

# **THE CONSTITUTION OF THE NIGERIAN NATIONAL ASSOCIATION OF THE DEAF**

## **ARTICLES 1: NAME OF THE ASSOCIATION**

- A.** The Association shall be known as and called “Nigerian National Association of the Deaf” (NNAD). NNAD is herein referred to as “The Association” throughout this constitution.
- B.** The motto of the association shall be; To Advance and Promote the Rights of the Deaf and it is applicable to all state branches.
- C.** The logo of the Association shall be the map of Nigeria with picture of the ear at the middle, written within NNAD abbreviated and also in sign. NNAD shall be written in full round the map of Nigeria. This is to apply to all affiliated states but including map of their states inside that of Nigeria.

## **ARTICLE 2: PURPOSE AND SCOPE**

### **A. Purpose**

1. NNAD is a non-profit Organisation established to serve as means of interaction with the Federal, States governments, local Governments and Non-Governmental Organisation in matters concerning the deaf people in general.
2. Effect legislation on matters concerning the deaf in general.
3. To act as avenue of educating the public on deaf and deafness through any available means, e.g. Seminars, advertising and others.
4. To act as a forum for the exchange of information and useful ideas among deaf people both nationally and internationally.
5. To convene or participate in conferences and or seminars designed for the benefit of deaf people.
6. To sponsor qualified deaf Nigerians for specific training if the financial strength of the Association permits or seeks external aid to meet the cost of the training.
7. To act as liaison between private agencies, government establishments and individuals and the deaf community in matters relating to deaf people such as management of trustee funds, vocational rehabilitation of deaf people, job placement of qualified deaf people, etc.
8. To aid in the establishment of educational standards for deaf people in Nigeria.
9. To provide counseling services to families of deaf and the Association deaf in any area in which the Association is capable
10. To acquire by purchase, lease or otherwise any property the Association thinks necessary for the furtherance of its programs.
11. To establish business ventures to provide employment to deaf people and to generate funds for the administration of other programs of the Association.
12. To provide or aid in providing interpreting services to deaf people all over the country through involvement of Government where possible.
13. To obtain and maintain relevant statistics regarding the Deaf.

14. To advance and promote the concept of the deaf people of Nigeria as a distinct linguistic and cultural entity.
15. Provision of access to health for deaf people.
16. To work closely with the legislators in order to persuade and influence them on the need for improved access to legislative proceeding for the deaf citizens. This is with a view to have deaf representatives in the senate, House of Representatives and House of Assemblies of the Nation.
17. To effectively promote family life and recreation for the deaf.
18. Establishment of welfare trusts to accommodate parents/child relationship.

## **B. Scope**

- I. The scope of the Association shall be throughout the federation of Nigeria and shall extend to other international organisations, agencies or groups that share common goals with the Association.
- II. Nigerian Deaf Associations outside Nigeria shall get affiliated with NNAD.

## **ARTICLE 3. MEMBERSHIP**

1. Membership of the Association shall be open to any Deaf national of Nigeria whose age is not below eighteen (18 years and who is not a primary school pupil. "Deafness is defined as a person in whom the sense of hearing is not function for the ordinary purpose of life."
2. Membership of the Association shall be open to all the thirty six (36) States and FCT, as well as other Affiliates.
3. Honoraria membership may be conferred on hearing individuals either Nigerians or foreigners in recognition of an appreciable service to deaf people in Nigeria.
4. Distinguished Nigerian individuals of high ranking public offices recommended by the executive committee and with the support of a majority of members at a general or emergency meeting of the Association may be invited to be Patrons.
5. Validity of membership. No membership shall become valid until the appropriate entry fee has been paid.

## **ARTICLE 4. PARTNERSHIP**

1. The Association shall partner with governmental and NGOs to achieve her aims, objectives and programs.
2. NNAD shall be in partnership with CAC and WFD. This shall be documented in a signed MoU agreed upon by all the parties concerned.
3. For organizational structure, NNAD shall be considered as the Supreme Body of all Deaf organizations in Nigeria in line with WFD guidelines.

**ARTICLE 4 IS INCOMPLETE BECAUSE IT DOES NOT ADDRESS NNAD PARTNERSHIP WITH OTHER LOCAL DEAF ORGANISATIONS. WE MUST ADDRESS THIS BEFORE WE SEND THIS REVISED DOCUMENT OUT.**

#### **ARTICLE 5: SUBSCRIPTION**

Subject to certain exceptions here under mentioned the following fees and subscriptions shall be payable by full members:

- A. State branches and Affiliates shall pay a registration fee of #10,000.00 Naira (Ten Thousand Naira only) in order to be recognized by the national body.
- B. State branches and Affiliates shall pay an annual due of #5,000.00(Five Thousand Naira only)
- C. State branches shall pay # **1,000.00**(One Thousand Naira as participation fees of as may be determined by the Executive Committee at every Annual General Meeting (AGM)

**WE DID NOT AGREE ON DUE TO BE PAID BY STATES AND AFFILIATES TO PARTICIPATE IN AGM. WE NEED TO AGREE ON THIS.**

#### **ARTICLE 6: OFFICERS AND DUTIES OF OFFICERS**

##### **A. OFFICERS**

The Association shall have the following officers:

- 1. National President
- 2. National Vice President
- 3. Deputy National Presidents (Southwest, Southsouth, Southeast, Northwest, Northcentral and Northeast)
- 4. National Secretary General
- 5. Assistant National Secretary General
- 6. National Financial Secretary
- 7. National Treasurer
- 8. National Public Relation Officer
- 9. Assistant National Public Relation Officer
- 10. National Social Secretary
- 11. National Women Leader
- 12. National Youths Leader
- 13. National Sports Secretary
- 14. Auditor
- 15. Chief Whip

##### **B DUTIES OF OFFICERS**

- 1. National President

The President shall preside over all business meetings of the Association, including those of the Executive Committee, but excluding those of the Board of Trustees and Ad-hoc Committees, unless he/she is the chairperson of the Board. In addition, the President shall:

- 1. Call the meeting to order at the appropriate time.

2. Announce in its proper order the business that should come before the assembly.
3. Assign the floor to members who desire to present motion or to speak.
4. State all motions which have been proposed and seconded, and restate all motions which are not clear.
5. Restrict discussion to the question before the Congress.
6. Make certain that members understand the pending business and explain the effect of a motion if it is non evident.
7. State the exact question to be voted upon and put it to vote.
8. Announce votes and result of votes.
9. Sign all orders necessary to carry out the will of the Congress.
10. Act as the representative of the Association to the government, other organisations, etc.
11. Perform all other duties that may be assigned to him/her by the Congress or the Executive Committee.
12. The President shall act as one of signatories to the Association's account.

2. National Vice President

1. The National Vice President shall assume temporarily the office and duties of the President in the absence or incapacity of the President.
2. The National Vice President shall, in the event of the resignation or termination of the tenure of the President, assume the office of the President in acting capacity till the next general election.
3. When National Vice President is acting in place of President, he/she shall have all the power, duties, privileges and responsibilities of the office.
4. Undertake any other duties that may be assigned to him/her by the Executive Committee.

3. Deputy National Presidents (Southwest, Southsouth, Southeast, Northwest, Northcentral and Northeast)

The Deputy National President in the six(6) Geographical Zones shall resident in their zones. Their duties shall be:

1. To co-ordinate all of the Association's activities in their respective zones.
2. Oversee the activities of the state branches of the Association in their zones and report same to the National President or National Secretary General.
3. Undertake any other duties that may be assigned to them in their zones.

4. National Secretary General

1. Prepare the agenda of AGMs and EXCO meetings.
2. Handle the official correspondences of the Association.
3. Prepare the annual reports of the Association.
4. Acts as one of the signatories to the Association's account.

5. Shall perform any other duties that may be assigned to him or her from time to time and as circumstances demand
  
5. Assistant Secretary General
  1. He/she shall assist the National Secretary General in the disposition of his/her duties.
  2. He/she shall also act in the absence of the National Secretary General.
  3. Undertake any other duties that may be assigned to him/her by the Executive Committee.
  
6. National Financial Secretary
  1. Keep and furnish statements of the account in a professional laid down standards that reflect the financial position of the Association.
  2. Shall as in the case of payment of bills confer with the President and Secretary General respectively for their advice and approval.
  3. Shall keep an up-to-date record of all receipts or expenditure of the association in a professional laid down standards.
  
7. National Treasurer
  1. Keep the Association's bank passbooks and cheques in his/her custody.
  2. Keep a maximum of Fifty Thousand Naira only (#50,000.00) in cash at all times.
  3. Collect funds on the behalf of the Association and deposit same in bank.
  4. Shall act as one of the signatories to the Association's account.
  
8. National Public Relation Officer
  1. He/she shall be responsible for general and special advertisements of the Association.
  2. He/she shall coordinate public display/seminar organized by the Association.
  3. He/she shall be the custodian of all publications of the Association. He/she shall however consult the President [or Vice President] or the Secretary General in the distribution of any publication belonging to the Association.
  
9. Assistant National Public Relation Officer
  1. He/she shall assist the National Public Relation Officer in discharging his/her duties.
  2. He/she shall also act in the absence of the National Public Relation Officer.
  3. Any other duties as may be assigned by the Executive Committee.

10. National Social Secretary
  1. Shall be responsible for planning all the social and entertainment activities of the Association.
  2. Shall ensure adequate welfare of the members at meetings, conferences and Congress.
  3. Shall perform any other duties that maybe assigned to him/her by the Executive Committee.
  
11. National Women Leader
  1. Shall oversee the affairs of Nigerian Deaf women
  2. Shall organize gender based meetings, workshops, seminars, symposia etc and also facilitate the participation of Deaf women in the aforementioned; and that organized by other NGOs; both locally and internationally.
  3. Shall liaise with women leaders at the state and zonal levels to formulate and implement gender based policies, programs and projects.
  4. Shall carry out any other assignments given to her by the Executive Committee.
  
12. National Youths Leader
  1. Engage deaf youths in peaceful participation in Association's developmental process and activities
  2. Plan, organize, lead and guide deaf youths in participating meaningfully in activities in their communities.
  3. Get deaf youths to be active in contributing to finding solutions, and addressing challenges to long standing problems in deaf community.
  4. Organize and initiate programmes that connect deaf youths of diverse backgrounds, tribes and religions in Nigeria
  5. Organize competitions that engage deaf youths creatively in projects, debating and finding solutions
  6. Be a representative as directed by the Executive Committee, at programmes related to the youths.
  7. Advocate for and educate the public on issues that affect deaf youths
  
13. National Sports Secretary

He/she shall be responsible for announcing and advising the Executive Committee and the Congress on Deaf Sports related events and/or meetings locally, nationally and internationally.

**PLS, MORE INPUTS ARE NEEDED**

14. Auditor
  1. He/she shall examine the financial books of the Association on a quarterly basis or as required by the Executive committee.

2. He/she shall ensure all financial expenditure are in compliance with the financial position of the Association by examining financial records/reports.
  3. He/she shall acts independently and professionally in carrying out all his powers and duties.
  4. Communicates audit findings by preparing a final report and discussing findings with the Executive Committee/Congress.
15. National Chief Whip:-  
Shall maintain discipline during any meeting of the Association and any other duty assigned to him by the Executive Committee.
16. Administrative Secretary  
The post of Administrative Secretary shall be by appointment by the National Executive Committee with the approval of the Board of Trustees.
1. The Administrative Secretary shall be a fully paid staff of the association and his/her duties shall be purely administrative.
  2. He/she shall be under the direct control of the Executive Committee and shall take his/her schedule of duties from same.
  3. Must be a deaf person.
  4. Must be at-least first Degree or its equivalent from a recognized University or Polytechnic.
  5. Must have at least three years working experience especially deaf affairs.
  6. Must be honest, disciplined, reliable and have communicative skills.
- C. Appointment of Officers  
All officers of the Association, except the Administrative Secretary, shall be elected at the end of the tenure of the previous Executive Committee members and it shall be during the Electoral Annual General Meeting.
- D. Vacant office[s]  
The Executive Committee, until the next annual general meeting during which election of officers will take place shall fill any vacant office.
- E. If the National President emerges from the North the Vice President must be from the South(vice versa) when talking in term of two [2] main Geographical Division.
- F. Gender equity shall be maintained in filling up of elective and appointive offices/posts.

## **ARTICLE 7: BOARD OF TRUSTEES**

### **A. Composition**

1. The composition of the Board of Registered Trustees must reflect equitable representation of all the geographical areas of Nigeria.
2. It shall therefore be composed of
  - I. 1 representatives from the North West
  - II. 1 representatives from the North East
  - III. 1 representatives from the North Central
  - IV. 1 representatives from the South South
  - V. 1 representatives from the South East
  - VI. 1 representatives from the South West
  - VII. 2 Appointees of NNAD HQ/ Patrons
  - VIII. 2 Honoraia (Hearing persons)The BoT shall have Ten(10) Members: Eight(8) Deaf and Two(2) Hearing persons. At least Two(2) women must be in the Board.
3. The Board shall elect their own officers, which shall not exceed four officers in number.

### **B. Power of the Board of Trustees.**

1. The Board of Trustee shall have the power, in the event of an emergency, to appoint an administrator to take charge of the Association such as when and Annual General Meeting fails to be convened when the tenure of an incumbent executive committee expires without the election of a new one.
2. The Board of Trustee shall also have the power to interfere in the affairs of the Association when it considers the course of action of the incumbent executive committee to be in disagreement with the objectives of the association or the aspirations of the deaf people of Nigeria.
3. The Board of Trustees shall have the power to call to order, or settle disputes within the executives of NNAD or between NNAD and state branches.

### **C. Appointment**

1. The Trustees of the NNAD for the purpose of the land[Perpetual Succession] Act chapter 98 shall be statutory body and shall consist of eminent members of the deaf community.
2. Such Trustees should after proper deliberation be appointed by the National Executive Council based on suggestions from members.

### **D. Tenure of Office**

Each selected member of the Board of trustees shall hold office for life. But a trustee shall cease to hold office if he/she:

1. resign his/her office
2. ceases to be a member of the Association
3. is deceased
4. becomes insane or unsound mind



5. is found guilty by a court of law for an offence considered prejudicial to the good image of NNAD.
6. Is recommended for removal by majority vote of members presented at any general meeting of the Association.
7. Ceases to reside permanently in Nigeria.

#### **E. ADMINISTRATION OF BOARD OF TRUSTEES**

1. The Board of Trustees shall have a common seal
2. Such common seal will be kept in the custody of the secretary who shall, produce it when required for use by the Trustees.
3. All documents to be executed by the Trustees shall, be signed by the Chairman and Secretary of the Board of Registered Trustees and sealed with the common seal.
4. The Trustees shall apply to the Commissioner for certificate of Incorporation under the land [Perpetual Succession] Act chapter 98.
5. If such certificate is granted, the Trustees shall have the power to accept and hold in trust all land belonging to the Nigeria National Association of the Deaf (NNAD) subject to such condition as the Minister may impose.

### **ARTICLE 8: COMMITTEES**

The committees shall in interim, comprise of:

#### **A. National Executive Committee**

The National Executive committee shall comprise of all elected national officers plus two [2] Ex-officio members (Immediate past National President and NVP or NSG)

#### **B. National Executive Council**

1. The National Executive Council; shall comprise of all elected national officers, 2 ex-officio members and the chairpersons and secretaries of states branches; states women and youth leaders.
2. The National Executive Council shall have the power to set up any other committee as or when the need arises.

#### **C. Disciplinary Committee**

##### **A. Composition**

1. Chairman Board of Trustees
2. Secretary or one other member of Board of Trustees
3. The National President
4. Two[2]Representatives of the National Executive Council
5. Deputy Presidents

**B. Meetings of the disciplinary committee**

Meetings of the disciplinary committee shall be by the Chairman Board of Trustees at the instance of the National Executive Council.

**C. Powers of the Disciplinary Committee**

1. The Disciplinary Committee shall have the power to investigate any allegation of misconduct, mismanagement and /or corrupt practice against the national executives.
2. Shall recommend and enforce appropriate disciplinary measures.
3. Shall have the power to suspend erring national officers where all else fails.
4. The decisions of the Disciplinary Committee shall be binding on all

**D. Forms of Disciplinary Measures.**

1. Any officer of the association found guilty of embezzlement of the Association's fund shall be liable to prosecution and shall be made to refund to the Association, the money so embezzled. Thereafter, he/she shall be expelled from the Association.
2. Proven case of theft of the Association's property and in the case of non-compliance, prosecution and expulsion from the Association.
3. Any serving officer who through his/her actions brings disrepute to the name of the Association shall be liable to expulsion from the Association.
4. Any individual found to be falsely parading him/herself, either in verbal form or with the aid of a fake letter-head papers, as a representative of the Association with intent to defraud the general public shall be summarily handed over to the law enforcement agents.
5. Officers of state branches of the Association found guilty of mismanagement, embezzlement of funds or corrupt practice shall be cautioned and thereafter penalized as shall be decided by the disciplinary committee.

**E. Electoral Committee**

An electoral committee shall be constituted to conduct all elections in the Association whenever elections are to be held. The duties of the electoral committee shall be as follows:

1. The committee shall screen all candidates for the elections.
2. Shall prepare, spell out and enforce all rules and guidelines for the elections.
3. Shall be responsible for counting the votes cast and declaring winners at the election.
4. Shall ensure free and fair elections.

In composition, the electoral committee shall be well represented according to the six of geographical zones of North East, North West, North Central, South South, South West and South East areas, and one representative from NNAD HQ.

- F.** Other Committees of the Association shall include:
1. Education and Manpower Committee.
  2. Business and Social Committee
  3. Sports and Recreation Committee
  4. Welfare Trust Committee
  5. Women and Child Care Committee
  6. Formation of Association Committee and any other committees that may be formed from time to time.
  7. Publication Committee.

Appointments into all the committees shall reflect gender equity.

## **ARTICLE 9: MEETINGS**

The meetings of the Association shall include:

1. General Meetings
2. Executive Committee Meetings
3. National Executive Council Meetings
4. Board of Trustees Meetings.
5. Emergency Meetings.

### **A. General Meetings**

1. General Meeting shall be held once a year and during the month of September.
2. The National Publicity Secretary not late than 60 days to the scheduled meeting shall dispatch notice of general meetings to each state branch.
3. Agenda of a meeting shall be dispatched along with the notice of that meeting.
4. The Executive Committee shall make schedule of a meeting at the preceding general meeting of. The Executive Committee shall prepare schedule for all other meetings. The Secretary, upon consultation with the President, shall be responsible to send out notice and the prepared agenda.

### **B. Hosting of AGM**

1. Hosting of Annual General Meetings of the Association shall be by rotation and bidding by state branches of the Association within the geographical zone that will host the AGM.
2. Such bidding shall be done at the general meeting that immediately precedes the meeting being bid for.
3. States bidding to host an annual general meetings must show satisfactory evidence of the ability to host the meeting before their bid[s] can be accepted.

**C. Funding of AGM**

1. The funding of annual general meetings shall be 60% by the National Body and 40% by the state branch hosting the meeting.
2. The state shall however make remittance of 10% of all monies it collect from the state government or other sources in the name of NNAD in lieu of the general meeting to the National Body.
3. Hosting states shall not have the right or power to directly apply to the appropriate federal agencies for funds to host the meeting as only the national body reserve the power to do so.

**D. Executive Committee Meetings**

The Executive Committee meeting shall be held at least twice a year.

**E. National Executive Council's meeting shall be held once a year.**

**F. Board of Trustees Meeting**

The Board of Trustees shall meet to deliberate on matters affecting the association at least once a year.

**F. Quorum**

1. At every meeting of the Association, the President [or Vice President], the Secretary [or Assistant Secretary], and two other members of the Executive Committee plus 50 percent plus 1 of all active members shall form a quorum.
2. Active members are those who participate actively in most of the activities of the Association, such as attending meetings, responding to assignments, and paying any financial levies imposed on members.
3. The quorum for the Executive Committee shall be the President [or Vice President], the Secretary [or Assistant Secretary], and 50 percent plus 1 of all members of the Executive Committee.

**ARTICLE 10: ELECTIONS**

**A. Qualification for Election**

1. For a member to be eligible to contest for elective office in the Association, he/she must have been a member of his/her state branch of the association for at least two years or in the case of members living in states other than their own states of origin, he/she must have been a member of the association in his/her state of residence in the past two years.
2. Members seeking elective office must not be owing his/her state branch or the branch in his/her state of residence as the case may be and his/her state branch must not be owing the National Body.
3. Candidates must be nominated, endorsed and forwarded for election by his/her state branch.

4. Candidates for election must have held elective office at state level, zonal coordinators are also included. Or in the absence of the aforementioned, Candidates for election must have worked with Deaf related Organizations.
5. Candidates for election must be of impeccable character and must not be insane or ex-convict.
6. Candidates who are serving officers in their state branches must resign from their post upon being elected at the National Level. However in the absence of manpower in that state the candidate can retain his/her post; subject to the confirmation of such manpower shortage by the State Chairman.
7. No Candidate that holds any Post(s) in any Deaf related NGOs that is or not under nnad shall contest and hold office in NNAD without showing the proof of his /her resignation from that NGOS' posts.
8. The minimum age of candidates for all officers shall be 25 years.
9. Minimum educational qualification for all candidates shall be any deaf who passed out of a secondary school.
10. Candidates for the four (4) key positions of President, General Secretary, National Treasurer and Public Relation Officer must have served for no less than 2 years as an executive of a well functioning state branch.
11. Candidates for the posts of President, General Secretary, National Treasurer and PRO shall be chosen in this order.
  - Educational Qualification [Tertiary Education]
  - Experience and exposure
  - Good public image and personality
12. All elected officers at the national level shall be required to present their NNAD, Affiliations, State or Federal agencies Identification cards for identification purposes with the appropriate federal agencies.
13. Candidates for the National Executive posts must be fluent in English language and sign language.
14. Candidates seeking office must present the photocopies of his /her credentials for screening before he/she is eligible to vote and be voted for.
15. Students who are eligible are allowed to contest for any post except the post of President, Secretary, National Treasurer and Public Relation Officer.
16. A candidate for election shall either be employee or self-employed.

**B. Mode of Election**

1. Candidates shall be allowed to stand for election consequent upon the purchase and submission of his/her nomination forms by his/her state branch at the venue of election.
2. The cost of Nomination forms shall be at the discretion of the Electoral Committee, subject to the prevailing National and NNAD economy.
3. Cost of Nomination forms shall be announced in reasonable time prior Electoral AGM.
4. All elections shall be by secret ballot.
5. A candidate shall deemed to have won an election where he/she gained two third majority of the overall votes cast
6. Voters shall be made up of six (6) votes from each state present through their delegates.
7. Only delegates of affiliated Associations are eligible to vote. Independent delegates shall not be eligible to vote.

### **C. Tenure of Office**

1. The tenure of office of each elected officer shall be four (4) years. Officers shall be eligible for re-election for the same or other office if he/she is re-nominated by his/her state branch through the due processes.
2. No Candidate shall exceed eight (8) years in office, whether in one post or a number of posts.
3. Consequent upon number (2) above, all Candidates who have served for eight (8) years either in one post or accumulation of posts shall be illegible for future election. However, such Candidates shall allow NNAD to continue to benefit from their wealth of experiences in any of her several Committees, as the National Executive Council or National Executive Committee shall deem necessary.
4. Prior to election, the Outgoing Executives shall handover to the Electoral Committee.
5. The Electoral Committee shall issue Certificate of Return to each elected Officer.

### **D. Removal of Elected Officers.**

An elected officer shall cease to hold office if he/she:

1. Resigns his/her office
2. Ceases to be a member of the Association
3. Is deceased.
4. Becomes insane of unsound mind
5. Is found guilty by a court of law for an offence considered prejudicial to the good image of NNAD.
6. Is recommended for removal by a majority vote of members present at any general meeting of the Association.
7. Ceases to reside permanently in Nigeria.

### **E. Filling of Vacant offices**

Any vacant office shall remain vacant until the next national Executive Meeting during which it will be filled by majority vote of members present.