agreed that this constitution shall be the supreme ordinance and ultimate documentation of the organization's mandate, aspiration, will and jurisdiction subject to relevant laws of the Federal Republic of Nigeria and such other laws abroad where its operations may from time to time come under.***THE CONSTITUTION OF THE SIXTY-SEVEN HUMANITARIAN FOUNDATION**

WE the founders and members of the Sixty-Seven Humanitarian Foundation having firmly and solemnly resolved to PROVIDE for ourselves a constitution to all intents and purposes for the well-being of our foundation and to work with all her chapters in conjunction with all other well-meaning individuals, organizations or groups in the various jurisdictions of the world on the principles and propositions of justice, equity, fairness, equality and good conscience and for the respect of all humanity.

AND TO FUNCTION in that vein as one strong, united and indivisible foundation under the MOST-HIGH GOD dedicated to the promotion of education, culture, mental development, mind-building, intellectual awareness and the empowerment of all humanity under the laws of the Federal Republic of Nigeria and other various laws we may from time to time come under.

AND TO BE FURTHER DEDICATED to the maintenance of world peace, solidarity, international co-operation and continental understanding aimed at improving humanity literally, educationally, mentally, psychologically, socially and culturally.

DO HEREBY MAKE, ENACT AND GIVE TO OURSELVES the following Constitution.

ARTICLE 1

SECTION 1: THE SUPREMACY OF THE CONSTITUTION

1. *This constitution is supreme, and her provisions shall be binding on all members and those who may have anything to do with the foundation.*
2. *The foundation shall not be controlled nor shall any of her operations, activities or plans be, except in accordance with the provisions of this constitution.*

SECTION 2: NAME

1. *The organization shall be known as Sixty-Seven Humanitarian Foundation (hereinafter referred as “the Foundation”).*
2. *The Foundation shall have an acronym, which shall be 67HF, and no other.*
3. *The Foundation shall have a logo which shall be a green rectangular background with a white circle within and a white engraving of “Sixty-Sevent Humanitarian Foundation – our hand together”. Also, with two hands carry 67 at the centre of the circle.*

SECTION 3: SLOGAN

1. *The Foundation slogan shall be called “Our hand together”.*

SECTION 4: STATUS

1. *The Foundation shall be non-profit, non-governmental, non-discriminatory, non-political, non- ethnical, non-religious, non-aligned, non-racial, multi-dimensional, philanthropic, innovative, creative, democratic, educative, informative, social and above all, God-fearing.*



ARTICLE 2

SECTION 1: FUNDAMENTAL AIMS AND OBJECTIVES

The fundamental aims and objectives of the Foundation shall be as follows:

- (i). To unite all willing and well-meaning 67 Humanitarian Intake Members.*
- (ii). To promote the interest of 67 Humanitarian Foundation members in all that concerns their profession and well-being.*
- (iii). To Cultivates a spirit of Brotherhood/Sisterhood to foster a lasting family bond.*
- (iv). To co-operate and liaise with other organizations in Nigeria, Africa and other continent for growth and development.*
- (v). To Identify and Enhance the welfare of members with mutual understanding and respect.*
- (vi). To stimulate and develop indigenous and foreign talents, skills and intellectual powers.*
- (vii). To assist members financially and morally when and where necessary in line with the provision of this constitution.*

SECTION 2: MISSION STATEMENT

The mission statement of the Foundation shall be:

“The Sixty-Seven Humanitarian Foundation, otherwise known as 67HF, is committed to pursue, inaugurate, promote, energize, sustain to build a strong, united and indivisible family of 67 Humanitarian Foundation member home and abroad who in reciprocation are committed to her noble cause.”

SECTION 3: ACTIVITIES

- (i). The activities of the Foundation shall not be secret to all intents and purposes and shall be conducted in very normal civilized ways manners and with accepted ethical decorum.*
- (ii). Such activities shall be published or publicized from time to time as shall be considered necessary and expedient by the Foundation.*
- (iii). The Foundation's activities shall include but are not restricted to organizing seminars, workshops, book launch, retreats, symposia, talk shows, conventions, conferences, birthday anniversaries of members, memorials, award ceremonies, courtesy calls, book presentations, fund-drives, launchings, fund-raising, prize presentations, election into offices, tourism, travels and scholarships.*



ARTICLE 3

SECTION 1: BOARD OF TRUSTEES

1. *There shall be a Board of Trustees which is to be known, registered and referred to as the Incorporated Trustees of the Sixty-Seven Humanitarian Foundation. The Board of Trustees which;*
 - (i). *shall consist of not more than four persons and not less than three persons, including at least one women.*
 - (ii). *shall have all properties of the Foundation free-hold and leasehold and other interests in land or tenement structures acquired for the use and benefit of the Foundation vested in them.*
 - (iii). *shall deal with the property of the Foundation as shall be directed by the National Executive Council of the Foundation.*
 - (iv). *shall in the event of the removal, resignation or death of any trustee, have another trustee of the same gender elected by the Foundation at its Annual Convention to make up its number of three (3) or four (4), whichever is applicable in the circumstance.*
 - (v). *shall apply for a Certificate of Registration under the Land Perpetual Succession Act Cap 98 Laws of the Federal Republic of Nigeria.*
 - (vi). *shall hold office at the fondness of the Foundation.*
2. *The Trustees shall have a common seal.*
3. *Such common seal shall be kept in custody of the General Secretary of the Foundation, who shall produce it when required for use by the Trustees.*
4. *All documents to be executed by the Trustees shall be signed by two of their number and sealed with the common seal.*
5. *The Trustees shall to acquire land subject to approval by National Executive Council on behalf of the Foundation and subject to such conditions as may be imposed by the party disposing of the land and the authorities supervising the disposition under any relevant law as at the time of the disposition.*
6. *A Trustee shall cease to hold office, if he or she*
 - (i). *Resigns.*
 - (ii). *Becomes mentally, physically or otherwise incapacitated.*
 - (iii). *Is officially declared bankrupt.*
 - (iv). *Is convicted of a criminal offence other than a traffic offence.*
 - (v). *Is recommended for removal by the National Executive Council and that recommendation is ratified by a simple majority of the General Assembly present at any annual convention of the foundation.*

SECTION 2: ADVISORY COUNCIL

1. *There shall be an Advisory Council for the Foundation, which shall be responsible for advising the National Executive Council on any project to be undertaken or already initiated by the Foundation before their inauguration.*
2. *It shall consist of five members, three of whom must be past presidents of the Foundation and at least one woman who may not have been a past president.*
3. *Its members shall hold an office at the pleasure of the Foundation.*



4. *A member shall cease to hold office, if he or she resigns, becomes mentally, physically or otherwise incapacitated or;*

(i). *Is officially declared bankrupt.*

(ii). *Is convicted of a criminal offence other than a traffic offence.*

(iii). *Is recommended for removal by the National Executive Council and that recommendation is ratified by a simple majority of members present at any annual convention of the Foundation.*

ARTICLE 4

SECTION 1: NATIONAL EXECUTIVE COUNCIL

1. *There shall be at all times a National Executive Council to run and oversee the affairs of the Foundation.*
2. *It shall consist of the following officers:*
 - (i). *President.*
 - (ii). *Vice-President.*
 - (iii). *General Secretary.*
 - (iv). *Assistant General Secretary.*
 - (v). *Treasurer.*
 - (vi). *Financial Secretary.*
 - (vii). *Public Relation Officer 1.*
 - (viii). *Public Relation Officer 2.*
 - (ix). *Legal Adviser.*
 - (x). *Auditor.*
 - (xi). *Ex-Officio members.*
3. *Members of the National Executive Council shall;*
 - (i). *be elected into office by delegates from Chapters of the Foundation at an Annual National Convention; and*
 - (ii). *have a two – year term in office from the day of their election to the day the two-year term expires, which shall be exactly the same day and month in which they were elected in the year after the one proceeding their election year or upon the expiration of clear 760 days in office being two years, not minding whether or not any of the years was a leap year.*
4. *The President and other members of the National Executive Council shall be sworn into office by a lawyer or legal officer not below 5 years standing who shall administer on them the oath of allegiance and oath of office shown in the 1st Schedule and 2nd Schedule of this constitution.*
5. *Upon the expiration of their tenure, the members shall cease functioning in their various capacities and executive powers shall revert back to the General Assembly until election is conducted.*
6. *Any member of a defunct National Executive Council who is desirous of re-contesting is eligible to do so, PROVIDED he shall not serve in the same capacity for more than two terms otherwise upon contesting for a third term shall vie for another office entirely.*
7. *Where due to circumstances beyond the Foundation's control, elections cannot be held at any Annual National Convention or such a convention cannot be held for elections to be conducted, the Advisory Council shall convene an Emergency General Meeting (EGM) of the Foundation to elect a Caretaker Committee that shall then organize a Convention and have an election conducted at the said Convention.*



8. *The Caretaker Committee shall only be in office for a clear 180 days, after which it shall cease to exist unless the 67HF General Assembly directs otherwise.*

9. *There shall be appointed by the General Assembly an Electoral Committee to conduct National Executive Council elections and the same shall apply to the Chapters with relevant alterations as to designations of officers where necessary.*

SECTION 2: DUTIES AND RESPONSIBILITIES OF THE NATIONAL EXECUTIVE COUNCIL

PRESIDENT

1. *There shall be a President for the Foundation.*
2. *He or She shall be the head of the National Executive Council and the Foundation in general.*
3. *He or She shall exercise executive powers.*
4. *He or She shall be the chief accounting officer.*
5. *He or She shall approve all expenditures.*
6. *He or She shall co-endorse all cheques, drafts and negotiable instruments and shall issue confirmation letters to any bank or financial institution or otherwise for the payment of any money due to anybody or to the Foundation.*
7. *He or She shall be responsible for the day today running of the affairs of the Foundation.*
8. *He or She shall further assign functions to other officers as he or She shall deem necessary for the smooth realization of the aims and objectives of the Foundation.*
9. *He or She shall preside over all meetings and shall with the General Secretary prepare the agenda for such meetings.*
10. *He or She shall co-endorse all financial documents of the Foundation with the Treasurer or Financial Secretary.*
11. *He or She shall exercise disciplinary powers during meetings and related engagements of the Foundation.*
12. *He or She shall be answerable to the 67HF General Assembly.*

VICE PRESIDENT

1. *There shall be a Vice-President for the Foundation.*
2. *The Vice President shall assist the President in the day to day running of the Foundation.*
3. *He or She shall effect such special duties and specific functions as will from time to time be assigned to her by the President.*
4. *He or She shall preside over meetings and related gatherings in the absence of the President.*
5. *He or She shall be answerable to the President.*

GENERAL SECRETARY

1. *There shall be a General Secretary for the Foundation.*
2. *He or She shall be the chief records officer of the Foundation.*
3. *He or She shall prepare venues for meetings and convene such meetings at the instance of the President.*
4. *He or She shall record and prepare minutes of all meetings of the National Executive Council (NEC), the Annual General Meeting (AGM) and Ordinary General Meetings (OGM) and Emergency General*



Meetings (EGM) of the Foundation.

5. *He or She shall read such minutes at the next NEC meeting, AGM, EGM or OGM as the case may be.*
6. *He or She shall be a co-signatory to all documents and correspondence leaving the Foundation other than financial documents.*
7. *He or She shall custody all stamps, seals and related materials belonging to the Foundation.*
8. *He or She shall be the secretary of the Constitution Review Committee.*
9. *He or She shall be the editor-in-chief of 67HF REVIEW and any other newsletter, journals or related matter the Foundation shall undertake to publish in pursuit of its aims and objectives and mission statement.*
10. *He or She shall present a written report on the Foundation at every Annual National Convention of the Foundation.*
11. *He or She shall be answerable to the President.*

ASSISTANT GENERAL SECRETARY

1. *There shall always be an Assistant General Secretary of the Foundation.*
2. *He or She shall be the assistant chief records officer of the Foundation.*
3. *He or She shall undertake to prepare such venues for meetings and convene such meetings as shall be assigned to him by the General Secretary at the instance of the President.*
4. *He or She shall record and prepare such minutes of such meetings of the National Executive Council (NEC), the Annual General Meeting (AGM) the Ordinary General Meeting (OGM) and the Emergency General Meeting (EGM) of the Foundation as shall be assigned to him from time to time by the General Secretary.*
5. *He or She shall read such minutes at the next NEC meeting, AGM, OGM or EGM as the case may be and as shall be directed by the General Secretary.*
6. *He or She shall only be a signatory to documents and correspondence leaving the Foundation as shall be directed in writing by the General Secretary.*
7. *He or She shall only have custody stamps, seals and related materials belonging to the Foundation as shall be directed by the General Secretary.*
8. *He or She shall edit those parts of the Foundation's annual newsletter entitled 67HF REVIEW as shall be assigned to him in writing by the General Secretary.*
9. *He or She shall present only such written reports of the Foundation to any of its Annual National Convention, as shall be directed in writing by the General Secretary.*
10. *He or She shall be the assistant editor-in-chief of 67HF REVIEW and any other newsletter, journals or related matter the Foundation shall undertake to publish in pursuit of its aims and objectives and mission statement.*
11. *He or She shall be answerable to the General Secretary.*

TREASURER

1. *There shall always be a Treasurer for the Foundation.*
2. *He or She shall be the chief financial officer of the Foundation.*
3. *He or She shall effect lodgments of monies for the Foundation.*



4. *He or She shall keep such petty cash as the Foundation may decide to be kept.*
5. *He or She shall keep a record, evidencing all earnings and expenditures.*
6. *He or She shall receive all monies due to the Foundation.*
7. *He or She shall make all payments approved by the National Executive Council.*
8. *He or She shall render quarterly account of all earnings and expenditures.*
9. *He or She shall keep records of receipts and payments made by the Foundation.*
10. *He or She shall present a Financial Statement and an Annual Report at the Annual General Meeting.*
11. *He or She shall co-endorse with the President and Financial Secretary all financial documents.*
12. *He or She shall submit to the Internal Auditor the accounts of the Foundation for scrutiny within sixty (60) days to the day of the Annual National Convention for every financial year.*
13. *He or She shall be answerable to the President.*

FINANCIAL SECRETARY

1. *There shall always be a Financial Secretary for the Foundation.*
2. *He or She shall work hand in hand with the Treasurer.*
3. *He or She shall keep a separate register of all financial transactions involving the Foundation.*
4. *He or She shall keep an up-to-date record of all fees, dues, levies, pledges and related financial commitments of all members of the Foundation.*
5. *He or She shall promptly and within thirty (30) days to any Annual National Convention, submit to the Treasurer a comprehensive report of all payments in respect of fees, dues, levies, pledges and related financial commitments made by members to the Treasurer.*
6. *He or She shall assist the Treasurer to prepare the Financial Statement and Annual Report to be presented at the Annual General Meeting.*
7. *He or She shall sit with the President and the Treasurer to prepare the Annual Budget of the Foundation for any financial year.*
8. *He or She shall co-sign any financial report, statement or documents with the President and Treasurer.*
9. *He or She shall be answerable to the President.*

PUBLIC RELATION OFFICER 1

1. *There shall always be Public Relation Officer 1 for the Foundation.*
2. *He or She shall be the chief information officer to cover all the states that constitute the southern part of Nigeria namely Oyo, Ogun, Osun, Ondo, Ekiti, Edo, Delta, Bayelsa, Rivers, Imo, Abia, Anambra, Ebonyi, Enugu, Cross River and such other states that may be created out of these by the Federal Government of Nigeria.*
3. *He or She shall publish or publicize the activities of the Foundation in his area of jurisdiction.*
4. *He or She shall prepare and sign all press releases and statements in conjunction with the General Secretary to be circulated in his jurisdiction.*
5. *He or She shall be the image maker of the Foundation in his area of jurisdiction.*
6. *He or She shall from time to time join hands with other PRO to organize Press briefings by the President or whosoever he may choose in writing to act on his behalf.*
7. *He or She shall in conjunction with other Publicity Secretary undertake the publication of 67HF*



REVIEW or any other journal, newsletter or publication whatsoever to be undertaken by the Foundation after collating articles and publishable materials and shall sit with the General Secretary and the Assistant General Secretary to edit them.

8. *He or She shall be a member of the editorial committee for the publication of 67HRF REVIEW or any other journal, newsletter or publication whatsoever to be undertaken by the Foundation.*
9. *He or She shall report directly to the President.*

PUBLIC RELATION OFFICER 2

1. *There shall always be a Public Relation Officer 2 for the Foundation.*
2. *He or She shall be the chief information officer to cover all the states that constitute the northern part of Nigeria including Abuja namely Adamawa, Gombe, Bauchi, Kaduna, Kebbi, Zamfara, Sokoto, Katsina, Kano, Jigawa, Yobe, Borno, Kogi, Benue, Plateau, Niger, Taraba, Nasarawa, Kwara and such other states that may from time to time be created out of these by the Federal Government of Nigeria.*
3. *He or She shall publish or publicize the activities of the Foundation in his area of jurisdiction.*
4. *He or She shall prepare and sign all press releases and statements in conjunction with the General Secretary to be circulated in his jurisdiction.*
5. *He or She shall be the image-maker of the Foundation in his area of jurisdiction.*
6. *He or She shall from time to time join hands with other PRO to organize press briefings by the President or whosoever he may choose in writing to act on his behalf.*
7. *He or She shall in conjunction with other PRO undertake the publication of 67HF REVIEW or any other journal, newsletter or publication whatsoever to be undertaken by the Foundation after collating articles and publishable materials and shall sit with the General Secretary and the Assistant General Secretary to edit them.*
8. *He or She shall be a member of the editorial committee for the publication of 67HF REVIEW or any other journal, newsletter or publication whatsoever to be undertaken by the Foundation.*
9. *He or She shall report directly to the President.*

LEGAL ADVISER

1. *There shall always be a Legal Adviser for the Foundation.*
2. *He or She shall be the chief legal officer of the Foundation.*
3. *He or She shall advise the Foundation from time to time on the legal implications of its policies, statements, activities and general dealings.*
4. *He or She shall have a first-hand opportunity to read and study all deeds, legal documents and related concerns affecting the Foundation before the same is executed with any person, group or agent.*
5. *He or She shall file the Foundation's Annual Returns and Financial Statements for every year ended at the Corporate Affairs Commission.*
6. *He or She shall brief and join forces with the Foundation's external lawyers to defend, prosecute, maintain, protect and advocate the rights of the Foundation.*
7. *He or She shall be the chairman of the Appeal Disciplinary Panel, unless and only unless he or she is personally involved in any matter before the panel.*



8. *He or She shall maintain law and order during the Foundation's deliberations.*
9. *He or She shall be the chairman of the Constitution Review Committee.*
10. *He or She shall be answerable to the President.*

AUDITOR

1. *There shall always be an Internal Auditor for the Foundation.*
2. *He or She shall audit every payment and expenditure of the Foundation.*
3. *He or She shall raise an audit alarm upon noticing any discrepancy in the accounts or financial report of the Foundation and bring that to the notice of the 67HF General Assembly or any Annual General Meeting whichever is timely.*
4. *He or She shall work hand in hand with the External Auditors to scrutinize the accounts and financial statements of the Foundation preparatory to their submission to the Corporate Affairs Commission (CAC) by the Legal Adviser and do the delivery of the said documents to the Legal Adviser in writing for onward filing at CAC.*
5. *He or She shall be answerable to the President.*

EX-OFFICIO MEMBERS

1. *There shall always be Two Ex-officio Members for the Foundation the first of which shall be the immediate past General Secretary of the Foundation, provided;*
 - a. *He has not been elected into any office in an existing EXCO, otherwise his predecessor shall occupy the office.*
2. *The second ex-officio member shall have served the Foundation in an executive either at the National or Chapter level.*
3. *They shall liaise with the President from time to time on how to raise funds, plan courtesy calls on important dignitaries, solidarity visits to embattled members, condolence visits to bereaved members, visits to orphanages, old people's homes, asylums, hospitals, prisons and related places.*
4. *They shall perform such special duties as shall be assigned to them from time to time by the President.*
5. *He or She shall be answerable to the President.*

SECTION 3: HEADQUARTERS

1. *The Foundation shall always have headquarters.*
2. *The headquarters of the Foundation shall be in Abuja, the Federal Capital Territory of Nigeria.*
3. *The maintenance of the headquarters shall be funded by the Foundation as a general body, with funds drawn from every source. National and State and wherever.*



ARTICLE 5

SECTION 1: CHAPTERS

1. *There shall always be Chapters of the Foundation all over the country, where circumstances permit.*
2. *There shall be only one Chapter and sub-Chapter of the Foundation in a state of the Federation, including the Federal Capital Territory.*
3. *A Chapter shall have its office in the state capital or territory.*
4. *A Chapter may be started by any person or group of people whether or not they are members of the Foundation.*
5. *Upon formation, such a Chapter shall apply to the National Executive Council for accreditation.*
6. *To be accredited, the Chapter shall provide the following for scrutiny, assessment, consideration and approval, namely:*
 - (i). *All 67 Humanitarian Foundation names in that Chapter, their addresses and phone number.*
 - (ii). *A list of ten (10) members or more residents in the state where that Chapter is located who may be approached to finance, patronize or support the activities of the Foundation.*
7. *The maintenance of the Chapter offices shall be funded with monies procured by its members from whatever sources other than the National body.*
8. *No Chapter shall enter into any lending or other financial arrangement beyond two hundred thousand naira (200,000) without the express approval of the President of the National EXCO first had and received, provided that if the provisions of this section have been flouted, the Members responsible shall fully indemnify the Foundation for any loss incurred.*
9. *A Chapter shall be subordinated to the National Executive Council.*
10. *Any Chapter seeking to organize any event outside the state where it operates shall only do so with the permission of the National Executive Council.*
11. *No Chapter shall organize any fund-raising outside its state unless and only unless with the permission of the National Executive Council OTHERWISE it shall forfeit the funds to the Chapter of that state and where there is no such Chapter, to the NEC and shall be declared persona non grata, to the extent of that fund-raising.*

SECTION 2: CHAPTER EXECUTIVE COMMITTEE

1. *There shall always be an executive committee for every Chapter.*
2. *Other than the executive head and his vice who shall be designated **Chairman and Vice-Chairman** respectively, other designations and attendant functions in respect of all offices (including that of the President and Vice-President) of the National Executive Council and particularly those provided for in **ARTICLES 4, SECTION 2** of this constitution shall remain the same with alterations to be done mutatis mutandis PROVIDED ALWAYS that such alterations shall not be against the spirit of this constitution or in conflict with any of its provisions, as to render the alteration void and of no effect whatsoever.*



ARTICLE 6

SECTION 1: ANNUAL NATIONAL CONVENTION

1. *There shall always be an Annual National Convention (Anniversary) of the Foundation, which shall be attended by all members of the Foundation.*
2. *Elections into the National Executive Council shall be conducted every two years at the convention.*
3. *Any state where there is a Chapter that desires to host a convention shall offer its bid at the National convention preceding the one it desires to host.*
4. *Where there are other bids, the 67HF General Assembly and members of the National Executive Council shall vote and the winner to host shall be decided by a simple majority of those present at the time of voting.*
5. *The President shall have a casting vote.*
6. *Where there is no other bid other than one, the 67HF General Assembly shall adopt the only available one.*
7. *Where there is no bid at all, the 67HF General Assembly may decide on which option may best suit the interests of the Foundation.*
8. *The state that holds the hosting right shall liaise with the National Executive Council for all preparations for the convention.*
9. *Modalities for fund-raising shall be jointly put in place by the state's own Local Organizing Committee (LOC) and the National Executive Council.*
10. *The Local Organizing Committee shall prepare the budget for the convention and send it to the National Executive Council for at least three months after winning the hosting right for consideration and, if need be, approval.*
11. *After hosting the convention, the hosting Chapter shall prepare a comprehensive report to that effect to include but not restricted to sources of funds raised, expenditures, outstanding indebtedness, unredeemed pledges, properties hired, liabilities incurred, assets gained or procured, funds left and related matters.*
12. *All post-convention proceeds shall be shared between the National body and the Chapter body on a 60 percent for the former and 40 percent for the latter basis.*
13. *Such proceeds shall be used to effect national assignments by the National Executive Council and Chapter assignments by the State Executive Committee respectively.*
14. *The National Executive Council shall be responsible for providing conference materials, publicity (nationwide and internationally), 67HF REVIEW, invitation cards and related things.*
15. *The Chapter Executive Committee shall be responsible for providing venue, accommodation, logistics, opening cocktails, general entertainment, convention play or drama and related things.*

SECTION 2: CHAPTER CONVENTIONS

1. *There shall always be an Annual State Convention (Anniversary) of the Foundation, which shall be organized by the Chapters at their own convenience PROVIDED such conventions shall be held before August every year.*
2. *Officers of the State Executive Committee shall be elected during such conventions.*
3. *The rules governing the organization of such conventions and the election thereat as provided for by this constitution in respect of the Annual National Convention and particularly in Article 6, Section 1 shall also apply to the Annual Chapter Conventions mutatis mutandis i.e. as local circumstances and*



peculiar situations may permit.

4. *The auditing of the members of Chapters who desire to attend the Annual National Convention (Anniversary) shall be done at the Annual State Conventions (Anniversary) and the list forwarded to the National Secretariat.*

5. *A Chapter that desires accreditation by 67HF General Assembly must hold an Annual Chapter Convention and election if such is due, where after it shall deliver a comprehensive report on the convention and a list of its elected officers to the National Executive Council for consideration by the 67HF General Assembly.*

6. *They shall each forward their individual observations by way of reports independently to the National Secretariat within twenty-one (21) days after the convention.*

7. *Where there is crisis or disagreement in the convention, such representatives shall mediate between the parties or factions and must not only be impartial but must be seen as impartial.*

8. *The decision of the representatives shall be final and the convention shall proceed with its agenda or programme of events EXCEPT for purposes of peace, it will be better to call it off entirely or postpone it to a future date but not later than September of that same year.*

9. *At the end of an Annual Chapter Convention, the newly-elected Executive Committee shall present a programme of activities to the National Executive Council which shall then liaise with the hosting Chapter Executive Committee for inclusion in the programme of events for the Annual National Convention.*

10. *Such programme may include but not restricted to the following:*

(i). seminars, workshops, book launch, retreats, symposia, talk shows, award and honour, book presentations, fund-drives, launchings, fund-raising, prize presentations, tourism and scholarship.

(ii). a school outreach programme.

(iii). a quarterly (or annual) journal or newsletter without prejudice to the necessity for members to still contribute to the 67HF REVIEW.



ARTICLE 7

SECTION 1: MEMBERSHIP

1. *Official membership of the Foundation shall be open to any member of 67 Foundation who subscribes to the aims and objectives.*
2. *A prospective member must be sponsored by at least two (2) registered members of the Foundation for the purpose of verifying the prospective member's claims.*
3. *Honorary membership may be conferred by the Foundation on any person, institution or group of people who demonstrates outstanding interest or subscribes to the aims and objectives of the Foundation.*
4. *Honorary members of the Foundation shall enjoy the rights and privileges of official members but shall not be eligible to vote or be voted for.*

SECTION 2: RIGHTS OF MEMBERS

1. *Right to participate in all the Foundation activities.*
2. *Right to vote and be voted for.*
3. *Right to be a beneficiary of the agreement/Constitution.*



ARTICLE 8

SECTION 1:FUNDING

1. *The Foundation shall be funded through the following sources:*
 - (i). *Monthly and annual dues by members.*
 - (ii). *Development and special levies.*
 - (iii). *Subscriptions for newsletters, journals and Periodicals.*
 - (iv). *Registration fees of honorary members.*
 - (v). *Pledges, donations and gifts.*
 - (vi). *Grants and endorsement.*
 - (vii). *Other activities carried out by the Foundation in accordance with its powers under the law.*
2. *The amount to be paid as fees, dues, levies and subscriptions shall be pronounced by the National Executive Council from time to time with an option of upward or downward review as a matter of policy.*
3. *Such amounts may vary from regime to regime depending on the nature of its needs or financial commitments in piloting the affairs of the Foundation.*
4. *The National Executive Council shall have powers to raise loans and related credit facilities for the Foundation with or without collateral PROVIDED ALWAYS that where such amount is above N500, 000.00 (five hundred thousand naira) only, it shall be with the ratification of a simple majority of the 67HF General Assembly at an AGM;*
 - (i). *except where the need for exigency indicates otherwise in which case such actions will be ratified at the next Annual General Meeting.*
5. *The above provisions (1) – (4) of this Chapter shall apply to the State Chapters mutatis mutandis i.e. as local circumstances or peculiar situations may permit.*

SECTION 2:BANKING

1. *The Foundation shall operate a Current Account at all times and some fixed deposit accounts from time to time.*
2. *The fixed deposit accounts shall specifically be for special funds that may come into its possession from time to time.*
3. *No fixed deposit account shall be touched by anybody other than the National Executive Council with the approval of the 67HF General Assembly at an AGM.*
4. *The Foundation shall have its cheques, drafts, promissory notes or any other kind of negotiable instruments issued on its behalf endorsed or signed by the President and the Treasurer or Financial Secretary.*
5. *The above provisions (1) – (4) of this constitution shall apply to the Chapters mutatis mutandis i.e. as local circumstances and peculiar situations may permit.*

SECTION 3:EXTERNAL AUDITORS

1. *They shall be appointed by the National Executive Council with the ratification of the 67HF General Assembly at an AGM a firm of external auditors for the Foundation.*
2. *It shall serve for such duration as the National Executive Council may decide as part of its*



policies.

3. It shall carry out the general audit of the accounts of the Foundation for every year ended with such professional skills as is required of qualified and licensed auditors with the understanding that such accounts shall form part of the documents to be filed at the Corporate Affairs Commission as required by relevant sections of the Companies & Allied Matters Act 1990 in respect of organizations such as the Foundation registered under Part C of the Act.

4. It shall present a report on the accounts of the Foundation showing any discrepancies, irregularities or inconsistencies of whatever nature may be discovered in the process.

5. It shall put in place a solid, modern and fraud-proof system to be followed by financial and accounting officers of the Foundation at any point in time.



ARTICLE 9

SECTION 1: MEETINGS

1. *There shall be an Annual General Meeting (AGM) of the Foundation, which shall be held during every annual convention period.*
2. *There shall be a Bi-Annual National Working Council Committee Meeting (BNCCM) which shall be held bi-annually as the schedule of the Foundation may permit but shall be spaced between quarters of a particular meeting.*
3. *There shall be a Quarterly National Executive Council Meeting (QNECM) which shall be held quarterly as the schedule of the Foundation may permit but shall be spaced between quarters of a particular meeting.*
4. *There shall be an Online Meeting (OM) via WhatsApp Platform which shall be held monthly as the schedule of the Foundation may permit.*
5. *There shall be an Emergency General Meeting (EGM) which shall be held when any contingency arises, and it is inexpedient or practically impossible to wait for an Online Meeting to be reconvened.*
6. *There shall be meetings of the National Working Executive Council from time to time as its schedule may permit PROVIDED ALWAYS that at least two (2) are held within a particular meeting year.*
7. *The Chairmen, Secretaries and 3 delegates from all the Chapters shall be eligible to attend all NWECE meetings.*
8. *Meetings shall be regulated by the Standing Order in this constitution.*

SECTION 2: QUORUM

1. *No business shall be transacted at any meeting unless a quorum of those eligible to attend that meeting is formed at the time the meeting proceeds to business.*
2. *There shall be at least fifteen (15) members of the Foundation with representatives from at least 10 Chapters for a quorum to be formed for an AGM, QGM and EGM.*
3. *There shall be at least ten (10) members of the National Working Executive Council for a quorum to be formed for any NWECE meeting.*
4. *There shall be at least five (5) members of the National Executive Council for a quorum to be formed for any NEC meeting.*

SECTION 3: NOTICE OF MEETINGS

1. *There shall be at least one month notice from the National Secretariat stating date, time and place for the meetings provided for in this constitution and particularly in ARTICLE 9, SECTION 1 above EXCEPT that at least one week notice shall suffice in an Emergency General Meeting (EGM).*
2. *The non-receipt of notice by any person entitled to receive such a notice shall not Invalidate the proceedings of such meetings as far as a quorum is formed for the meeting to proceed to business.*

SECTION 4: VOTING

1. *Voting shall be by show of hands unless a poll or referendum is demanded.*
2. *Such demand of a poll or a referendum shall be made before or on the declaration of a show of hand by a majority of those present PROVIDED a quorum has been formed.*



SECTION 5: DISCIPLINE

1. *There shall be set up a Disciplinary Committee by a Chapter or Sub-Chapter, whichever is applicable, to look into any allegation of misconduct levelled against any member.*
2. *The Disciplinary Committee shall be made up of only three members including one woman.*
3. *It shall have a chairman, secretary and member.*
4. *The chairman shall have a casting vote.*
5. *All applicable rules and doctrines on fair hearing, equity, good conscience, impartiality and moral uprightness provided for in the constitution of the Federal Republic of Nigeria and/or any existing law as at the time the misconduct was alleged in that regard shall regulate all proceedings of the Disciplinary Committee.*
6. *Every complaint shall be by way of 5 original copies of a petition sent to the Chapter Executive Committee to which the allegedly erring member is immediately responsible to.*
7. *The said Executive Committee shall then forward four out of the 5 copies of the petition to the Disciplinary Committee, which shall acknowledge receipt in writing and give one copy each to its members to study and shall send the fourth copy with a covering letter signed by the chairman to the allegedly erring member requesting for reaction within fourteen (14) days from the day of the receipt of the copy of the petition.*
8. *The Disciplinary Committee shall upon considering the complaint and make recommendations to the Executive Committee.*
9. *The Disciplinary Committee shall have clear thirty (30) days to finish its assignment and submit its report excluding the 14 days to be given to the alleged offender to react.*
10. *The Disciplinary Committee may extend time by only 7 days upon application from the alleged offender to react, if in its opinion the 14 days requirement by this constitution is not enough OTHERWISE it shall proceed to write its report and submit same within the time stipulated.*
11. *The Executive Committee may in the same token extend time by only 15 days for the Disciplinary Committee to complete its assignment, if in its opinion it is inexpedient or practically impossible for the Disciplinary Committee to complete its assignment within the time stipulated by this constitution.*
12. *The Executive Committee shall implement the recommendation(s) of the Disciplinary Committee within 7 days unless an appeal is lodged either by the alleged erring member or the petitioner or both with the National Executive Council, which shall operate as a stay of the implementation.*
13. *Upon receiving such an appeal, the National Executive Council shall set up an Appeal Disciplinary Committee of 3 members made of the National Legal Adviser as chairman, a secretary and a member and either of the last two shall be a woman, where the chairman is not a woman.*
14. *The procedures on the composition and powers of the Appeal Disciplinary Committee, number of copies of the appeal and all accompanying annexures; distribution of same; time for reaction to the appeal; time for disposition of the appeal; extension of time to react and/or to submit report; and the implementation of the recommendation(s) of the Appeal Disciplinary Committee shall be the same as applicable to the Disciplinary Committee of first instance.*
15. *The recommendation(s) of the Appeal Disciplinary Committee shall be final and shall be implemented within 7 days.*
16. *A petition can lie against a member from anybody or quarters who need not be a member of the Foundation or can be from the Foundation itself against a member of the Foundation and must be considered one way or other.*



ARTICLE 10

SECTION 1: ELECTORAL MATTERS

1. *There shall be an Election Committee to conduct election for the foundation. This is applicable to the Chapter.*
2. *Election Committee shall comprise; The Chairman, Secretary and other two members.*
3. *There will be sales of forms for various executive posts, the amount shall be deliberated and approved by the National Executive Council (NEC) and Chapter Executive Council (CEC).*
4. *Eligibility for election as National Executive Council (NEC) and Chapter Executive Council (CEC):*
 - a. *Must be registered member of the 67HF for NEC and for CEC, must be serving in the State or be on long – term course as case maybe that covers the office's tenure.*
 - b. *Must be of good morals, character and conduct with an ability to lead.*
 - c. *Must be financially up-to-date and attained an encouraging level of attendance in meetings.*
 - d. *Must be free from financial misappropriation and disciplinary cases generally.*
5. *The election committee takes charge of the screening of all prospective officers in line with the protocols above in (4a-d).*
6. *All electoral members are allowed to vote except the chairman who is allowed to vote only when there is a tie in the votes.*
7. *All bonified members of the 67HF are eligible to vote for and be voted for.*
8. *Prospective officers are allowed to begin a campaign after a successful screening.*

SECTION 2: MODE OF ELECTION

1. *There shall be no campaign at the venue of the election. If found, the candidate might be disqualified.*
2. *Result shall be announced at the end of electoral proceedings, candidate with the highest votes shall be declared the winner.*
4. *Elected officers shall be sworn in during handing and taking over proceedings by the electoral chairman and issued a certificate of return.*

SECTION 3: DISQUALIFICATION, VACATION AND REMOVAL OF AN OFFICER

1. *These persons(s) shall NOT be elected as an officer of the 67HF both NEC and CEC if;*
 - i. *Is incapacitated by severe physical or mental illness.*
 - ii. *Does not conform to the eligibility criteria.*
 - iii. *Has been found guilty of an offence involving or implying all manner of dishonesty in protocols of the 67HF.*
2. *The president or vice president shall declare an office vacant at a general meeting, with the consent and approval of the National Executive Council (NEC) and Chapter Executive Council (CEC) when the holder*



of the office.

- i. *Does not carry out roles and responsibilities designated for such an office.*
 - ii. *Gives not less than one month of resignation notice to the NEC/CEC.*
3. *If removed from office by the provisions of section 3(2) above, such an officer shall hand over all the properties of the 67HF in his/her possession to the president or Vice immediately.*
4. *Tenure of an officer may be terminated if 2/3 of the 67HF present a vote of no confidence at a general meeting and decides to impeach the said officer on cases implying but not limited to, gross misconduct/inefficiency, fraud and dereliction of duty.*
5. *An officer who wishes to resign shall give a month's notice to the NEC/CEC and get approval by hosting a love feast for the 67HF.*
6. *An officer (if Elected to an office) that is posted out of Chapter or engaged with an assignment that exceed one year shall notify the CEC and shall be replaced by the runner-up or a bye-election.*

SECTION 4: TENURE OF OFFICERS

1. *Each officer of the 67HF NEC and CEC shall hold an office for two calendar years after given certificate of return from the day of election.*
2. *After two years, the 67HF shall dissolve the executives and new officers shall be elected.*
3. *Except the office of the president, an officer shall be eligible for re-election; but not allowed to continuously hold an office exceeding four calendar years.*
4. *Outgoing Executive shall submit their Audits and report to the 67HF (both NEC & CEC) 2 Months before the expiration of their tenure.*

SECTION 5: BYE-ELECTION

1. *Where an election is declared null and void by the election petition tribunal, the election committee shall declare the seat or office of such an officer vacant and a bye-election shall be held accordingly.*
2. *When an office is declared vacant by the president or vice president with the consent of the NEC/CEC. A bye-election shall be conducted in a general meeting to fill the vacancy.*

SECTION 6: ELECTION PETITION

1. *Any aggrieved candidate or a bonified member of the 67HF that is not satisfied with an election shall have the right to file for an election petition tribunal which comprises the election committees not later than 5 days after the election results have been declared and the tribunal shall have a maximum of 10 working days (from the day the petition is being filed) to investigate and determine the petition.*



ARTICLE 11

SECTION 1: AMENDMENT OF CONSTITUTION

1. *Notice of amendment of the constitution shall be sent in writing not less than three months to the National Executive Council which shall set up a Constitution Review Committee with the National Legal Adviser as chairman to look into the areas recommended for amendment.*
2. *Upon such consideration, the committee shall send its reports and recommendation(s), if any to the National Executive Council, which shall table it before the 67HF General Assembly for ratification by a simple majority.*

SECTION 2: SPECIAL CLAUSE

The Foundation's special clause shall be as follows:

1. *The income and property of the 67 HUMANITARIAN FOUNDATION from whomsoever derived shall be employed solely toward the pursuit of the aims and objectives and the mission statement of the Foundation as set down in this constitution and no portion thereof shall be paid or transferred directly or indirectly by way of dividends, loans or profits to anybody working for the Foundation PROVIDED that nothing therein shall prevent the payment in good faith of reasonable and proper remuneration to any officer or servant of the Foundation in return for any service actually rendered for the Foundation.*
2. *No official of the Foundation shall be appointed to any salaried office of the Foundation or shall any of the offices of the Foundation paid by fees or other benefit in money to be given to any member of the National Executive Council except repayment of out-of-pocket expenses or reasonable and proper rent for premises demised or let to the Foundation PROVIDED that the provision last aforesaid shall not apply to any payment of any share of profit he may receive in respect of any such payment.*
3. *In the event of the winding up or dissolution of the 67 HUMANITARIAN FOUNDATION, the remains of any property whatsoever after due satisfaction of all its debts and liabilities shall not be paid to or distributed among the officials or workers of the Foundation but shall be given or transferred to some other organization, institution or agency having similar aims and shall be prohibited from distributing its income and property among its members to the extent at least as great as imposed on the Foundation under or by virtue of the special clause hereof.*
4. *Such institution shall be determined by the Foundation before or at the time of dissolution and effect cannot be given to the aforesaid provision than to some charitable organizations.*

SECTION 3: PROCEEDINGS

The validity of the proceedings of an Annual General Meeting, a National Executive Council meeting or any meeting at all shall not be affected by any office vacancy or by any defect in the appointment of any officer or by any irregularity in the proceedings.

SECTION 4: CONFLICT/STANDING ORDERS

1. *For the avoidance of doubt, the provisions of this Constitution shall have precedence and prevail over those of the standing orders where there is a conflict or for any other cause.*
 - a. *There shall be standing orders intended to provide for the conduct and proceedings of all meetings of the National Executive Council, the Annual General Meetings and all other meetings and matters related hereby and shall be read together with this constitution.*
 - b. *The President shall occupy the chair and preside at such meetings as the case maybe.*



- c. *The National Executive Council meeting shall transact such businesses as are on its agenda or any business decided by the National Executive Council including any other business provided it shall not apply to the Annual General Meeting, Ordinary General Meeting and Emergency General Meeting.*
- d. *The agenda of the business of the meeting shall be supplied to every member. This agenda shall be adhered to, till the completion of business unless a proposition to suspend the standing order is made and carried by a simple majority of the members present.*
- e. *Nobody shall commence to speak on any topic until recognized to so by the President/Facilitator.*
- f. *Anybody desiring to speak shall put up his hand, sitting in his place and shall not rise or speak until he is called upon by the President/Facilitator.*
- g. *No two persons shall stand or speak simultaneously during discussions at a meeting.*
- h. *Nobody shall repeat himself on any topic except the mover of a motion or amendment who shall be permitted to wind up after the subject of such motion or amendment has been debated PROVIDED that any person who has spoken on a subject may again be heard at the discretion of the President/facilitator to offer explanation on some material part of his speech which has been misunderstood.*
- i. *Every person shall confirm his observation to the subject matter under deliberation and shall not introduce irrelevant issues thereunto.*
- j. *Nobody shall be permitted to re-open any specific question upon which the meeting has come to conclusion.*
- k. *Nobody shall use offensive, insulting and disorderly language about any other member, officer or worker of the Foundation.*
- l. *Anybody whose conduct is disorderly at any meeting or who refuses to withdraw any offensive or insulting language after he or she has been told by the President/facilitator to do so may be asked to leave the meeting by a resolution of the NEC/CEC.*
- m. *Anybody who has any relevant and pertinent information to give may in the course of a speech by another person do so after being granted permission to do so by the President/facilitator but a person shall only give such information, if permitted to do so by the President/facilitator.*
- n. *A person may raise a plea of 'point of order,' which shall only be allowed where a member observes and the President accepts that there is a deviation by a speaker from the subject matter and/or reckoning with these 'Standing Orders'.*
- o. *A person may raise the plea on point of correction where there has arisen a misquotation of a speaker or a misrepresentation of either a speaker or the matter under discussion.*
- p. *A misquotation or a misrepresentation shall be corrected firstly by the person misquoted or by the President/facilitator.*
- q. *On any issue, cause or matter, every person eligible to vote according to the Foundation's constitution shall have one vote at a time but the President shall have a second or casting vote in the event of equality of votes.*
- r. *Unless the constitution otherwise provides, voting on any subject shall be by show of hands.*
- s. *The President may give directives or adopt measures reasonably necessary in the interest of the Foundation or reasonably conducive to the conduct of proceedings of any meeting.*



SECTION 5: INTERPRETATION/ APPLICABILITY

1. *In this constitution, unless it is otherwise expressly provided or the context otherwise requires 'He' 'his' or 'him' means or refers to male and female. 'Shall' means must or compulsory. 'May' means optional.*
2. *Where not specifically so stated or unless where the contrary is specifically so stated, all sections of this constitution shall apply to all Chapters mutatis mutandis i.e. with necessary alterations to suit local circumstances and peculiar situations as the case may be.*

SECTION 6: PRIZES/ AWARDS

1. *There shall always be prizes, awards and related matters at the national and Chapters levels for the recognition, celebration, elevation and enhancement of literary excellence in the Foundation and these prizes, awards and related matters shall be presented at the Annual or Chapters Conventions as the conditions for their presentation shall stipulate.*
2. *There shall always be a standing panel of judges to adjudge the best literary works to clinch these prizes, special recognition awards and related matters and their number shall not be below ten and not exceed fifteen for any prize or award year, with not less than five being women where they are fifteen and not less than three where they are ten.*
3. *The panel shall in conjunction with or without the Publicity Secretaries publicize its guidelines for the submission of entries all over the Chapters one month to the calling for entries PROVIDED where such publicity is done through a national or widely-read daily or newspaper, it shall be deemed as sufficient publicity.*
4. *The panellists shall formulate their operational rules and standing orders for every prize or award year or adopt any existing ones PROVIDED they are not inconsistent with the provisions of this constitution otherwise they shall be void to the extent of that inconsistency.*
5. *No panellist shall serve for more than two years or upon renewal of his tenure by the General Assembly for not more than another two years; that is to say a total of four years or two tenures.*
6. *A panellist shall be disqualified from the panel or from further taking part in any prize or award process, if, even before the expiration of his 2 year tenure, it is discovered by the General Assembly that his conduct is inimical to the well-being of members of the Foundation.*
7. *A panellist need not be a Nigerian or a member of the Foundation but must be versed in Nigerian or African literature; be a person of character; be upright and just; be a published writer; be experienced in the fields of literary editing, assessment, promotion and related matters.*
8. *The panel shall be independent and impartial and must not only be fair in its assessments of materials but must be seen to be fair.*
9. *The panel shall reserve the power to disqualify any entry, writer, and institution, group of persons or category of writers from any contest, competition, prize, award or related matters under its control and shall not be subjected to any explanation for its action PROVIDED such an action is in substantial compliance or conformity with the rules of natural justice, equity and good conscience OTHERWISE it shall be answerable to the 67HF General Assembly for any despicable conduct.*
10. *Subject to (9) above, the verdict of the panel shall be final during any particular prize or award year in relation to any prize, award or related matters at stake.*



ARTICLE 12

SECTION 1:1ST SCHEDULE

OATH OF ALLEGIANCE

I, _____ do solemnly swear/affirm that I will be faithful and bear true allegiance to the 67 HUMANITARIAN FOUNDATION and that I will preserve, protect and defend the constitution of the 67 HUMANITARIAN FOUNDATION. So help me, God.

SECTION 2:2ND SCHEDULE

OATH OF OFFICE

I, _____ do solemnly swear/affirm that I will be faithful and bear true allegiance to the 67 Regular Foundation; that as an officer in the National Executive Council/Chapters Executive Council, I will discharge my duties to the best of my ability, faithfully and in accordance with the constitution of the 67 Humanitarian Foundation and the law and always in the interest of the independence, integrity, dignity, solidarity, well-being and prosperity of the 67 Humanitarian Foundation; that I will strive to satisfy the Fundamental Aims and Objectives of the 67 Humanitarian Foundation; that I will not allow my personal interest to influence my official conduct or my official decisions; that I will to the best of my ability preserve, protect and defend the constitution of the 67 Humanitarian Foundation; that I will abide by the standing orders contained in the constitution of the 67 Humanitarian Foundation; that in all circumstances, I will do right to all manners of people according to law, without fear or favour, affection or ill-will; that I will not directly or indirectly communicate or reveal to any person any matter which shall be made known to me as an officer in the National Executive Council of the 67 Humanitarian Foundation; except as may be required for the due discharge of my duties; and that I will devote myself to the service and well-being of all humanity. So help me, God.

ENDORSED AND DATED BY CONSTITUTION COMMITTEE at _____ ABUJA, LAGOS & AKURE _____, this _____ day of JANUARY, 2025.

REVIEWED, ADOPTED AND DATED BY NATIONAL CONSTITUTION REVIEW COMMITTEE at _____ ABUJA _____,

this _____ day of AUGUST, 2025.





67 HUMANITARIAN FOUNDATION

BYE-LAWS

PART ONE: COOPERATIVE

1.1 Title and Scope

This Bye-Law shall be known as the 67 Humanitarian Foundation Cooperative and shall regulate all matters relating to contributions, disbursement of funds, and compliance by members. It operates under the authority of the Constitution of the 67 Humanitarian Foundation.

1.2 Membership Eligibility

i. Participation is open only to active members of the 67 Humanitarian Foundation Cooperative who have:

- Completed and validated membership registration.*
- Accepted the terms and conditions of this Bye-Law.*

ii. Discharged personnel may participate provided they secure two serving personnel (Chapter Leaders) as sureties.

iii. Each member shall provide valid details including:

- Photograph on Uniform, Full Name, Service Number, Rank, Unit/Corps*
- Contact Address and Phone Number*
- Next of Kin's details etc.*

1.3 Contributions

i. Contributions shall be made monthly at a flat rate agreed upon by the executives and consented to by the Members.

ii. The contribution cycle shall run for a period of 6 to 12 months.

iii. All contributions shall be made on or before the agreed deadline each month.

iv. Non-payment within the stipulated time shall be considered a default (see Section 6).

1.4 Fund Disbursement

i. Members shall receive funds in a rotational sequence, determined through service number batching and serial numbers assigned to members.

ii. A member must have paid all due contributions before collection.

iii. Each payout shall attract a one-off service charge at a rate or percentage (%) agreed by administrators and consenting members. This is for Bank Charges, management, and running of the activities of the cooperative.

iv. No member shall collect twice within a single cycle except that such member is collecting last

v. Disbursement shall be supervised by the Treasurer, Financial Secretary, and Auditor.

1.5 Administration of Contributions

i. The Treasurer shall maintain accurate records of all contributions and disbursements.

ii. The Financial Secretary shall document every transaction and update the contribution register.

iii. The Auditor shall conduct periodic checks to ensure compliance and transparency.

iv. All funds shall be deposited into an approved Cooperative account, jointly managed by the Chairman, Treasurer, and Financial Secretary.

1.6 Default and Sanctions

i. Default Before Collection:

- Any member who fails to contribute before their collection turn shall be disqualified, forfeiting all rights to contribution refunds or benefits.*



- Such a member shall be replaced immediately.
- ii. *Default After Collection:*
 - Any member who fails to continue contributing after collection shall:
 - Be declared publicly across all 67HF communication channels.
 - Have their details shared with their unit and relevant authorities for disciplinary action.
 - Be liable for prosecution as determined by the Executive Committee.
- iii. *Death of a Member:*
 - If a member dies before collection, their accumulated contributions shall be given to their Next of Kin (NOK).
 - If death occurs after collection, all members shall contribute equally to cover the outstanding balance.
- iv. *Fines:*
 - Any member who violates the provisions of this Bye-Law or the rules and regulations shall be liable to fines as determined by the Executive Committee.

1.7 Rules of Conduct

- i. *Members shall maintain integrity, trust, and discipline in all matters concerning contributions.*
- ii. *Disputes shall be referred to the Provost for resolution, subject to approval by the Executive Committee.*
- iii. *Any attempt to falsify documents, evade contributions, or defraud the Cooperative shall attract immediate expulsion and prosecution.*

1.8 Review and Amendments

- i. *This Bye-Law may be reviewed or amended by a resolution supported by two-thirds (2/3) of active contributing members.*
- ii. *Notice of any proposed amendment shall be circulated at least 30 days before the meeting at which it is to be discussed.*

1.9 Commencement

This Bye-Law shall take effect immediately upon approval by the Constitution Committee and shall remain binding for all contribution cycles until duly amended.



PART TWO:
FUND GENERATION, SOCIAL MEDIA/DATABASE MANAGEMENT

PREAMBLE

In line with the aims and objectives of the 67 humanitarian Foundation, this Bye-Law serves as a guide for internal operations regarding Fund Generation, Social Media and Database Management. It is binding on all members, committees, and executives.

CHAPTER ONE: FUND GENERATION

i. Purpose of Fund Generation

To ensure financial sustainability and support the foundation's programs, prizes, honors, and award schemes.

ii. Sources of Funds

- a. *Membership Dues – Quarterly contributions from members, amount to be decided at the General Meeting.*
- b. *Voluntary Donations – Contributions from individuals, organizations, or sponsors.*
- c. *Fundraising Events – Such as dinners, walks, exhibitions, raffles, or auctions.*
- d. *Grants and Sponsorships – From local, international, or corporate bodies.*
- e. *Merchandising – Sales of branded items.*
- f. *Digital Campaigns – Crowdfunding via online platforms (e.g., GoFundMe, Payscale, Flutterwave).*
- g. *Investments – Subject to approval by the Board, the foundation may invest in low-risk ventures.*

iii. Financial Accountability

- a. *A quarterly report must be presented by the Financial Secretary and Treasurer.*
- b. *Annual auditing by an external auditor.*
- c. *Bank accounts must have at least two signatories: The President and Treasurer, or any other as approved by the Board.*

CHAPTER TWO: SOCIAL MEDIA AND DATABASE MANAGEMENT

i: Objectives

To manage communication, publicity, branding, and internal records of the Foundation.

ii: Social Media

- a. *Platforms like Facebook, Instagram, Twitter/X, WhatsApp, YouTube, LinkedIn, and others.*
- b. *Management – Handled by the Social Media Officer under the Public Relations Committee.*
- c. *Content Policy:*
 - *Posts must align with the Foundation's values.*
 - *No partisan, hate speech, or defamatory content.*
 - *Promotions must be approved by the Executive Council.*

iii. Database Management

- a. *Membership Data – All member details are to be securely stored in an encrypted database.*
- b. *Access – Limited to the Executives, Membership Officer, and all active members.*
- c. *Updates – Records must be reviewed quarterly.*
- d. *Privacy Policy:*
 - *Members' information shall not be shared without consent.*
 - *In the event of a data breach, affected individuals must be notified within 72 hours.*

iv. Digital Tools

- a. *Tools like Google Workspace, Airtable, Notion, or CRM software may be used.*
- b. *All tools must be secured and backed up regularly.*



PART THREE
ELECTIONS PROCEDURE

3.1. Electoral Committee

- a. An Electoral Committee (EC) of 5 impartial members shall be appointed by the General Assembly at least 90 days before the elections.
- b. The EC shall supervise, organize, and conduct all electoral processes.

3.2. Eligibility for the Electoral Committee

Candidates must:

- a. Be an active member for at least one (1) year.
- b. Be up-to-date in dues payment.
- c. Have no disciplinary case pending.

3.3. Eligibility for Voters:

- a. Be a registered member with verifiable identity Be in good standing as of the election notice date.

3.4: Election Timetable

Timetable must include:

- a. Call for nominations
- b. Screening of candidates
- c. Campaign period
- d. Voting day
- e. Announcement of results

3.5. Voting Procedures

- a. Voting can be carried out:
 - i. Physical (during annual congress)
 - ii. Electronic (via verified platforms)
- b. Each member has one vote per office.
- c. The Electoral Committee must ensure transparency and confidentiality.

3.6: Dispute Resolution

- a. Any electoral complaint must be submitted within 48 hours post-election.
- b. EC will investigate and issue decisions within 7 days.
- c. Appeals can be made to the Board of Trustees whose decisions are final.

3.7: Tenure

Elected officers shall serve for a term of 2 years and may re-contest once.

3.8: Final Provisions

- a. This Bye-Law may be reviewed biennially by the Executive Council with input from the General Assembly.
- b. In case of conflict between this Bye-Law and the Constitution of the 67 Foundation, the Constitution shall prevail.



PART FOUR
WELFARE SCHEME FOR MEMBERS

4.1. MISSION AND PURPOSE

4.1.1. MISSION

The 67 Humanitarian Foundation, providing welfare schemes for its members, demonstrates the foundation's commitment to members' well-being and support success.

4.1.2. PURPOSE

The purpose of the 67 Humanitarian Foundation welfare scheme is to:

- i. Provide support: Offer assistance during difficult times, such as critical illness, injury, and death.*
- ii. Promote stability: Help members achieve stability and security.*
- iii. Enhance quality of life: Improve the overall quality of life for members*
- iv. Goal: The general goal of 67 humanitarian Foundation is to empower members to thrive and reach their full potential.*

4.2. BENEFITS FOR MEMBERS

- a. To improve well-being: These are to enhance 67 humanitarian Foundation members' physical, emotional, and financial well-being.*
- b. Increased job satisfaction: To ensure that members of 67 Foundation feel valued and supported, this leading to higher job satisfaction and engagement.*
- c. Reduced stress: 67 humanitarian Foundation Welfare scheme is also considered to help members manage stress and improve their work-life balance.*

4.3. FOUNDATION BENEFIT

- a. Increased productivity: Members who feel supported and valued are more likely to be productive and efficient for the foundation.*
- b. Enhanced reputation: Foundations that prioritize members' welfare are often seen as attractive organizations.*
- c. Better work environment: Welfare schemes can contribute to a positive and supportive work force from members thereby creating an enabling environment for the foundation.*

4.4. CATEGORIES OF WELFARE SCHEMES

- a. **Health and Wellness Programs:** Financial health support for members and their nuclear/immediate family (Husband, wife or children). However, the 67 humanitarian Foundation executives shall investigate and ascertain the degree of ailment and thereafter determine the amount to support such members which shall not be less than One Hundred Thousand (N100,000) and not more than One million Naira (N1,000,000) depending on the ailment and the financial implications involved.*
- b. **Death Support:** Death financial support to family of a deceased member, a token amount not less than Two hundred Thousand (N200,000) shall be presented to the family while for death of wife/husband, a token of not less than Fifty Thousand Naira (N50,000) and for death of a members child a token of not less than Twenty Thousand Naira (N20,000) shall be presented to the member.*
- c. **Members Development Assistance Programs:** Such as counselling services, Mental health support programs, financial upliftment programs and work-life balance programs. These programs are to be organised as determined by the executive and the members of 67 humanitarian Foundation.*

4.5: CRITERIA REQUIRED TO BENEFIT FROM OUR WELFARE SCHEME

- a. Must be a registered member of the foundation at subchapter, chapter and National.*
- b. Must be an active participant in all initiated contributions as it concerns the welfare of members at least 3 out of the last 4 contribution.*
- c. Must be an up-to-date financial member on our quarterly general dues/ levy payment as at when such member is in need of assistance concerning the member or his or her nuclear family.*



PART FIVE
PRIZES, HONOUR, AND AWARD SCHEMES

5.1. TITLE AND OBJECTIVES

5.1.1. Title

This Bye-Law shall be cited as the Bye-Law on Prizes, Honour, and Award Schemes of the 67 Humanitarian Foundation.

5.1.2. Objectives

The objectives of this Bye-Law are to:

- a. Establish clear guidelines for recognition and reward of outstanding individuals and institutions.*
- b. Promote excellence, innovation, and service within the community and sectors aligned with the Foundation's goals.*
- c. Encourage active participation and inspire future generations to strive for impact and integrity.*

5.2: CATEGORIES OF PRIZES AND AWARDS

a. Honorary Awards

Granted to individuals or bodies for outstanding lifetime contributions in areas relevant to the Foundation's mission.

b. Merit Prizes

Awarded to individuals or groups who demonstrate exceptional achievement in academics, innovation, community service, or professional excellence.

c. Leadership Awards

Recognizes transformational leadership in public service, education, civil society, or business.

d. Youth Excellence Awards

Targeted at individuals under 35 years who have made a remarkable impact in entrepreneurship, technology, activism, or creative industries.

e. Memorial/Named Prizes

Established in memory or honour of distinguished persons and given in accordance with specified terms of endowment.

5.4. ELIGIBILITY AND NOMINATION

5.4.1. Eligibility

- a. Nominees may be individuals, teams, or institutions with verifiable achievements.*
- b. Must not be under criminal investigation or known for activities contrary to the values of the Foundation.*

5.4.2. Nomination Process

- a. Nominations shall be opened annually through a public or internal call.*
- b. A valid nomination must be submitted using the official form and accompanied by a citation and supporting documents.*

5.4.3. Self-nomination

Self-nomination may be permitted for selected categories, subject to supporting documentation and references.

5.5. SELECTION AND EVALUATION

5.5.1. Awards Committee

- a. The Board shall constitute an independent Awards and Honours Committee annually.*
- b. Members must be individuals of integrity, expertise, and neutrality.*



5.5.2. Criteria for Evaluation

Awards shall be assessed based on:

- a. Impact*
- b. Innovation*
- c. Integrity*
- d. Sustainability*

5.5.3. Decision-Making:

- a. Decisions shall be based on the majority vote of the Committee.*
- b. The Committee reserves the right to defer or withhold an award if no suitable nominee is found.*

5.6. PRESENTATION AND PUBLICITY

5.6.1. Award Presentation

All awards shall be presented at the Annual Recognition and Fundraising Gala or other designated Foundation events.

5.6.2. Certificate and Tokens

Each recipient shall receive:

- a. A Certificate of Honour*
- b. Plaque or medal*
- c. Cash prize or grant (where applicable)*
- d. Public acknowledgment on the Foundation's platforms*

Winners will be showcased across media, Foundation reports, and online platforms to inspire and promote visibility.

5.7. REVIEW AND AMENDMENTS

5.7.1. Periodic Review

This Bye-Law shall be reviewed at least once every 3 years to ensure relevance and fairness.

5.7.2. Amendment Process:

Amendments may be proposed by the Board or Awards Committee and shall require a two-thirds majority approval of the Board of Trustees.

5.8. DISCIPLINE AND WITHDRAWAL

5.8.1. Misconduct or Misrepresentation

Any recipient found guilty of falsification, misconduct, or criminal offense may have their award revoked.

5.8.2. Appeal Process

Affected parties may file an appeal to the Board within 30 days of notification.



67 HUMANITARIAN FOUNDATION AWARD NOMINATION FORM

Full Name of Nominee: _____

Address: _____

Email/Phone: _____

Award Category: _____

Brief Biography (Max 200 words): _____

Reason for Nomination (Max 300 words): _____

Supporting Documents Attached: ☐ Yes ☐ No

Name of Nominator: _____

Signature & Date: _____

For Official Use Only

Nominee Name: _____

Award Category: _____

Evaluator Name: _____

Evaluation Criteria (Score 1–10):

Impact: _____ / Innovation: _____ / Integrity: _____ / Sustainability: _____

Comments: _____

Recommendation:

☐ Highly Recommend

/ ☐ Recommend

/ ☐ Do Not Recommend

Committee Secretary Signature & Date: _____





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