

**CONSTITUTION OF
NASRUL – LAHI- L – FATIH SOCIETY OF NIGERIA**

Bismillahir - Rahmanir - Raheem

SECTION 1

ARTICLE 1) NAME

- 1.1 The name of the society shall be known as **NASRUL-LAHI-L- FATIH SOCIETY OF NIGERIA.**
(hereinafter referred to as ‘the Society’)
- 1.2 **Acronym:** The acronym of the Society shall be **NASFAT**
- 1.3 **Motto:** The motto of the Society shall be: Wa ma Nasru illa-min ‘indillah (translated as: There is no help except from Allah)
- 1.4 The Society shall be a non-profit, non-political and non-sectarian Islamic Organisation.

ARTICLE 2) HEADQUARTERS

The Headquarters of the Society shall be located in Lagos State, Nigeria.

ARTICLE 3) INTRODUCTION

3.1 VISION STATEMENT

Be a pacesetting Islamic organisation with widespread acceptance in and outside Nigeria.

3.2 MISSION STATEMENT

To develop an enlightened Muslim society nurtured by a true understanding of Islam for the spiritual upliftment and welfare of Mankind.

ARTICLE 4) SHARED VALUES

The Society’s Shared Values shall include the following:

- i. Projecting the beauty of Islam in words and deeds
- ii. Strict adherence to the Holy Qur’an and the *Sunnah*
- iii. Promotion of Islamic brotherhood
- iv. Pursuit of knowledge
- v. Efficacy of prayers
- vi. Recognizing equality of all Muslims
- vii. Being Caring, Humane and Tolerant
- viii. Patience and Steadfastness

ARTICLE 5) AIMS AND OBJECTIVES

- 5.1 To bridge the gap, both educational and spiritual, between the elite and the Islamic scholars (‘*ULAMA*’A) through the creation of a well lubricated channel of communication to serve as a basis for effective interaction and exchange of ideas.
- 5.2 To create a conducive atmosphere for the unity of members irrespective of status, race, gender or colour and to strengthen in them the true Islamic spirit of brotherhood and absolute faith in Allah

- 5.3 To facilitate access to sound Islamic and Western education by establishing libraries and educational institutions, and also promoting scholarship and academic research by and for Muslims
- 5.4 To promote and propagate the cause of Islam and make conscious Muslims by building mosques, teaching and educating members and the society at large on Islamic ethics and values
- 5.5 To promote and enhance the health, economic well being and welfare of members by building hospitals and establishing and promoting businesses based on Islamic principles
- 5.6 To assist the less privileged in the Society irrespective of their religious beliefs, colour, gender or race and within the limits of the resources of the Society
- 5.7 To promote policies and programmes that will encourage beneficial relationships amongst members of the Society in particular, other Islamic organisations and humanity in general
- 5.8 To undertake the reproduction of the Holy Qu'ran, and production of other Islamic materials and literature in print and multimedia forms.
- 5.9 To support all meaningful and legally accepted activities for the advancement of Islam in Nigeria and worldwide
- 5.10 To undertake other activities which are beneficial to humanity.

SECTION 2

ARTICLE 6) MEMBERSHIP

- 6.1 The membership of the Society shall be open to all Muslims from all parts of the world that share in the aims and objectives of the Society and have agreed to be bound by the provisions of this Constitution.
- 6.2 An intending member shall obtain registration form after the payment of a prescribed fee.
- 6.3 A prospective member shall be sponsored by at least two active, registered and financial members and must have attended at least five *asalatu* sessions before his application is considered.
- 6.4 A registered member shall pay all prescribed dues as at when due to maintain his/her membership
- 6.5 A registered member shall abide by the provisions of this Constitution, the Code of Conduct of the Society, and other rules and regulations prescribed by the organs of the society including the followings:
 - i. Not worshipping any other person or thing apart from Allah
 - ii. Not hero-worshipping
 - iii. Not disobeying Islamic injunctions
 - iv. Not discriminating against Muslims
 - v. Not encouraging ostentation
 - vi. Not using NASFAT for the purpose of partisan politics
 - vii. Not tolerating immorality

SECTION 3

ARTICLE 7) ORGANS OF THE SOCIETY

- 7.1 The activities of the Society at the National, Zonal and Branch levels including the International branches shall be controlled by the followings:
 - i. Board of Trustees
 - ii. Management Council
 - iii. Spiritual Council, and
 - iv. Advisory Council

- 7.2. The Board of Trustees shall be the highest organ of the Society.
- 7.3 The Management Council of the Society shall consist of:
- i. The National Executive Council (NEC)
 - ii. The Zonal Executive Council (ZEC), and
 - iii. The Branch Executive Council (BEC)
- 7.4. The Spiritual Council of the Society shall consist of:
- i. National Mission Board (NMB), and
 - ii. Branch Mission Board (BMB)
- 7.5. The Advisory Council of the Society shall consist of:
- i. The National Council of Elders (NCOE), and
 - ii. The Branch Council of Elders (BCoE)
- 7.6 All members of the Management and Advisory Councils shall seek, obtain and display a thorough knowledge and understanding of the Society's affairs, activities, policies, programmes, and strategic plans and shall always project such at all relevant fora
- 7.7 There shall be a General Conference, the composition and functions of which shall be as stated in Article 8.
- 7.8. Any member of the Society that meets the qualifications/criteria can aspire into any office/portfolio save for the offices of the President, Zonal Chairmen, Branch Chairmen and Missioners which are exclusively reserved for Men; and the Women Affairs Secretary which is exclusively reserved for Women.

ARTICLE 8) THE GENERAL CONFERENCE

- 8.1. The General Conference of the Society shall be held once in every two years on a date and venue which shall be determined by the National Executive Council and approved by Board of Trustees.
- 8.2. The General Conference of the society shall be attended by the followings,
- i. members of the Board of Trustees,
 - ii. members of the National Executive Council,
 - iii. members of the National Council of Elders,
 - iv. members of the National Mission Board,
 - v. the zonal chairmen and secretaries,
 - vi. the chairmen and secretaries of all recognised and registered Branches and groups of the Society which have fulfilled all their financial obligations to the Headquarter,
 - vii. delegates selected from amongst the non-executive members of the branches provided that one-tenth of the delegates shall be reserved for the headquarter AND that not more than five delegates shall represent any other branch of the Society. Branches and group shall be entitled to additional delegates (beyond five) as shall be determined by NEC in any year, based on the quantum of their financial and strategic contributions to the Society, provided not more than 10 delegates shall represent each branch or group,
 - viii. the Executive Secretary, provided his attendance shall be limited to the provision of administrative services.

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- 8.3. The General Conference shall be presided over by the Chairman of Board of Trustees, in his absence by Vice Chairman of the Board or in his absence the President of the Society in that order.
- 8.4. The General Conference shall be duly convened if a notice to that effect is issued to all branches and groups NOT LATER than 90 days before the date of such General Conference by the General Secretary on the directive of the Chairman of the Board of Trustees.
- 8.5. The General Conference shall undertake the following business:
- a) Receive the address of the Chairman, Board of Trustees
 - b) Receive the speech of the President of the Society
 - c) Receive and approve the report of the Secretariat from the General Secretary
 - d) Receive and approve the financial report including the audited account for the preceding year from the National Financial Secretary.
 - e) Consider other matters recommended by the National Executive Council
 - f) Deliberate on motion submitted by any organ of the Society provided that such motions are received by the secretariat NOT LATER than 60 days prior to the General conference.
- 8.6. The quorum for the General Conference shall be one-third of the total number of delegates expected to attend.
- 8.7. The Board of Trustees shall under special circumstances have powers to postpone the General Conference for a period of time not exceeding thirty (30) months from the date of the last General Conference.
- 8.8. In Special circumstances an extraordinary General Conference may be convened by a consensus of the Board of Trustees and the National Executive Council

ARTICLE 9 BOARD OF TRUSTEES

- 9.1. The Society shall constitute a Board of Trustees (BOT) from among its members.
- 9.1.1 The Board of Trustees shall have final say on all issues or matters concerning the Society.
- 9.1.2 Members of the Board of Trustees shall not be less than 5 (five), and not more than 13 (thirteen), and shall be known as **THE REGISTERED TRUSTEES OF NASRUL-LAHI-L-FATIH SOCIETY OF NIGERIA.**
- 9.1.3 The Council is opened to active, registered and financial male and female members who have attained the age of 40 (forty) years and above, with minimum of ten (10) years membership of the society and MUST have served in a leadership position either in executive or advisory capacity in any organ or at any level of the Society
- 9.1.4 Nomination of members into the BOT shall be called upon the vacancy declared by the Board of Trustees and announced to all other organs of the Society.
- 9.1.5 A Trustee of the Society shall be appointed by the joint meeting of the Board of Trustees, the National Executive Council, the National Council of Elders and the National Mission Board and ratified by the General Conference for the purpose of the COMPANIES AND ALLIED MATTERS ACT, 1990.
- 9.1.6 The Trustees shall be presided over by a Chairman appointed amongst themselves. In his absence, any member may be nominated by the consensus of the other members of the Trustees
- 9.1.7 The responsibilities of the Board of Trustees shall include:
- i). The Board shall meet at least once in every 6 (six) months to receive the report of the National Executive Council on the state of affairs of the Society
 - ii) All properties of the Society shall be vested in the Trustees who shall hold same in trust and for the benefit of the Society
 - iii) The Trustees shall have powers to acquire and own land, landed properties or any other asset whether movable or immovable in trust for the Society
 - iv) The Trustees shall maintain the registration of the Society under the COMPANIES AND ALLIED MATTERS ACT, 1990.
 - v) The Trustees shall act for the Society in all legally binding transactions

- vi) The Trustees shall do any other thing to serve the interest of the Society
 - vii) The Board shall have final say on all matters of the Society where the joint meeting of all organs of the Society could reach an agreement PROVIDED they are guided by the injunctions of the Holy Quran and Sunnah of the Holy Prophet (Pbuh)
- 9.1.8 The meeting of the Trustees shall be duly convened if a notice to that effect is issued to all members at least 7 days by the Secretary of the BOT at the instance of the Chairman of the Board or the BOT at a previous meeting
- 9.1.9 The Chairman under special circumstances shall have powers to postpone the meeting of the Board for a period of time not exceeding nine (9) months from the date of the last meeting
- 9.1.10 In special circumstances an emergency or extraordinary meeting of the Board may be convened by Secretary to the Board upon the directives of the Chairman of the Trustees
- 9.1.11 Appointment to the Board of Trustees shall be for life and any member shall cease to hold office if he/she
- i) Dies or becomes insane
 - ii) Resigns membership of the Board
 - iii) Ceases to be a member of NASFAT Society or ceases to share the ideals, objectives and aspirations of the Society
 - iv.) Is officially declared Bankrupt
 - v.) Is convicted of a criminal offence by a court of competent jurisdiction
 - vi.) Is recommended for suspension or removal for reasons of incompetence, any proved gross misconduct, other acts of misdemeanor, dereliction of duties including absence from 4 consecutive meetings without reasonable excuse or acts not in consonance with the Code of Conduct of the society and Articles 3, 4, 5 and 6 of this constitution. The suspension or removal shall be by a resolution to that effect supported by a simple majority of members present at a duly convened meeting of the National Executive Council, the National Mission Board, the National Council of Elders and the Board of Trustees, and ratified by the General Conference.
 - vii.) Ceases to be a Muslim

ARTICLE 10 THE NATIONAL EXECUTIVE COUNCIL.

- 10.1 Without prejudice to the order of arrangement, the National Executive Council (hereinafter called the “NEC”) shall comprise:
- i. The President
 - ii. The 1st Vice President
 - iii. The 2nd Vice President
 - iv. The General Secretary
 - v. The Assistant General Secretary
 - vi. The Financial Secretary
 - vii. The Treasury Secretary
 - viii. The Public Relations Secretary
 - ix. The Legal Secretary
 - x. The Business Secretary
 - xi. The Education Secretary
 - xii. The Women Affairs Secretary
 - xiii. The Children Affairs Secretary
 - xiv. The Welfare Secretary
 - xv. The Youth Secretary
 - xvi. The Security Secretary
 - xvii. The Projects Secretary
 - xviii. The Membership Secretary

- xix. The Cooperative Secretary
- xx. The Internal Audit Secretary
- xxi. The Health Services Secretary
- xxii. The Economic Empowerment Secretary
- xxiii. Three Ex-Officio members

10.1.1 The Chief Missioner shall also be an automatic member of the National Executive Council and shall be represented at the meetings of the National Executive Council where he cannot personally attend.

10.2. The National Executive Council shall:

- i. Be opened to both male and female members who are resident in Nigeria; active, registered and financial member of the society for a minimum of 3 years and who MUST have successfully served without blemish in some capacity in any organ of the society.
- ii. Oversee the smooth and efficient running of the society and all its branches in and outside Nigeria
- iii. Have control over the National Secretariat.
- iv. Be responsible for general administration, formulation of policies and strategic direction of the Society.
- v. Execute the policies and decisions of the General Conference, Board of Trustees and the National Executive Council.
- vi. Prepare the annual budget for the National Secretariat and estimates for national projects of the society for the consideration and approval of a joint meeting of the Board of Trustees, National Council of Elder and National Executive Council.
- vii. Have powers to create, recognize, inaugurate, close or dissolve zones, branches, groups or committees of the Society in furtherance of the aims and objectives of the Society
- viii. Approve the selection of members of the Zonal Executive Councils and ratify the appointment of Branch Executive Councils as recommended by the responsible Zonal Executive Council of the Society.
- x. Recruit and appoint the administrative secretaries for each zone of the Society.
- xi. Monitor the activities of the Zones and Branches/Groups of the society with a view to ensuring that their activities conform with the aims and objectives of the society
- xii. Have powers to correct and discipline including disbanding any erring zone, branch, group, advisory council, committee or member of the society whose activities is in violation of the Holy Qu'ran, Sunnah of the Prophet Muhammed (PBUH), provisions of this Constitution, Code of Conduct and other rules and regulations of the Society
- xiii. Consider and approve the programmes of the zones, branches and committees of the society and that of the National Mission Board
- xiv. Receive and consider reports of the National Mission Board, zones, branches and committees of the society on their various activities.
- xv. Prepare a comprehensive report on the entire activities of the society for presentation to the General Conference.
Publish reports of the proceedings of the General Conference along with reports on the achievements and problems of the society;
- xvi. Fill any vacant NEC office in an acting capacity for a period of not more than six months after which the normal process of selection shall be instituted by National Council of Elders.
- xvii. Have powers to appoint a Constitution Review Committee to study the constitution of the society and propose necessary amendments
- xviii. Present half yearly report to the Board of Trustees.
- xix. Meet with the zonal executive council at least once in every 6 months to consider their report.

- xx. Be headed by the President who shall preside over its meetings and in his absence, the 1st Vice-President or the 2nd Vice President in that order. In the absence of the 1st and 2nd Vice-President any member may be nominated by the consensus of the other members of the National Executive Council.
- xxi. In the event of the removal from office, resignation or permanent unavailability of any portfolio holder, other members of the Executive Council may be nominated to fill these vacancies in acting capacities by the consensus of the other members of the Council for a period not exceeding three (3) months. This shall also be applicable to the zones and branches.
- xxii. Make policies, rules and regulations as deemed necessary from time to time for clarification on any issue whatsoever.
- xxiii. Have powers to delegate any of its functions to any officer or Committee setup by it
- xxiv. Meet at least once in every month to discuss progress reports on the activities of the society.
- xxv. The meeting of the NEC shall be duly convened if a notice to that effect is issued to all members at least 7 days by the General Secretary at the instance of the President or the NEC at a previous meeting
- xxvi. The President under special circumstances shall have powers to postpone the meeting of the NEC for a period of time not exceeding six weeks from the date of the last meeting.
- xxvii. In special circumstances an emergency or extraordinary meeting of the NEC may be convened by General Secretary upon the directives of the President
- xxviii. Any member of the National Executive Council may be suspended and/or removed before the expiration of the term of appointment for reasons of incompetence, any proved gross misconduct, other acts of misdemeanor, dereliction of duties including absence from 4 consecutive meetings without reasonable excuse and acts not in consonance with the Code of Conduct of the society and Articles 3, 4, 5 and 6 of this constitution. The suspension or removal shall be by a resolution to that effect supported by consensus of members present at a duly convened meeting of the National Executive Council, after considering the recommendation of the Disciplinary Committee or the President, and after ratification by the Board of Trustees.

ARTICLE 11) APPOINTMENT OF NATIONAL EXECUTIVE COUNCIL.

- 11.1 The appointment of the members of the National Executive Council shall be made according to the following:
- 11.2 The outgoing National Executive Council shall initiate the formation of a Selection Committee (Shurah) not later than 3 months to the completion of its tenure
- 11.3 The Selection Committee (Shurah) is to be constituted of two (2) members each from the Board of Trustees, the National Executive Council, the National Council of Elders, the National Mission Board in the head quarters and six (6) members from the zones as appointed by the NEC based on the nominations from the zones.
- 11.4 The appointment of members into the NEC shall be conducted by the Shurah Committee through the consensus approach but subject to the approval of a joint meeting of the Board of Trustees, the National Executive Council, the National Council of Elders and the National Mission Board.
- 11.5 The Shurah Committee shall appoint its Chairman who shall preside over the proceedings of the Committee. In his absence, any member may be nominated by the consensus of the other members of the Committee
- 11.6 The Shurah Committee shall advertise the vacancies and the modality for the selection at zonal secretariats, branches and groups
- 11.7 The Shurah Committee shall issue specific guidelines on the conduct of the nominations and screening as it deems fit, and shall work carefully to ensure that fit,

- proper, qualified and competent members from across all zones are selected into the various portfolios/offices
- 11.8 Candidates shall be nominated by 2 registered, active and financial members of the Society
 - 11.9 The Shurah Committee shall receive nominations and then screen, interview and recommend candidates for appointments.
 - 11.10 The Shurah Committee shall announce the names of the nominees and display the picture and name of the nominees in conspicuous places at National Asalatu ground, National Secretariat and the Zonal Secretariats for a period not less than 2 weeks to allow willing members with useful information on the suitability of nominees to provide same in written form to the Shurah Committee
 - 11.11 Any married member, widow or widower of the Society who is above 35 years, except for the National Youth Secretary who shall be 30 years can be appointed into the National Executive council provided he or she is an active and registered member of the Society who has fulfilled all financial obligations to the society and has not been indicted for any wrong doing by the National Executive Council. Maximum age for members of National, Zonal and Branch Executive Councils shall be 65 be years, and incumbent holder of any executive office shall who attain the age of 65 years while in the office shall complete the current tenure.
 - 11.12 Members of the BOT shall not be a member of NEC.
 - 11.13 The nominations of the Cooperative Secretary and Youth Secretary shall be done by the respective Cooperative Society and Youth Wing subject to the confirmation of the Shurah Committee
 - 11.14 The outgoing National Executive Council shall be responsible for nominating some of its members as Ex-Officio members. Such nomination will be done unanimously at a meeting of the NEC.
 - 11.15 There shall be selection into the NEC every two years.
 - 11.16 A member of the NEC shall stay in office for not more than two years (24 months) in the first instance unless he/she is removed or otherwise vacates office or resigns from his/her office in accordance with the provisions of this constitution. However, this does not include periods of acting capacity
 - 11.17 Officers are eligible for re-selection into their current office/portfolio not more than once (for a total period not exceeding 48 consecutive months) but shall thereafter be eligible for re-selection into other offices/portfolios
 - 11.18 There shall be a bye-selection within 90 days after the normal selections to fill any vacancy. Beyond 90 days, the NEC shall nominate a candidate to fill any such vacancy and such nominee shall hold office on a temporary basis until his/her nomination is approved by a joint meeting of the Board of Trustees, the National Executive Council, the National Council of Elders and the National Mission Board.
 - 11.19 All contestants shall maintain the highest level of decorum in seeking positions in the Executive Council and shall not use foul, malicious, defamatory languages against each other
 - 11.20 The Shura Committee shall submit its report to the joint meeting of the Board of Trustees, the National Executive Council, the National Council of Elders and the National Mission Board for approval
 - 11.21 The joint meeting shall consider the report of the Shurah Committee and shall call for and consider any other relevant reports including profile/credentials of and security report on the recommended members to enable it carefully consider their fitness and appropriateness for selection as members of the National Executive Council
 - 11.22 The selected NEC members shall be sworn into office by the Chief Missioner not later than 4 weeks from the expiration of the tenure of the outgoing executive, subject to the approval of the selection exercise by the joint meeting

- 11.23 The Shurah Committee shall seek the opinion of the Legal Secretary of the Society to interpret the provisions of this Constitution and to advise the NEC in the exercise of its electoral powers
- 11.24 The Shurah Committee shall in the discharge of its duties be guided by the provisions of the Holy Qu'ran, the authentic Sunnah of the Prophet Muhammed (PBUH), this Constitution and any other guidelines prepared by it to facilitate its work.

ARTICLE (12) QUORUM

- 12.1 The quorum at the meetings of all organs of the Society shall be 1/3 of all the members of such organ.
- 12.2 Extra-ordinary meetings of any organ can be called by one-third of the registered members of the organ and notice of the meeting, together with the agenda, must be circulated to all members at least seven (7) days prior to the date of the meeting
- 12.3 Any member that must be absent from any regular meeting shall write to the Secretary on or before the date of the meeting clearly stating reasons for his/her absence.
- 12.4 Members shall concentrate and participate fully in the proceedings of the meetings and there shall be no form of distractions.

ARTICLE (13) THE NATIONAL COUNCIL OF ELDERS (NCOE)

- 13.1 The National Council of Elders shall consist of elderly members of the Society.
- 13.2 The Council is opened to active, registered and financial male and female members who have attained the age of 50 (fifty) years and above, with minimum of three (3) years membership of the society, and must have served in a leadership position either in the executive or advisory capacity in any organ or at any level of the Society.
- 13.3. Any member of the society can be appointed to the National Council of Elders on the recommendation of any of the National Executive Council, the National Mission Board, the National Council of Elders and the Zonal Executive Councils, subject to ratification of the joint meeting of the NEC, National Mission Board, NCOE and BOT of the society named in this subsection.
- 13.4. Membership of the National Council of Elders shall automatically include all former Presidents and former National Women Affairs Secretaries, provided such persons satisfies other requirements specified in this article; while other members of the National Council of Elders shall not be less than 15 and not more than 50.
- 13.5 The council shall be made up of at least one member from each administrative zone of the Society and a maximum of one-third from the National Headquarters. Not less than 10% of the council shall be female members.
- 13.6 The Council shall be presided over by a Chairman appointed amongst themselves. In his absence, any member may be nominated by the consensus of the other members of the Council
- 13.7 The members shall be people of proven integrity and sound moral character.
- 13.8 The Council shall be an advisory body to the Society and shall advise the National Executive Council on all matters referred to it and other matters in furtherance of the progress of the Society
- 13.9 The Council shall assist the Society to raise funds for its programmes and activities
- 13.10 The Council shall assist to promote a good image of the Society
- 13.11 The Council shall assist to mobilize members, and non-members as may be desirable, to participate in the programmes of the Society
- 13.12 The Council shall use every opportunity to provide visible support for the policies, programmes and activities of the Society to generate the confidence and interest of members, and non-members alike, in the Society.
- 13.13 The Council shall initiate the composition of Shura Committee at least six (6) months to the expiration of tenor of the serving members of NEC.

- 13.14 The Council shall perform any other function as specified in this Constitution and as may be assigned by the National Executive Council.
- 13.15 Membership of the Council shall be for life as long as members are active and relevant.
- 13.16 Upon declaration of vacancy by NCOE, selection into the council shall be made by BOT based on the recommendation of NEC.
- 13.17 The NCOE shall meet at least once in every six (6) months
- 13.18 The meeting of the NCOE shall be duly convened if a notice to that effect is issued to all members at least 21 days by the Secretary of the Council at the instance of the Chairman or the NCOE at a previous meeting
- 13.19 The Chairman under special circumstances shall have powers to postpone the meeting of the NCOE for a period of time not exceeding Nine (9) months from the date of the last meeting.
- 13.20 In special circumstances an emergency or extraordinary meeting of the NCOE may be convened by Secretary of the Council upon the directives of the Chairman
- 13.21 Any member of the National Council of Elders shall be suspended and/or removed from the Council for reasons of incompetence, any proved gross misconduct, other acts of misdemeanor, dereliction of duties including absence from 4 consecutive meetings without reasonable excuse or acts not in consonance with the Code of conduct of the society and Articles 3, 4, 5 and 6 of this constitution. The suspension or removal shall be by a resolution to that effect supported by a simple majority of members present at a duly convened meeting of the National Council of Elders subject to the ratification of the National Executive Council.
- 13.22 The Council of Elders shall initiate composition of a shura committee six (6) month before the expiration of the tenure of the serving NEC members.

ARTICLE 14) THE NATIONAL MISSION BOARD

- 14.1.1 The National Mission Board shall consist of Missioners engaged by the Society as National Missioners on full or part time basis.
- 14.1.2 Engagement of a missioner into the National Mission Board shall be after a rigorous, fair and transparent process that may involve interview by a panel constituted by the National Secretariat. Such an interview panel may include members from the NEC, National Mission Board, National Council of Elders, Board of Trustees, general members and reputable Islamic Scholars. The Secretariat of the Society shall serve as the secretary of such panel.
- 14.1.3 The offices of Chief Missioner and the Deputy Chief Missioner shall enjoy a tenure of five (5) years in the first instance renewable very five (5) till attainment of age seventy (70)
- 14.1.4 The terms and conditions of engagement shall be agreed between the National Executive Council, the Board of Trustees and the National Mission Board.
- 14.1.5 Members of the National Mission Board shall be entitled to a remuneration which shall be determined from time to time by the National Executive Council.
- 14.1.6 Members of the National Mission Board shall comprise of the Chief Missioner, Deputy Chief Missioner, National Da'wah Officer from the National Secretariat and not more than 10 missioners (ten) from HeadQuarters and all duly appointed and recognised Zonal Missioners.
- 14.1.7 Membership of the Board shall be based on the Missioner's knowledge of Islamic Jurisprudence, Holy Qu'ran, Sunnah, Da'wah and his written and oral communication skills in Arabic, English and any other Nigerian Languages (if in Nigeria) or other languages (if outside Nigeria), the Missioner's personal character, integrity, moral behaviour and ethics.
- 14.1.8 The National Mission Board shall work towards the realization of the aims and objectives of the society and shall provide guidance on all spiritual matters as it relates

- to the Society and pronounce *fatwa* (jurisprudential judgment) on such matters based on the Holy Qu'ran and the authentic Sunnah after consulting widely for the approval of the NEC.
- 14.1.9 The National Mission Board shall design Islamic and Arabic education programmes for the general members of the society
- 14.1.10 The National Mission Board shall direct the religious and spiritual affairs of the society and shall not be involved in the administrative running and management of the Society.
- 14.1.11 The National Mission Board shall advise all members, officers and committees of the Society at all levels to ensure that their actions are in accordance with injunctions of the Holy Qu'ran and the Sunnah of the Holy Prophet Muhammed (SAW).
- 14.1.12 The National Mission Board shall have the powers to recommend to the NEC the appointment, engagement, enrollment, recruitment, discipline and disengagement of missionaries for the Society at the National, Zonal, Branch or Group level subject to a rigorous, fair and transparent process that may involve interview by a panel constituted by the National Mission Board and in compliance with the Administrative Guidelines for the Mission Board as approved by the National Executive Council
- 14.1.13 The National Mission Board shall have the powers to transfer and post missionaries to zones and branches in accordance with the Administrative Guidelines for the Mission Board and upon the approval of the National Executive Council.
- 14.1.14 The National Mission Board shall keep and update the register of missionaries periodically and also organize skills development programmes for missionaries in conjunction with other organs of the Society
- 14.1.15 The National Mission Board shall coordinate the development and implementation of Da'wah Plan and Mission Board Administrative Guidelines for the Society, and shall also consider and approve the Islamic and spiritual programmes of all Zones, Branches and Committees of the society and ensure compliance with the approved guidelines and da'wah plan.
- 14.1.16 The Chief Missioner shall preside over all meetings of the Board, in his absence the Deputy Chief Missioner shall preside and in the absence of the Deputy Chief Missioner, any other Missioner appointed by consensus of other members of the Board shall preside.
- 14.1.17 The National Mission Board shall meet at least once every quarter and the minute of such meetings shall be made available to the President and the General Secretary of the Society
- 14.1.18 The President and any of the two Vice-Presidents shall be free to attend the meetings of the National Mission Board.
- 14.1.19 The National Mission Board shall prepare and submit a quarterly report of its activities and of other spiritual programmes to the National Executive Council
- 14.1.20 The meeting of the National Mission Board shall be duly convened if a notice to that effect is issued to all members at least 21 days by the Secretary of the Board at the instance of the Chief Missioner or the National Mission Board at a previous meeting
- 14.1.21 The Chief Missioner under special circumstances shall have powers to postpone the meeting of the National Mission Board for a period of time not exceeding six (6) months from the date of the last meeting
- 14.1.22 In special circumstances an emergency or extraordinary meeting of the National Mission Board may be convened by Secretary of the Board upon the directives of the Chief Missioner
- 14.1.23 The structure of the National Mission Board shall, apart from the Chief Missioner and his Deputy, include designated National Missioners in-charge of the following areas in collaboration with the National Secretariat
- a) Islamic Jurisprudence
 - b) Holy Qu'ran
 - c) Da'wah

- d) Co-ordination of the Zonal Mission Boards
- e) Co-ordination of Arabic and Qu'ranic teaching programs of the Society
- f) Training of Missioners
- g) Research and Development
- h) The Children and Youth members of the Society
- i) The Women members of the Society
- j) Secretary, who will be the Da'wah Officer employed in the National Secretariat

14.1.24 The National Mission Board shall ensure that its activities and the actions of its members are in accordance with injunctions of the Holy Qu'ran, the Sunnah of the Holy Prophet Muhammed (SAW), the Constitution and Code of Conduct of the Society.

14.1.25 The National Mission Board shall recommend programmes, policies, rules and regulations as deemed necessary for the Society and make clarification on any issue whatsoever pertaining to Islamic activities, and for the smooth running of the society subject to the approval of the National Executive Council

14.1.26 The National Mission Board shall review and approve the publication of Islamic books and any literature done by any organ, zone, branch, group or member of the Society for and in the name of the Society

14.1.27 Any member of the National Mission Board may be suspended and/or removed before the expiration of the term of engagement for reasons of incompetence, any proved gross misconduct, other acts of misdemeanor, dereliction of duties including absence from 4 consecutive meetings without reasonable excuse and acts not in consonance with Code of Conduct of the Society and Articles 3, 4, 5 and 6 of this constitution. The suspension or removal shall be by a resolution to that effect supported by a simple majority of members present at a duly convened meeting of the National Mission Board subject to the ratification of the National Executive Council.

ARTICLE 15) THE ZONAL EXECUTIVE COUNCIL

15.1. There shall be established a Zonal Executive Council (hereinafter called the "ZEC") in every administrative zone of the Society as may be approved by the National Executive Council and the ZEC shall comprise:

- i. The Zonal Chairman
- ii. The Zonal Vice Chairman
- iii. The Zonal Secretary
- iv. The Zonal Financial Secretary
- v. The Zonal Internal Audit Secretary
- vi. The Zonal Women Secretary
- vii. The Zonal Security Secretary
- viii. The Zonal Youth Secretary

15.2 The Zonal Executive Council shall:

- (i) Shall co-ordinate the activities of the branches and groups under it in accordance with the provisions of this Constitution to ensure they implement the policies, programmes and strategy of the Society as defined by NEC, can also enact regulations to guide its affairs insofar as these do not contravene the Constitution of the Society or regulations set by the National Executive Council
- (ii) Shall establish a Zonal Secretariat in a location easily accessible to all branches and groups in the zone

- (iii) Shall monitor all projects and programmes being undertaken by the zone and branches within the zone to ensure compliance with the directives of the NEC and the objectives of the Society
- (iv) Shall seek the approval of the National Mission Board for any spiritual programme to be done by all branches and groups in the zone, apart from the normal Sunday *asalatu* session
- (v) Shall monitor the branch chairmen and financial secretaries to ensure branches promptly pay levies, and remit collections and other dues to the Headquarter as at when due
- (vi) Shall keep a detailed register of the branches and groups of the Society within the zone and submit such records to the National Secretariat of the Society regularly
- (vii) Shall work with NEC, branches and other stakeholders within the zone to create additional and sustainable groups and branches in the zone to ensure even spread and presence of NASFAT
- (viii) Shall have the powers to create ad-hoc committees to achieve specific objectives within the Zone
- (ix) Shall meet at least once every month to discuss progress reports on the activities of the branches and groups of the society in the zone
- (x) Shall submit a security report on and recommend to the Second Vice President, any NASFAT group within the zone that can be considered for inauguration into a branch having fulfilled all stipulated conditions
- (xi) Shall conduct a quarterly meeting of the Zonal Conference to deliberate on issues affecting the zone. The Zonal Conference shall consist of all members of the Zonal Executive Council and Zonal Mission Board, all Branch Chairmen, all Branch Secretaries, all Branch Women Secretaries, all Branch Youth Secretaries, all Branch Missioners, all Chairmen and Secretaries of Branch Council of Elders
- (xii) Shall develop and present a budget for the year to the NEC which will include capital and operating expenditure including all proposed zonal projects
- (xiii) Shall prepare and send to the National Executive Council a quarterly report, including financial statements, on the activities of the zone and the branches and groups within it. Such report shall be submitted within six (6) weeks from the end of the quarter
- (xiv) Shall conduct periodic audit of the branches in the zone and submit its report to the Zonal Executive Council and the National Internal Audit Secretary
- (xv) Shall recommend to the NEC the sanction of erring branch, group, committee or member of the society whose activities is in violation of the Holy Qu'ran, Sunnah of the Prophet Muhammed (PBUH), provisions of this Constitution, Code of Conduct and other rules and regulations of the Society
- (xvi) Shall receive and consider status and progress reports of the branches and groups of the society within the zone.
- (xvii) Zonal Executive Council shall where practicable perform at the Zonal level such other functions as being performed at the National level.

ARTICLE 16) APPOINTMENT OF ZONAL EXECUTIVE COUNCIL.

The appointment of the members of the Zonal Executive Council shall be made according to the following:

- i. For a new zone, there shall be a Selection Committee (Shurah) to be formed by the National Executive Council and to be constituted of 2 (two) members of the National Branch Coordinating Committee, 2 members of the Zonal Mission Board and 5 (five) members from the branches or groups in the zones as appointed by the NEC; WHILE

- for an existing zone changing its Zonal Executive Council (ZEC), the outgoing Zonal Executive Council shall seek the approval of the National Executive Council through the National Branch Coordinating Committee to initiate the formation of a Selection Committee (Shurah) not later than 3 months to the completion of its tenure, and such Selection Committee is to be constituted of 2 (two) members each of the National Branch Coordinating Committee, the outgoing ZEC and the Zonal Mission Board and 5 (five) members from the branches or groups in the zones as appointed by the NEC.
- ii. The appointment of members into the ZEC shall be conducted by the Shurah Committee through the consensus approach but subject to the ratification of the National Executive Council
 - iii. There shall be selection into the ZEC every two years and this will be done at the same time for all ZECs in the Country. The term of the ZEC shall elapse after a minimum of 12 months upon the expiration of the tenure of the NEC to avoid vacuum and ensure continuity.
 - iv. All issues, steps, conditions, factors and procedures applicable to the appointment of the National Executive Council shall be applicable under this ARTICLE except that all recommendations, ratification and confirmations, approval and acts required to be given or performed by the joint Committee shall be given or performed by the National Executive Council.

ARTICLE 17) THE BRANCH EXECUTIVE COUNCIL

17.1 There shall be established a Branch Executive Council in every branch of the society as may be approved by the National Executive Council, and the Council shall comprise:

- (i) The Branch Chairman
- (ii) The Branch Vice Chairman
- (iii) The Branch Secretary
- (iv) The Branch Assistant Secretary
- (v) The Branch Financial Secretary
- (vi) The Branch Treasurer
- (vii) The Branch Public Relations Secretary
- (viii) The Branch Legal Secretary
- (ix) The Branch Education Secretary
- (x) The Branch Women secretary
- (xi) The Branch Children Affairs Secretary
- (xii) The Branch Welfare Secretary
- (xiii) The Branch Youth Secretary
- (xiv) The Branch Projects Secretary
- (xv) The Branch Business Secretary
- (xvi) The Branch Internal Audit Secretary
- (xvii) The Branch Security Secretary
- (xviii) The Branch Missioner
- (xix) The Branch Cooperative Secretary
- (xx) The Branch Membership Secretary
- (xxi) The Branch Health Services Secretary
- (xxii) The Branch Economic Empowerment Secretary
- (xxiii) Three Branch Ex-Officio Members

17.2 The Branch Executive Council shall:

- (i) Coordinate the day-to-day activities of the society at the branch or group level in accordance with the provisions of this Constitution to ensure the branches/groups implement the policies, programmes and strategies of the Society as defined by the National Executive Council

- (ii) Be opened to both male and female members who are legal residents; active, registered and financial member of the society for a minimum of 2 years and who MUST have successfully served without blemish in some capacity in any organ or committee of the society.
- (iii) Ensure prompt remittance of all levies, collections and other dues to the Headquarter as at when due
- (iv) Keep a detailed register of the members of the branch and submit such records to the National Secretariat of the Society regularly
- (v) Recommend to the ZEC the sanction of erring committee or member of the society whose activities is in violation of the Holy Qu'ran, Sunnah of the Prophet Muhammed (PBUH), provisions of this Constitution, Code of Conduct and other rules and regulations of the Society
- (vi) The BEC can delegate any of its functions to any officer or Committee setup by it.
- (vii) All issues, steps, conditions, factors and procedures applicable to the appointment of the Zonal Executive Council shall be applicable under this ARTICLE except that all recommendations, ratification and confirmations, approval and acts required to be given or performed by the National Executive Committee shall be given or performed by the Zonal Executive Council which shall thereafter refer same to the National Executive Council where it is a constitutional matter.

SECTION 4.

ARTICLE 18) THE SECRETARIAT OF THE SOCIETY.

- i) The functions of the secretariat shall include to coordinate and provide administrative services to all organs of the society at all levels in and outside Nigeria
- ii) The General Secretary shall be the head of the World/National Secretariat and shall coordinate the day-to-day administration of the Society in that capacity.
- iii) The General Secretary shall from time to time when the need arises recommend to the National Executive Council the employment of officers which may be necessary for the day to day running of the Secretariat of the society.
- iv) A. The Society shall employ an Executive Secretary who shall be the Chief Operating Officer of the society.
B. The Society shall also employ Zonal Administrative Officers and other officers as may be necessary for the smooth running of the Secretariat and day to day activities of the Society at the national, zonal and branch level upon such remuneration and conditions as the National Executive Council may from time to time determine.
- v) The Society shall embark on programmes as directed by the National Executive Council PROVIDED that the Secretariat is the only organ or unit that can:
 - (a) formulate policies and administrative guidelines on behalf of the Society
 - (b) design, publish and print NASFAT Prayer Books in paper and other media including Audio Cassettes, Audio CD, VCD, DVDs
 - (c) organize NATIONAL programmes including Planning and Strategic Retreats for the Society; General Conferences; Workshops; Symposia;
 - (d) enter into alliances, partnerships and collaborations with other Societies, Organizations, NGOs and Government Agencies
 - (e) design, develop, setup, launch or maintain a website
 - (f) design, print and issue the official Magazine of the Society
 - (g) organize and issue awards for both members and non-members of the Society
 - (h) Recruit and appoint the administrative secretary for each zone of the Society.
 - (i) Print certificate of the Society to be issued at wedding ceremonies, naming ceremonies and other such occasions

- vi) Any branch or group of the society can conduct regular weekly Asalatu sessions, lectures and seminars within its regular asalatu locations in so far as it complies with the laid down rules and regulations of the Society.

ARTICLE 19) DUTIES OF THE MEMBERS OF THE NATIONAL EXECUTIVE COUNCIL.

19.1 THE PRESIDENT

- i) Shall coordinate all the functions of the National Executive Council and be responsible and accountable for the overall progress of the Society
- ii) Shall give leadership and direction and ensure the affairs of the Society are conducted in accordance with the provisions of this Constitution and in a manner consistent with the overall vision, mission, aims and objectives of the society
- iii) Shall coordinate the activities of the officers and various organs of the Society and oversee all projects and programmes of the Society
- iv) Shall ensure the proper and orderly conduct of affairs at all proceedings and meetings of the Society
- v) Shall have the power to convene meetings whether regular or emergency through the General Secretary
- vi) Shall preside over the meetings of the NEC and other management organs of the Society, at the Headquarter or within the zones, except that of the Board of Trustees
- vii)
- viii) Shall preside over all meetings of the Society where he is formally in attendance or those involving the NEC, except when he is absent or
 - a) Committee meetings
 - b) Joint meetings involving other organs of the Society including the Board of Trustees, which shall be presided over by the Chairman of the Board of Trustees
 - c) When such meeting is convened to try, investigate, impeach or otherwise consider matters or dispute in which he is directly involved and which may lead to punitive actions against him including removal from office
- (vii) Shall be a member of the National Council of Elders and shall be free to attend any meeting of any committee of the society
- (viii) Shall be the principal signatory of the Society's bank account and financial transactions
- (ix) Shall, together with the Secretary, sign the minutes of the meeting of the NEC after such minute has been adopted
- (x) Shall seek, obtain and display a thorough knowledge and understanding of the Society's affairs, activities, policies, programmes, and strategic plan and shall always project such at all relevant fora
- (xi) Shall always conduct himself in a responsible manner at all times, in all circumstances privately and publicly, in a manner that is consistent with his exalted position and shall at no time subordinate his position to that of any officer, or any organization to which he may personally belong, unless it is reasonable to do so by virtue of, or in accordance with any Memorandum of Understanding or arrangement NASFAT may have reached with such organisation.
- (xii) Shall be the leading official representative of the interest of NASFAT in both internal and external affairs on major issues as well as in projecting the views

- and images of the Society in its widest and highest conception, articulation and dissemination in accordance with the provisions of this Constitution
- (xiii) Shall discharge all duties and exercise all such other powers as are reasonably incidental to his position and enforce strict adherence by all members to the laws, policies, rules and regulations of the Society
 - (xiv) The Society shall have two (2) Vice-Presidents who shall assist the President in the performance of his duties
 - (xv) The 1st and 2nd Vice-President shall, in that order, stand in and assume the responsibilities of the President in his absence. In the absence of the 1st and 2nd Vice Presidents, any member of the National Executive Council shall be nominated to stand in and perform the functions of the President at each meeting
 - (xvi) The President shall hold regular meetings with the Vice Presidents and all the members of the NEC for the purpose of determining the policies, the programmes, the strategic and administrative direction of the Society, and coordinating the activities of the NEC in the discharge of its duties
 - (xvii) Shall have powers to delegate any of his functions to other officers or members including power to appoint any officer or member to represent him or NASFAT at any function or in any other capacity provided no such appointment shall be made to unduly contradict the normal duties of other officers as may be specified in this Constitution
 - (xviii) Shall be a reputable professional of not less than 12 years experience
 - (xix) Shall in the discharge of his duties, be guided by the injunctions of the Holy Qu'ran, Sunnah of the Prophet and established Islamic principles, provisions of this Constitution and Code of Conduct of the Society.

19.2

THE 1ST VICE PRESIDENT

- (i) The 1st Vice President shall be the Chairman of the Planning and Strategic Committee and shall preside over the affairs and meetings of the Committee and generally coordinate the Committee to assist in the effective discharge of his duties including developing, updating and monitoring the Strategic Plan of the Society, assisting the Welfare secretary to co-ordinate the social responsibility initiatives of the Society and managing alliances with other organizations that the Society may resolve to co-operate with
- (ii) The 1st Vice President shall be a signatory to the Society's bank account
- (iii) The 1st Vice President shall perform any other duties that may be assigned by the NEC, General Conference or the President
- (iv) Shall be a reputable professional of not less than 12 years experience

19.3

THE 2ND VICE PRESIDENT

- (i) The 2nd Vice President shall be the Chairman of the Branch Coordinating Committee and shall preside over the affairs and meetings of the Committee and generally coordinate the Committee to assist in the effective discharge of his duties including maintaining a register of and co-ordinating all zones, branches and groups of the Society; and developing, updating and executing the Branch Formation and Management Guidelines of the Society
- (ii) The 2nd Vice President shall perform any other duties that may be assigned by the NEC, General Conference or the President
- (iii) Shall bring to the attention of the President and/or the NEC any matter which, in his opinion, may threaten the progress of the branches, zones and the society
- (iv) Shall be a reputable professional of not less than 12 years experience

19.4

THE GENERAL SECRETARY

- (i) Shall manage the National Secretariat and also assist the President to coordinate all activities of the society;
- (ii) Shall be responsible for the day-to-day administration of the society.
- (iii) Shall prepare annual programmes of action of the society for the consideration and approval of the National Executive Council.
- (iv) Shall convene and organize the General Conference, the National Executive Council meetings and extraordinary meetings of the society
- (v) Shall prepare agenda of meetings in consultation with the President and the Vice Presidents
- (vi) Shall keep records of all administrative records, documents and activities of the Society
- (vii) Shall write, dispatch, receive and attend to all correspondences on behalf of the Society or its national committees as and when required.
- (viii) Shall take minutes of the meetings of the National Executive Council and the General Conference including a summary of resolutions passed at such meetings.
- (ix) Shall, together with the President, or presiding officer in the absence of the President, sign the minutes of the meeting of the NEC and General Conference after such minute has been adopted
- (x) Shall prepare and submit bi-monthly (every two months) report of the programmes and activities of the NEC and National Secretariat for the consideration of the NEC and information of the relevant organs of the Society
- (xi) Shall be a signatory to the Society's bank account
- (xii) Shall prepare and submit annual reports of the activities of the Secretariat to the National Executive Council and the General Conference at the end of each year.
- (xiii) Shall guide the NEC on the recruitment, remuneration and determination of the employment of any person in the paid employment of the Society and he shall assign duties to supervise, discipline and otherwise direct the activities of all such employees that may be engaged by the Society
- (xiv) Shall promote harmony and good working relationship among all organs, officers and employees of the Society
- (xv) Shall coordinate the Secretariat to monitor, keep and manage all the Society's properties
- (xvi) Shall together with the Assistant General Secretary oversee the activities of all Committees of the Society and assist in meeting their secretariat and administrative needs
- (xvii) Shall coordinate the Secretariat to ensure that zones, groups and branches are duly notified of the activities and programmes of the Society through the issuance and effective circulation of appropriate notices
- (xviii) Shall together with the Assistant General Secretary monitor the implementation of all decisions taken by the National Executive Council
- (xix) Shall bring to the attention of the President and/or the NEC any matter which, in his opinion, may threaten the progress of the society
- (xx) Shall coordinate the Secretariat to liaise with other organizations that the Society may resolve to co-operate with in consultation with the 1st Vice President
- (xxi) Shall assist the President in effecting the representation of the Society at important occasions, events or situations where the Society has been invited or those events involving or organized for or by the various branches and groups of the Society
- (xxii) Shall undertake any other duties assigned to him by the National Executive Council.

19.5. **ASSISTANT GENERAL SECRETARY**

- (i) Shall assist the General Secretary in the performance of his duties.
- (ii) Shall take over all the functions of the General Secretary in his absence.
- (iii) Shall be the Secretary of the Branch Coordinating Committee
- (iv) Shall bring to the attention of the VP2 and/or the NEC any matter which, in his opinion, may threaten the progress of the branches, zones and the society
- (v) Shall be assigned specific duties by the General Secretary
- (vi) Shall be a reputable professional of not less than 12 years experience
- (vii) Shall carry out any other duties that may be assigned to him by the President and/or the National Executive Council.

19.6. **THE FINANCIAL SECRETARY**

- (i) Shall be the Chief Financial Officer of the Society and shall therefore manage the financial transactions of the society and shall ensure prudence and accountability in all transactions.
- (ii) Shall keep good custody of the Society's cheque book and will be responsible for the safety and usage of the Society's cheque book, payment voucher and other financial documents
- (iii) Shall prepare annual budget of the Secretariat in collaboration with the General Secretary and the Finance Committee for consideration of the National Executive Council at the beginning of each year, and no later than 2 months into the year
- (iv) Shall keep records of the income and expenditure of the Society and make such records available to the Auditors whenever requested.
- (v) Shall be responsible for the prompt collection of dues, levies, charges, donations etc. from members and shall hand over such monies to the Treasurer within 24 hours and in the absence of the Treasurer the Financial Secretary shall bank the money within 48 hours after such collection.
- (vi) Shall issue receipts for all monies and financial instruments collected from members and non-members, apart from general *fisebililahi* or other anonymous donations
- (vii) Shall be the Chairman of the Finance Committee, preside over its affairs and meetings and generally coordinate the Committee to assist in the effective discharge of his duties including developing, updating and executing the Financial Guidelines of the Society
- (viii) Shall be a signatory to the Society's bank account
- (ix) Shall be responsible for closely scrutinizing all requests for disbursement and ensure consistency with the approved budget and the financial guidelines of the society, reasonableness of amount and purpose, necessity and other appropriate criteria to be specified by him, before recommending such for approval by the designated officer within the limits of expenditure authority
- (x) Shall be the chief implementer of the approved financial guidelines of the Society and shall guide, advise, and recommend necessary changes and amendments thereon to the NEC in its periodic review
- (xi) Shall maintain an imprest float for the National Secretariat for meeting petty cash expenses, the limit and operation of which shall be determined by the National Executive Council from time to time
- (xii) Shall coordinate any fund raising activities of the society.
- (xiii) Shall coordinate the appointment of an external auditor for the Society including the determination of the auditors' fees
- (xiv) Shall receive, review and keep custody of bank statements in respect of the Society's accounts with banks and other financial institutions including the cooperative society, and shall ensure prompt reconciliation and also ensure that any error or irregularities are promptly investigated and resolved, and shall

- cause a report thereon to be made regularly to the NEC for information and appropriate action
- (xv) Shall prepare monthly statements of accounts of the National Secretariat, which should be submitted within three (3) weeks from the end of the month to all organs of the Society after approval of the National Executive Council.
 - (xvi) Shall keep all appropriate books of accounts, prepare and submit the income and expenditure account, statement of affairs, and any other financial statements of Account for the year within three (3) months from the end of the year and when called for by the National Executive Council
 - (xvii) Shall put in place such financial control measures as may be necessary for transparency and accountability.
 - (xviii) Shall be a chartered or professional accountant of not less than 12 years experience
 - (xix) Shall always have his financial books ready and available for scrutiny and auditing at any time
 - (xx) Shall carry out any other duties that may be assigned to him by the President and/or the National Executive Council.

19.7. **THE TREASURY SECRETARY**

- (i) Shall be the custodian of the Society's funds and identify *halal* means of investing the excess funds of the Society
- (ii) Shall acknowledge receipt of all monies and financial instruments given to him and shall deposit such monies in the Society's Bank Accounts not later than 48 hours after the receipt of such monies. The evidence of lodgment should be handed over to the Financial Secretary within 24 hours thereafter.
- (iii) Shall ensure strict compliance with the approved financial guidelines of the Society in the disbursement of the Society's funds as directed by the President and the National Executive Council, and in any case, shall not release or expend any funds without the recommendation of the Financial Secretary and the approval of the authorised signatories as may be specified from time to time in the approved financial guidelines of the Society
- (iv) Shall keep proper records (e.g. cash book, receipt book etc.) of all the transactions that pass through him
- (v) Shall provide the financial secretary with all necessary financial records
- (vi) Shall assist the Financial Secretary with the preparation of the monthly and annual financial statements and reports for audit and other purposes.
- (vii) Shall always have his financial books ready and available for scrutiny and auditing at any time
- (viii) Shall be a signatory to the Society's bank account
- (ix) Shall be a banker, professional accountant or reputable businessman of not less than 12 years experience
- (x) Shall be the Vice-Chairman of the Finance Committee.
- (xi) Shall carry out any other duties that may be assigned to him by the President and/or the National Executive Council.

19.8. **THE INTERNAL AUDIT SECRETARY**

- i. Shall annually audit the accounts of the NEC, Secretariat and National Committees not more than 3 month after the end of the year and submit same to the Board of Trustees and the General Conference through the National Executive Council
- ii. Shall audit the accounts of the zones, branches and groups of the Society periodically and unannounced without prejudice and fear
- iii. Shall have the powers to delegate his responsibilities to the Audit Committee of the Society, the external auditor, Zonal Auditor or staff of the Secretariat

- iv. Shall prepare Audit report from time to time and make copies available to the National Executive Council and the Board of Trustees
- v. Shall monitor and ensure strict compliance with the laid down financial guidelines of the Society.
- vi. Shall suggest such financial control measures as may be necessary for transparency and accountability.
- vii. Shall demand for and vet all statements of account from the Headquarters, zones, branches, groups and other administrative structures of the Society as may be created by the National Executive Council from time to time.
- viii. Shall be the chairman of the Audit Committee of the Society, preside over its affairs and meetings and generally coordinate the Committee to assist in the effective discharge of his duties including auditing the Society
- ix. Shall be a financial auditor or professional accountant of not less than 12 years experience.
- x. Shall carry out any other duties as may be assigned to him by the National Executive Council.

19.9. **THE LEGAL SECRETARY**

- (i) Shall ensure that all activities of the Society are in consonance with Islamic injunctions, Constitution and laws of the land.
- (ii) Shall keep the National Executive Council abreast of current developments in the legal world as it affects the Society.
- (iii) Shall be the Legal Adviser to the Society and shall advise the Society in all legal issues
- (iv) Shall be responsible for all legal matters involving the Society including the perfection of all titles, deeds, contracts, statutory registrations and documentations etc.
- (v) Shall relate constantly with the Corporate Affairs Commission and other regulatory bodies.
- (vi) Shall file all necessary statutory returns of the Society to the Corporate Affairs Commission and other regulatory bodies.
- (vii) Shall be a Legal Practitioner of not less than 12 years experience.
- (viii) Shall be the Chairman of the Legal Committee of the society, preside over its affairs and meetings and generally coordinate the Committee to assist in the effective discharge of his duties including providing Legal Aid to needy members, and sometimes, non members
- (ix) Shall carry out any other duties as may be assigned to him from time to time by the National Executive Council.

19.10. **THE PUBLIC RELATIONS SECRETARY**

- (i) Shall publicize the activities of the Society as directed by the National Executive Council.
- (ii) Shall build and project a good image of the Society to the public
- (iii) Shall issue releases/statements on matters of general interest to the society after the approval of the National Executive Council.
- (iv) Shall assist the 1st Vice President and the Secretariat to liaise with other organizations that the Society may resolve to co-operate with
- (v) Shall be responsible for ensuring that the general public is duly notified of the activities and programmes of the Society through timely and effective public communications
- (vi) Shall be responsible for the publication and circulation of the Society's official magazine, bulleting and other publications on religious issues in conjunction with Education Secretary.

- (vii) Shall promote good relationship between the Society and the Public Relations and Media industry
- (viii) Shall be a media practitioner or public relations expert of not less than 12 years experience.
- (ix) Shall be the Chairman of the Public Relations Committee, preside over its affairs and meetings and generally coordinate the Committee to assist in the effective discharge of his duties including developing, updating and executing a Public Relations policy for the Society
- (x) Shall carry out any other public relations duties as may be assigned to him from time to time by the National Executive Council.

19.11

THE WELFARE SECRETARY

- i. Shall co-ordinate all social activities of the society and ensure the availability of requisite human and material resources required for the success of such social activities
- ii. Shall be responsible for welfare related issues of members and where necessary, non-members.
- iii. Shall design, develop and execute programmes and activities for enhancing the welfare of members within the limits of the resources of the Society and in conjunction with other relevant stakeholders
- iv. Shall coordinate the social responsibility initiatives of the Society including charity visits to the less privilege homes, prisons, hospitals etc
- v. Shall be responsible for the management of all assets used for organizing the Society's programmes including kettles, water system, toilets and toiletries, mats, chairs, tables, canopies, lightning, environmental cooling and Public Address system.
- vi. Shall coordinate the ushers, canopy workers and technical staff responsible for the operations of the assets under his control used for organizing the programmes of the Society
- vii. Shall be the chairman of the Welfare Committee, preside over its affairs and meetings and generally coordinate the Committee to assist in the effective discharge of his duties including developing, updating and executing the Welfare Guidelines of the Society
- viii. Shall undertake any other assignments that are assigned to him by the National Executive Council

19.12

THE EDUCATION SECRETARY

- (i) Shall be the Chairman of the Education Committee, preside over its affairs and meetings and generally coordinate the Committee to assist in the effective discharge of his duties including developing, updating and executing the Educational Policy of the Society
- (i) Shall assist the National Mission Board to design Islamic and Arabic education programmes for the general members of the society
- (ii) Shall design Western education programmes for the general members of the society
- (iii) Shall collaborate with the Mission Board, Children Affairs Secretary and others to ensure zones, branches and groups provide Western and Arabic tuition classes to members
- (iv) Shall be a member of the Governing Council of all National Educational Institutions owned by the Society.
- (v) Shall undertake any other duties assigned to him by the National Executive Council.

- (vi) Shall be a professional in the education sector with not less than 12 years experience.
- (vii) Shall be responsible for the publication and wide circulation of the monthly NASFAT newsletter on religious issues in collaboration with the Public Relation Secretary.

19.13. **THE PROJECTS SECRETARY**

- (i) Shall be the Chairman of the Projects Committee, preside over its affairs and meetings and generally coordinate the Committee to assist in the effective discharge of his duties
- (ii) Shall provide technical expertise to support the cost-effective execution of all physical, infrastructure and construction projects being undertaken by the society
- (iii) Shall keep records of all landed properties and building projects of the society.
- (iv) Shall be a professional in the building, engineering, town planning or construction industry with not less than 12 years experience
- (v) Shall carry out any other duties as may be prescribed by the National Executive Council.

19.14. **THE BUSINESS SECRETARY**

- i. Shall be the chairman of the Business Committee, preside over its affairs and meetings and generally coordinate the Committee to assist in the effective discharge of his duties
- ii. Shall identify and explore new sources of *halal* business for the Society
- iii. Shall co-ordinate the business and merchandising activities of the society through various halal means including limited liability company
- iv. Shall always have his financial books ready and available for scrutiny and auditing at any time by both the internal and external auditor
- v. Shall render a quarterly statement on the Society's business activities to the Internal Auditor and the National Executive Council
- vi. Shall be a signatory to the accounts of the Business Committee
- vii. Shall keep all appropriate books of accounts, prepare and submit the income and expenditure account, statement of affairs, and any other financial statements of Account for the year within three (3) months from the end of the year and when called for by the National Executive Council
- viii. Shall be a professional with proven business acumen and not less than 12 years experience
- ix. Shall carry out any other duties assigned to him by the National Executive Council.

19.15. **THE WOMEN AFFAIRS SECRETARY**

- (i) Shall be responsible for the activities of the Female members of the Society and shall see to their needs and welfare
- (ii) Shall collaborate with other NEC members and Committees to ensure their activities are responsive to and beneficial to the female members of the Society including adult-literacy programme with the Education committee, vocational training programme with the Empowerment committee, charity visits and welfare of widows and women in general with the Welfare committee
- (iii) Shall encourage active participation of all female members in the activities of the society
- (iv) Shall be the Chairperson of the Women Affairs Committee, preside over its affairs and meetings and generally coordinate the Committee to assist in the effective discharge of her duties
- (v) Shall carry out any other duties assigned to her by the National Executive Council.

19.16. **THE YOUTH SECRETARY**

- (i) Any member of the society selected as the Chairman of the National Youth Wing shall be the National Youth Secretary.
- (ii) Shall be less than forty (40) years of age at the time of his appointment, married and be gainfully employed
- (iii) Shall encourage active participation of the youths in the activities of the society
- (iv) Shall see to the needs and welfare of the youths of the Society
- (v) Shall preside over the affairs and meetings of the Youth Wing and generally coordinate the Wing to assist in the effective discharge of his duties including updating and monitoring the execution of the Administrative Guidelines for the Youth Wing
- (vi) Shall collaborate with other NEC members and Committees to ensure their activities are responsive to and beneficial to the youths of the Society including education, empowerment, welfare, charity visits and da'wah
- (vii) Shall carry out such other functions as may be directed by the National Executive Council.

19.17. **THE CHILDREN AFFAIRS SECRETARY**

- (i) Shall be the Chairman of the Children Affairs Committee, preside over its affairs and meetings and generally coordinate the Committee to assist in the effective discharge of her duties including developing, updating and executing a Policy for the effective management and development of our Children
- (ii) Shall see to the welfare of members' children during the society's activities
- (iii) Shall arrange vocational/skills building training programmes, medical and paramilitary training, picnics and camping for members' children in collaboration with other relevant NEC Portfolio Members and Committees
- (iv) Shall encourage active participation of all members' children in the activities of the society.
- (v) Shall work with the National Mission Board and the Education Committee to develop, update and execute Western and Islamic curriculum for the education of the kids
- (v) Shall carry out any other duties as may be prescribed by the National Executive Council.

19.18. **THE SECURITY SECRETARY**

- i. Shall be the Chairman of the Security Committee, preside over its affairs and meetings and generally coordinate the Committee to assist in the effective discharge of her duties
- ii. Shall formulate security policy for the society and ensure its execution and compliance by all members and organs of the Society
- iii. Shall ensure adequate traffic control and the security of lives and properties of members during the society's programmes.
- iv. Shall keep the National Executive Council abreast of current developments as it affects the security of the Society and of its members and resources
- v. Shall ensure good cooperation and relationship between the Society and other government security agencies
- vi. Shall be responsible for maintenance of discipline during meetings of the executive
- vii. Shall be a member of any Disciplinary Committee set up to try any member for any offence
- viii. Shall conduct security screening as requested by the Shurah Committee or the NEC for any intending executive council or committee member of any zone, group or branch of the Society
- ix. Shall carry out any other duties as may be prescribed by the Executive Council.
- x. Shall be a serving or retired military, police or paramilitary personnel with no less than 12 years experience

19.19 **THE MEMBERSHIP SECRETARY**

- (i) Shall be the Chairman of the Membership Committee, preside over its affairs and meetings and generally coordinate the Committee to assist in the effective discharge of his duties including developing, updating and executing the Membership Guidelines of the Society
- (ii) Shall collate membership data and statistics;
- (iii) Shall update the register of members periodically
- (iv) Shall register all new members and ensure that prescribed conditions for their registration are met.
- (v) Shall plan and conduct appropriate orientation for new members
- (vi) Shall verify the membership records of all branches and groups
- (vii) Shall mobilize members for active participation in the activities of the society;
- (viii) Shall carry out any other duties as may be prescribed by the Executive Council.

19.20. **THE CO-OPERATIVE SECRETARY**

- i. Shall be the Chairman of the NASFAT Multi Purpose Co-operative Society and a member of the Board of Trustees of NASFAT Multi Purpose Co-operative Society.
- ii. Shall ensure smooth running and co-ordinate the activities of the NASFAT Multi Purpose Co-operative Society through the Board that shall have the following membership:
 - a. The National President who shall be the Chairman of the Board;
 - b. The National Financial Secretary.
 - c. The National Business Secretary.
 - d. The Financial Secretary of the Cooperative Society.
 - e. Any other persons as may be recommended by the NEC and ratified by the General Meeting of the Cooperative Society
- iii. Shall render a quarterly statement on the activities of NASFAT Multi Purpose Co-operative Society to the National Executive Council
- iv. Shall ensure compliance with all relevant statutes and Bye-Laws of the Cooperative Society and of the regulatory authorities
- v. Shall file all necessary statutory returns of the NASFAT Multi Purpose Co-operative Society
- vi. Shall be a registered member of the NASFAT Multi Purpose Co-operative Society for at least 3 years
- vii. Shall be a signatory to the accounts of the Cooperative Society
- viii. Shall be a professional with proven business acumen and not less than 12 years experience
- ix. Shall carry out any other duties assigned to him by the National Executive Council.

19.21 **THE HEALTH SERVICES SECRETARY**

- i. Shall be the Chairman of the Health Services Committee, preside over its affairs and meetings and generally coordinate the Committee to assist in the effective discharge of his duties including developing, updating and executing a Health Services Policy for the Society
- ii. Shall be responsible for all health related issues of members and shall co-ordinate the formulation and execution of appropriate policies, guidelines and programmes to promote the healthy state of well being of members, and where necessary, non members
- iii. Shall coordinate the provision of medical services and awareness training for members during the programmes of the Society
- iv. Shall coordinate the establishment of hospitals and other medical institutions by the society

- v. Shall ensure good relationship and cooperation between the Society and other governmental and non-governmental medical agencies
- vi. Shall represent the NEC in all health related organs, committees, initiatives, societies, organizations etc.
- vii. Shall carry out any other duties as may be prescribed by the Executive Council.
- viii. Shall be a serving or retired health professional with no less than 12 years experience

19.22. THE ECONOMIC EMPOWERMENT SECRETARY

- i. Shall be the Chairman of the Economic Empowerment Committee, preside over its affairs and meetings and generally coordinate the Committee to assist in the effective discharge of his duties including developing, updating and executing an Economic Empowerment Policy for the Society
- ii. Shall be responsible for all economic empowerment and wealth creation related issues of the Society and members, and shall co-ordinate the formulation and execution of appropriate policies and programmes to promote the economic well being and empowerment of members, and where necessary, non-members
- iii. Shall arrange skills building and vocational training programmes for members to build job-readiness skills and improve their suitability for employment
- iv. Shall collaborate with employers, employment agencies and other stakeholders to identify employment opportunities and widely communicate same for members
- v. Shall facilitate the provision of financial support, interest free loans, economic grants and investment support to members within the limits of the resources of the Society
- vi. Shall carry out any other duties assigned to him by the National Executive Council.

19.23. THE CHIEF MISSIONER

- (i) Shall be the Chairman of the National Mission Board and guide the board towards the achievement of its stated programmes and activities
- (ii) Shall be a member of the National Executive Council.
- (iii) Shall coordinate the activities of Missioners at all levels
- (iv) Shall be responsible and accountable for the promotion of the spiritual development of the members of the Society
- (v) Shall give leadership and direction towards the attainment of the aims and objectives of the society through the National Mission Board.
- (vi) Shall ensure proper conduct of the society's Islamic activities.
- (vii) Shall be a qualified graduate of any recognized higher educational institution and must also have relevant Islamic Studies qualifications as stated in the Guidelines of the National Mission Board
- (viii) Shall advise all committees in ensuring that their activities are in accordance with the provisions of Articles 3, 4 and 5 of this constitution and not at variance with Qu'ranic injunctions and the Sunnah of the Holy Prophet (SAW).
- (ix) Shall lead the National Mission Board to develop, update, execute and monitor compliance to the Da'wah Plan and Mission Board Guidelines of the Society
- (x) Shall develop a schedule of visitation of National Missioners to branches and obtain the approval of the National Executive before implementing the schedule

24. THREE EX-OFFICIO MEMBERS

There shall be three ex-officio members who shall perform specific duties, which from time to time, shall be assigned to them by the National Executive Council.

ARTICLE 20) DUTIES OF THE MEMBERS OF THE ZONAL EXECUTIVE COUNCIL

1. All Zonal executives members shall perform at the zonal level all such functions as being performed by the holder of similar portfolio at the National Level and all reference to **NATIONAL OR HEADQUARTERS** shall be construed to mean **ZONE** or **ZONAL** in case of the Zonal Executives.
2. All aspirants to any Zonal Executive Committee must be a reputable professional or businessman of not less than 10 years experience.

ARTICLE 21) BRANCHES

1. It shall be lawful for the society to establish branches in any part of Nigeria or other countries.
2. A branch of the society is one that has been duly inaugurated, registered and issued with a certificate of recognition by the National Secretariat. The certificate of recognition shall be signed by the President, The Chief Missioner, General Secretary, and Chairman of Board of Trustees of NASFAT
3. Prior to inauguration such congregation of members shall be referred to as NASFAT Group
4. A branch or group of the Society wherever located in or outside of Nigeria shall remain a subset of NASFAT and shall abide by the provisions of this Constitution and other rules made by the National Executive Council
5. All branches and group shall comply with the provisions of the Branch Formation and Management Guidelines as formulated and updated from time to time by the Zonal/Branch Coordinating Committee and approved by the National Executive Council
6. Branches shall not embark on any capital project, sign any legal agreement with any third party, accept any grant, incur any debt whatsoever or engage in any mortgage arrangement with any individual, company or financial institution without prior written approval of the National Executive Council.
7. Branches shall collect and disburse their own funds subject to the provisions of this constitution, PROVIDED ALWAYS that it shall be mandatory for each branch to remit to the Headquarters a percentage of its monthly collections/income and any other levies/funds as may be determined from time to time by the National Executive Council.
8. Branches shall RESPECT ALL the provisions of this constitution and associated directives of the Zonal Executive Council and National Executive Council
9. The Branch Elders Council shall be constituted by the Branch Executive Council upon consultation with the Branch Missioner
10. The Branch Missioner shall be employed by the Society upon the recommendation of the National Mission Board.
11. All branches outside Nigeria shall be bound by the provisions of this constitution, the Code of Conduct of the Society and all lawful directives of the World Head-quarters, in addition
 - i. Their appointed officials SHALL be legal residents of the offshore country
 - ii. The titles and registration of the Society in the offshore country shall be owned by and be vested in the World Head Quarters as stated in Article 2 of this Constitution
 - iii. They SHALL refer to the World Headquarters of the Society as their parent body in their constitution (if any) and from which they are an offshoot and, so, to which they are a branch thereof
 - iv. Shall adopt this Constitution, and if not legally possible, their constitution should not be in any material breach (if any) of this Constitution and such changes are to be formally approved by the National Executive Council
 - v. Their Board of Trustees (if any) is to be composed of members approved by the National Executive Council and is to be chaired by a representative of the Nigeria's Board of Trustees

ARTICLE 22) SELECTION AND APPOINTMENT INTO THE BRANCH EXECUTIVE COUNCIL

The appointment of the members of the Branch Executive Council (BEC) shall be made according to the following:

- i. For a new group, there shall be a Selection Committee (SHURAH) to be formed by the Zonal Executive Council and to be constituted of two (2) members of the Zonal Executive Council, two members of the (2) Zonal Mission Board and 5 (five) members from the group as appointed by the ZEC; WHILE for an existing group or branch changing its Branch Executive Council (BEC), the outgoing Branch Executive Council shall seek the approval of the Zonal Executive Council to initiate the formation of a Selection Committee (Shurah) not later than 3 months to the completion of its tenure, and such Selection Committee is to be constituted of 2 (two) members each of the Zonal Executive Council, the outgoing BEC and the Branch Mission Board and five (5) general members from the branch or group as appointed by the ZEC.
- ii. The appointment of members into the BEC shall be conducted by the Shurah Committee through the consensus approach but subject to the ratification of the National Executive Council
- iii. There shall be selection into the BEC every two years. The selection of officers into the BEC of all branches within a zone of the Society shall be done at the same period
- iv. The National Executive Council shall consider the report of the Shurah Committee and shall call for and consider any other relevant reports including profile/credentials and security report of the recommended members to enable it carefully consider their fitness and appropriateness for selection as members of the Branch Executive Council
- v. The selected BEC members shall be sworn into office by the ZEC and Zonal Missioner not later than 4 weeks from the expiration of the tenure of the outgoing executive, subject to a confirmation of the selection exercise by the National Executive Council.

ARTICLE 23) DUTIES OF THE BRANCH EXECUTIVE OFFICERS

1. All Branch executives shall perform at the branch level all such functions as being performed by the holder of similar portfolio at the Zonal Level and all reference to **NATIONAL, HEADQUARTERS OR ZONE** shall be construed to mean **BRANCH** or **GROUP** in case of the Branch/Group Executives.
2. All aspirants to the Branch Executive Committee must be a reputable professional or businessman of not less than 7 years experience.

22 . THE BRANCH MISSIONER

- (i) The Branch Missioner shall be the Chairman of the Branch Mission Board and shall guide the board towards the achievement of its stated programmes and activities in compliance with the guidelines set by the Chief Missioner, National Mission Board or National Executive Council
- (ii) Shall be a member of the Branch Executive Council.
- (iii) Shall be a qualified graduate of any recognized higher educational institution and must also have relevant Islamic Studies qualifications as stated by the National Mission Board
- (iv) Shall coordinate the activities of all Missioners at the branch in compliance with the guidelines set by the Chief Missioner and National Mission Board
- (v) Shall give leadership and direction towards the attainment of the aims and objectives of the society within the Branch through the Branch Mission Board.
- (vi) Shall ensure proper conduct of the society's Islamic activities in the branch

- (vii) Shall advise the Branch Executive Council and all organs of the Society in the Branch in ensuring that their activities are in accordance with the provisions of Articles 3, 4 and 5 of this constitution and not at variance with Qu'ranic injunctions and the Sunnah of the Holy Prophet (SAW).
- (viii) Shall carry out any other duties that may be assigned to him by the Chairman and the Branch Executive Council.

23. **EX-OFFICIO MEMBERS**

There shall be three ex-officio members who shall perform specific duties, which from time to time, shall be assigned to them by the Branch Executive Council.

ARTICLE 24) BRANCH COUNCIL OF ELDERS

- (i) Each Branch shall have a Council of Elders comprised of all former Branch Chairmen and former Branch Women Affairs Secretaries and at most fifteen (15) other elderly members of the branch. Not less than one third of the council shall be female members.
- (ii) The Council is opened to active, registered and financial male and female members who have attained the age of 45 (forty five) years and above, with minimum of two (2) years membership of the society
- (iii) Any member of the branch can be appointed to the Branch Council of Elders on the recommendation of any of the Branch Executive Council, the Branch Mission Board and the Branch Council of Elders subject to ratification of the joint meeting of these three (3) organs of the Society at the branch level
- (iv) The Council shall have such powers, authorities and perform such functions as may be prescribed for the National Council of Elders.

ARTICLE 25) THE BRANCH MISSION BOARD.

There shall be established in every branch a Branch Mission Board consisting of the Branch Missioner and at most 4 (four) Assistant Branch Missioners who shall be assigned specific duties by the Branch Missioner

- (i) Membership of the Board shall be in accordance with the provisions of the Guidelines issued by the National Mission Board
- (ii) The Branch Mission Board shall execute Islamic and Arabic education programmes for the general members of the society in the branch in compliance with the guidelines set by the National Mission Board
- (iii) Shall seek the approval of the Zonal Mission Board for any spiritual programme to be done by the branch, apart from the normal Sunday *asalatu* session
- (iv) The Branch Mission Board shall appoint other officers from amongst its members as it deems necessary in accordance with the Guidelines issued by the National Mission Board
- (v) The Branch Mission Board shall prepare and submit a quarterly report of its activities and of other spiritual programmes to the Branch Executive Council

ARTICLE 26) DISQUALIFICATION AND REMOVAL OF OFFICERS

1. A person shall not be qualified to hold an office or act in any official capacity in the society if :
 - (i) he is less than 30 years of age;
 - (ii) he is a person of unsound mind having been so found by a team of qualified medical experts
 - (iii) he is an undischarged bankrupt;

- (iv) he has been indicted or convicted of a criminal offence, an offence involving fraud or dishonesty within five years of his proposed appointment;
 - (v) he has been found guilty of any act of immorality, sexual or otherwise, by any competent authority
 - (vi) ceases to be a member of NASFAT Society or ceases to share the ideals, objectives and aspirations of the Society
 - (vii) he does not display thorough knowledge of the objectives and programmes of the Society
2. All officers of the Society are to avoid situations of conflict of interest, abuse of office and corrupt enrichment in the discharge of their duties
 3. Any officer found guilty of any offence involving fraud, dishonesty, corruption, abuse of office, immorality, proven incompetence and dereliction of duties, proven gross misconduct and other acts of misdemeanor and recommended for removal by the Disciplinary Committee of the Society shall be removed from office immediately upon ratification of such recommendation by the appropriate organ of the Society.
 4. An officer for the purpose of this Article shall mean any appointed member of any organ, committee or sub-committee of the Society.

SECTION 5.

ARTICLE 27) COMMITTEES

1. The Society shall have the following standing Committees and such other Committees as may be determined by the National Executive Council from time to time for the smooth and effective running of the Society or to assist it or any officer in the discharge of its/his duties AND may provide such funds and/or secretarial assistance as may be required to fulfill the duties of such committees:
 - (i) Planning and Strategic Committee.
 - (ii) Education Committee.
 - (iii) Finance Committee.
 - (iv) Legal Committee.
 - (v) Disciplinary Committee
 - (vi) Business Committee.
 - (vii) Projects Committee.
 - (viii) Security Committee
 - (ix) Zone/Branch Coordinating Committee
 - (x) Women Management Committee
 - (xi) Children Affairs Committee
 - (xii) Public Relations Committee
 - (xiii) Welfare Committee
 - (xiv) Counseling Committee
 - (xv) Zakat Committee
 - (xvi) Membership Committee
 - (xvii)** Economic Empowerment Committee
 - (xviii)** Health Services Committee
 - (xix)** Audit Committee
 - (xx) The Youth Wing Management Committee
 - (xxi) The Cooperative Society Management Committee
2. The Committees shall be formed at the National Headquarter, Zones/Branches and Groups of the Society except the following Committees which shall reside only at the Head Quarters:

- a. Planning and Strategic Committee
 - b. Zone/Branch Coordinating Committee
3. Each of the National Committees shall co-ordinate the activities of the related Zonal and Branch Committee in the Zones, Branches and Groups of the Society in compliance with guidelines set by the National Executive Council
 4. The composition, function and tenure of any Committee shall be as specified by the National Executive Council PROVIDED that all such Committees shall stand dissolved at the expiration of the tenure of the current Council UNLESS their appointment is specifically renewed by the succeeding Council.
 5. Deliberate efforts shall be made to ensure that all committees reflect the spread and dispersed membership of the Society PROVIDED that all such Committees shall be composed of competent and committed members who are willing and able to serve the Society conscientiously.

ARTICLE 28) FUNCTIONS OF COMMITTEES

1. PLANNING AND STRATEGIC COMMITTEE

- i. The committee shall be the think-tank of the Society and shall be responsible for developing the Corporate Strategy of the Society, monitoring its execution by various organs of the Society; and updating the Strategy from time-to-time to respond to changes in the environment.
- ii. The Committee shall be responsible for the planning of the society's periodic strategic retreats
- iii. The Committee shall assist the 1st Vice President in the discharge of his duties as stated in this Constitution
- iv. The Committee shall also carry out any other assignment specifically referred to it by the National Executive Council or the 1st Vice President
- v. Shall meet at least once in every two (2) months and shall have the powers to appoint its officials, including vice-chairman and secretary, by the consensus of its members
- vi. Shall provide formal written quarterly report of its activities to the Executive Council
- vii. The committee shall consist of not less than thirteen (13) members to be headed by the 1st Vice-President, at least one (1) and at most five (5) of which of shall be women.

2. EDUCATION COMMITTEE

- i. The committee shall consist of not less than 13 (thirteen) members to be headed by the Education Secretary, at least one (1) and at most five (5) of which of shall be women.
- ii. The Committee shall make recommendations on educational matters through its Chairman to the Executive Council.
- iii. The Committee shall monitor the quality and relevance of lectures to be delivered by the Mission Board and invited speakers.
- iv. The committee shall be responsible for the contents and the quality of the Educational programs during the Asalatu for all cadre of membership and those for the use of all educational institutions established by NASFAT
- v. The Committee shall, in conjunction with the National Mission Board, be responsible for the development and training and re-training programme of the Mission Board members. The Committee shall be responsible for development, review and execution of the educational policy of the society. The Committee shall ensure that the Board of Governor of all institutions owned by the society at any level includes a representative of the National Executive Council The Committee shall meet at least once in every two (2) months and shall have the powers to appoint its officials, including vice-chairman and secretary, by the consensus of its members
- ix. The Committee shall provide formal written quarterly report of its activities to the Executive Council

- x. The Committee shall assist the Education Secretary in the discharge of his duties as stated in this Constitution. The Committee shall also carry out any other assignment specifically referred to it by the National Executive Council or the Education Secretary

3. FINANCE COMMITTEE

- (i) The Financial Secretary shall be the chairman of the committee.
- (ii) The Committee shall consist of not less than 13 (thirteen) members, at least one (1) or at most five (5) of which shall be women.
- (iii) The Committee shall assist the Finance Secretary in the discharge of his duties as stated in this Constitution including fund raising and collection of funds during programmes organized by the Society
- (iv) The Committee shall also carry out any other assignment specifically referred to it by the National Executive Council or the Finance Secretary
- (v) The Committee shall have the powers to summon any officer of the society or member of a committee to clarify any issues as regards revenue and expenditure of the society.
- (vi) Shall meet at least once in every two (2) months and shall have the powers to appoint its officers, including secretary, by the consensus of its members
- (vii) Shall provide formal written quarterly report of its activities to the Executive Council
- (viii) Shall co-opt other members of the Society to assist with its activities, especially collection of funds during the programmes of the Society

4. WELFARE COMMITTEE

- (i) The committee shall consist of not less than 13 (thirteen) members to be headed by the Welfare Secretary, at most seven (7) of which shall be women.
- (ii) The Committee shall be responsible for all Welfare related activities of the Society.
- (iii) The Committee shall coordinate all social activities of the Society and ensure the availability of requisite resources
- (iv) The Committee shall coordinate all social responsibility initiatives of the Society including charity visitations
- (v) Shall develop and update the Administrative Guidelines for Welfare Activities of the Society
- (vi) Shall design and execute programs to promote the welfare of members and non-members of the Society within the limits of available resources
- (vii) Shall coordinate all social or religious programs to which the Society is invited and shall promptly inform the Mission Board and any other relevant organ of the society of such invitation.
- (viii) Shall collaborate on behalf of the society with other welfare related organisations.
- (ix) Shall meet at least once in every two (2) months and shall have the powers to appoint its officials, including vice-chairman and secretary, by the consensus of its members
- (x) Shall provide formal written quarterly report of its activities to the Executive Council
- (xi) The Committee shall assist the Welfare Secretary in the discharge of his duties as stated in this Constitution
- (xii) The Committee shall also carry out any other assignment specifically referred to it by the Executive Council or the Welfare Secretary

5 DISCIPLINARY COMMITTEE

- (i) The Committee shall consist of 7 (seven) members, at most three (3) of which shall be women.

- (ii) The Chairman of this Committee shall be appointed by the members of the Committee through consensus.
- (iii) Membership of this Committee must include a qualified lawyer, the Security Secretary and a member of the Mission Board.
- (iv) Shall be fair and just in its judgment on all issues brought before it.
- (v) Shall ensure strict compliance with the injunctions of the Glorious Qu'ran, Sunnah of the Prophet, the provisions of this constitution, the Code of Conduct of the Society and other rules and regulations as issued by the Executive Council.
- (vi) Shall recommend any erring member of the society for necessary disciplinary action according to the injunctions of the Glorious Qu'ran, Sunnah of the Prophet, the provisions of this constitution and the Code of Conduct, and other rules and regulations as issued by the Executive Council and such punishment shall be subject to the approval of the Executive Council
- (vii) Shall have the powers to appoint its officials, including vice-chairman and secretary, by the consensus of its members
- (viii) Shall provide formal written report of its activities to the Executive Council
- (ix) Appeal shall be made within 14 (fourteen) days after ratification of the judgment to the Board of Trustees.

6. **BUSINESS COMMITTEE:**

- (i) The Committee shall be headed by the Business Secretary.
- (ii) The Committee shall consist of 13 (thirteen) members, at least one (1) and at most five (5) of which shall be women. The members must be people of proven integrity and must be good managers of resources.
- (iii) The Committee shall make proposals and seek approval of the Executive Council before undertaking any investment.
- (iv) All contractual dealings entered into or likely to be entered into or had been entered into shall be referred to the Legal Secretary for review, advice or approval. Provided that no contract shall be entered into and or ratified without the approval of the Legal Secretary.
- (v) The Committee shall render quarterly returns of all its business dealings and activities to the Internal Audit Secretary who shall make his own report available to the Executive Council.
- (vi) Shall meet at least once in every two (2) months and shall have the powers to appoint its officials, including vice-chairman and secretary, by the consensus of its members
- (vii) The Committee shall make formal quarterly reports of its activities including financial statements to the Executive Council.
- (viii) The Committee shall assist the Business Secretary in the discharge of his duties as stated in this Constitution
- (ix) The Committee shall also carry out any other assignment specifically referred to it by the Executive Council or the Business Secretary

7. **THE PROJECTS COMMITTEE**

- (i) Shall be responsible for the management and maintenance of all physical and infrastructural development projects of the Society.
- (ii) Shall advise the National Executive Council in respect of proposals on acquisition of lands and other properties.
- (iii) Shall co-ordinate and supervise the building of Mosques, Schools and other projects of the Society.
- (iv) The Committee shall consist of not less than (13) thirteen members, at most five (5) of which shall be women who shall be qualified professionals

- in Architecture, Engineering, Surveying, Law and other related professions.
- (v) The Projects Secretary shall be the Chairman of the Committee. Shall meet at least once in every two (2) months and shall have the powers to appoint its officials, including vice-chairman and secretary, by the consensus of its members
- (vii) Shall provide formal written quarterly report of its activities to the Executive Council. The Committee shall assist the Project Secretary in the discharge of his duties as stated in this Constitution
- (ix) The Committee shall have the powers to co-opt other professionals to assist with the discharge of the duties of the Committee
- (x) The Committee shall also carry out any other assignment specifically referred to it by the Executive Council or the Project Secretary

8.

ZONE/BRANCH COORDINATING COMMITTEE

- (i) Shall be made up of not less than (13) thirteen members, at most five (5) of which shall be women and shall be headed by the 2nd Vice President; while the Assistant General Secretary shall be the Secretary to the Committee
- (ii) Shall formulate policies and guidelines for the formation and effective coordination of all branches of the society;
- (iii) Shall maintain a register of all zones, branches and groups of the Society worldwide and their Executive Councils
- (iv) Shall be the link between the Headquarters and the zones and the branches;
- (v) Shall advise the National Executive Council on matters affecting branch formation and general branch management
- (vi) Shall recommend, for the approval of the National Executive Council, branches for creation, inauguration or dissolution.
- (vii) Shall meet at least once in every two (2) months
- (viii) Shall perform any other duties as circumstances may warrant in the interest of the society and its members generally
- (ix) Shall provide formal written quarterly report of its activities to the Executive Council
- (x) The Committee shall assist the 2nd Vice President in the discharge of his duties as stated in this Constitution
- (xi) The Committee shall also carry out any other assignment specifically referred to it by the Executive Council or the 2nd Vice President

9. **LEGAL COMMITTEE**

- i. Shall be made up of not less than thirteen (13) members, all of whom must be lawyers and at most five (5) of which must be women and shall be headed by the Legal Secretary.
- ii. Shall ensure that all activities of the Society are in consonance with Islamic injunctions and laws of the land.
- iii. The Committee shall assist the Legal Secretary in the discharge of his duties as stated in this Constitution
- iv. The Committee shall also carry out any other assignment specifically referred to it by the Executive Council or the Legal Secretary
- v. Shall keep the society abreast of current developments in the legal world as it affects the society
- vi. Shall provide Legal Aid to members and non-members of the society within the limits of the resources available to it
- vii. Shall ensure that all legal matters affecting the society or any of its committees are in accordance with the provisions of this constitution and the laws of Nigeria.

- viii. Shall perform any other duties as circumstances may warrant in the interest of the society and its members generally.
- ix. Shall meet at least once in every two (2) months and shall have the powers to appoint its officials, including vice-chairman and secretary, by the consensus of its members
- x. Shall provide formal written quarterly report of its activities to the Executive Council
- xi. Shall co-opt other Lawyers and members of the Society to assist with the discharge of the duties of the Committee

10. **SECURITY COMMITTEE**

- i. Shall be made up of not less than thirteen (13) members, all of whom must be serving or retired members of the Armed Forces, Police or other Security Operatives and at most five (5) of which must be women and shall be headed by the Security Secretary.
- ii. The Committee shall assist the Security Secretary in the discharge of his duties as stated in this Constitution
- iii. The Committee shall also carry out any other assignment specifically referred to it by the Executive Council or the Security Secretary
- iv. Shall control traffic and ensure the safety of members and properties of the Society during any programme of the Society
- v. Shall meet at least once in every two (2) months and shall have the powers to appoint its officials, including vice-chairman and secretary, by the consensus of its members
- vi. Shall perform any other duties as circumstances may warrant in the interest of the society and its members generally including setting up emergency response teams and providing security awareness training to members of the Society
- vii. Shall provide formal written quarterly report of its activities to the Executive Council
- viii. Shall co-opt other members of the Society and members of the Nigerian Police Force and other Security Agencies to assist with the provision of Security Services as at when required during any programme of the Society

11. **WOMEN MANAGEMENT COMMITTEE**

- i. Shall be made up of not less than thirteen (13) members, all of whom must be married women or widow, and shall be headed by the Women Affairs Secretary.
- ii. The Committee shall assist the Women Affairs Secretary in the discharge of her duties as stated in this Constitution including planning the Annual Women's Week
- iii. The Committee shall also carry out any other assignment specifically referred to it by the Executive Council or the Women Affairs Secretary
- iv. Shall meet at least once in every two (2) months and shall have the powers to appoint its officials, including vice-chairman and secretary, by the consensus of its members
- v. Shall provide formal written quarterly report of its activities to the Executive Council
- vi. Shall perform any other duties as circumstances may warrant in the interest of the society and its members generally.
- vii. Shall co-opt other members of the Society to assist with the duties of the Committee as and at when required

12. **CHILDREN AFFAIRS COMMITTEE**

- i. Shall be made up of not less than thirteen (13) members, all of whom must be married or widowed, and at most eleven (11) of which must be women and shall be headed by the Children Affairs Secretary.
- ii. The Committee shall assist the Children Affairs Secretary in the discharge of her duties as stated in this Constitution including arranging for vocational/skills building training, medical and para-military training, picnics and camping for members' children
- iii. The Committee shall also carry out any other assignment specifically referred to it by the Executive Council or the Children Affairs Secretary
- iv. Shall provide formal written quarterly report of its activities to the Executive Council
- v. Shall co-opt other members of the Society to assist with the duties of the Committee as and at when required

12. **PUBLIC RELATIONS COMMITTEE**

- i. Shall be made up of not less than thirteen (13) members, all of whom must be media or public relations practitioners and at most five (5) of which must be women and shall be headed by the Public Relations Secretary.
- ii. The Committee shall assist the Public Relations Secretary in the discharge of his duties as stated in this Constitution including vetting all publications to be released by the Society
- iii. Shall meet at least once in every two (2) months and shall have the powers to appoint its officials, including vice-chairman and secretary, by the consensus of its members
- iv. Shall provide formal written quarterly report of its activities to the Executive Council
- v. The Committee shall also carry out any other assignment specifically referred to it by the Executive Council or the Public Relations Secretary
- vi. Shall co-opt other members of the Society to assist with the duties of the Committee as and at when required

14. **COUNSELLING COMMITTEE**

- i. Shall be made up of not less than thirteen (13) members, all of whom must be married or widowed, and at most nine (9) of which must be women and shall be headed by an Ex-Officio Member of the Executive Council
- ii. The Committee shall be responsible for the provision of Guidance, Counseling and Mentoring services to members of the Society
- iii. The Committee shall provide Counseling services to the male and female members of the Society who have signified their intention to marry each other
- iv. The Committee shall develop guidelines for the provision of its services which shall be approved by the National Executive Council
- v. The Committee shall also carry out any other assignment specifically referred to it by the Executive Council
- vi. Shall meet at least once in every two (2) months and shall have the powers to appoint its officials, including vice-chairman and secretary, by the consensus of its members
- vii. Shall provide formal written quarterly report of its activities to the Executive Council
- viii. Shall co-opt other members of the Society to assist with the duties of the Committee as and at when required

15 **ZAKAT COMMITTEE**

- (i) The Committee shall consist of not less than 13 (thirteen) members, at most five (5) of which shall be women.
- (ii) The Chairman of this Committee shall be appointed by the members of the Committee through consensus

- (iii) Membership of this Committee must include a member of the Cooperative Society, the Public Relations Committee, Women Management Committee and the Mission Board
- (iv) Shall be responsible for the collections and administration of Zakat within its geographical coverage based on Qu'ranic injunctions
- (v) Shall be fair and just in its duties and shall ensure strict compliance with the injunctions of the Holy Qu'ran, Sunnah of the Prophet, provision of this constitution and other regulations as issued by the Executive Council in the discharge of its duties
- (vi) Shall work with the Education, Empowerment, Welfare and other Committees to provide scholarship grants, empowerment grants and welfare assistance to deserving members within the limits of its resources
- (vii) Shall meet at least once in every two (2) months and shall have the powers to appoint its officials, including vice-chairman and secretary, by the consensus of its members
- (viii) Shall provide formal written quarterly report of its activities to the Executive Council

16. **MEMBERSHIP COMMITTEE**

- i. Shall be made up of not less than thirteen (13) members, and at most five (5) of which must be women and shall be headed by the Membership Secretary.
- ii. The Committee shall assist the Membership Secretary in the discharge of his duties as stated in this Constitution
- iii. The Committee shall also carry out any other assignment specifically referred to it by the Executive Council or the Membership Secretary
- iv. Shall meet at least once in every two (2) months and shall have the powers to appoint its officials, including vice-chairman and secretary, by the consensus of its members
- v. Shall provide formal written quarterly report of its activities to the Executive Council
- vi. Shall have co-opt powers to other members of the Society to assist with the duties of the Committee as and at when required

17. **ECONOMIC EMPOWERMENT COMMITTEE**

- i. Shall be made up of not less than thirteen (13) members, and at most eight (8) of which must be women and shall be headed by the Economic Empowerment Secretary.
- ii. The Committee shall assist the Economic Empowerment Secretary in the discharge of his duties as stated in this Constitution
- iii. The Committee shall also carry out any other assignment specifically referred to it by the Executive Council or the Economic Empowerment Secretary
- iv. Shall meet at least once in every two (2) months and shall have the powers to appoint its officials, including vice-chairman and secretary, by the consensus of its members
- v. Shall provide formal written quarterly report of its activities to the Executive Council
- vi. Shall co-opt other members of the Society to assist with the duties of the Committee as and at when required

18. **HEALTH SERVICES COMMITTEE**

- i. Shall be made up of not less than thirteen (13) members all of whom shall be retired or serving health and medical practitioners, and at most eight (8) of which must be women and shall be headed by the Health Services Secretary.
- ii. The Committee shall assist the Health Services Secretary in the discharge of his duties as stated in this Constitution including providing medical services to members and non-

- members during the programmes of the Society and within the limits of the resources available to it
- iii. The Committee shall also carry out any other assignment specifically referred to it by the Executive Council or the Health Services Secretary including providing medical awareness training for members
- iv. Shall meet at least once in every two (2) months and shall have the powers to appoint its officials, including vice-chairman and secretary, by the consensus of its members
- v. Shall provide formal written quarterly report of its activities to the Executive Council
- vi. Shall co-opt other members of the Society to assist with the duties of the Committee as and at when required

19. **AUDIT COMMITTEE**

- i. Shall be made up of not less than thirteen (13) members all of whom shall be retired or serving chartered accountants and auditors, and at most five (5) of which must be women and shall be headed by the Audit Secretary.
- ii. The Committee shall assist the Audit Secretary in the discharge of his duties as stated in this Constitution
- iii. The Committee shall also carry out any other assignment specifically referred to it by the Executive Council or the Audit Secretary
- iv. Shall meet at least once in every two (2) months and shall have the powers to appoint its officials, including vice-chairman and secretary, by the consensus of its members
- v. Shall provide formal written quarterly report of its activities to the Executive Council
- vi. Shall have the powers to co-opt other members of the Society to assist with the duties of the Committee as and at when required

20. **COOPERATIVE SOCIETY MANAGEMENT COMMITTEE**

- i. Shall be made up of not less than thirteen (13) members, and at most five (5) of which must be women and shall be headed by the Cooperative Secretary.
- ii. The Committee shall assist the Cooperative Secretary in the discharge of his duties as stated in this Constitution
- iii. The Committee shall also carry out any other assignment specifically referred to it by the Executive Council or the Cooperative Secretary
- iv. Shall be responsible for the operations of the Cooperative Society at the Asalatu ground (head quarters or branch)
- v. Shall meet at least once in every two (2) months and shall have the powers to appoint its officials, including vice-chairman and secretary, by the consensus of its members
- vi. Shall provide formal written quarterly report of its activities to the Executive Council
- vii. Shall co-opt other members of the Society to assist with the duties of the Committee as and at when required

21. **YOUTH WING MANAGEMENT COMMITTEE**

- i. Shall be made up of not less than thirteen (13) members all of whom shall be less than 40 years, and at most five (5) of which must be women and shall be headed by the Youth Secretary.
- ii. The Committee shall assist the Youth Secretary in the discharge of his duties as stated in this Constitution
- iii. The Committee shall coordinate the programmes of the Youth Wing as stated in the approved Administrative Guidelines for the Youth Wing

- iv. The Committee shall also carry out any other assignment specifically referred to it by the Executive Council or the Youth Secretary
 - v. Shall meet at least once in every two (2) months and shall have the powers to appoint its officials, including vice-chairman and secretary, by the consensus of its members
 - vi. Shall provide formal written quarterly report of its activities to the Executive Council
 - vii. Shall co-opt other members of the Society to assist with the duties of the Committee as and at when required
22. Other Ad-hoc Committees, including the Tripartite Committee, can be created as and at when required to fulfill specific purposes. The functions of these other Committees shall be determined by the Executive Council. Membership of such Committees shall, as much as practicable, not exceed (13) thirteen.

SECTION 6

ARTICLE 29) ASALATU AND TAHAJUD

There shall be regular *Asalatu, Tahajud* and other programmes as may be approved by the National Executive Committee upon the recommendation of the National Mission Board.

ASALATU

- (i). *Asalatu* shall be one of the spiritual gatherings and programmes of the Society.
- (ii). It shall be held in the morning of every Sunday.
- (iii). At the Headquarters it shall be presided over by the Chief Missioner or his deputy or any member of the National Mission Board, while the Branch Missioner, his Assistant or a nominated Missioner shall preside at the Branch.
- (iv). The conduct of the *Asalatu* programme shall be in compliance with the Guidelines issued by the National Mission Board and approved by the National Executive Council.
- (v). The Prayer Book of the Society and portions of the Holy Qu'ran shall be recited at each *Asalatu* programme
- (vi). Members of the Society shall be encouraged to attend *Asalatu* regularly.

TAHAJUD

- (i). The Society shall hold *Tahajud* prayers during the night of every first and third Fridays of the Month.
- (ii). *Tahajud* prayers can also be organized and held on special occasions or as may be directed by the Mission Board of any branch seeking to hold *Tahajud* programme must seek and obtain approval from the Zonal Executive Council who shall consider the appropriateness and security of the proposed venue amongst other conditions

ARTICLE 30) ISLAMIC FESTIVALS

The Society shall observe and as far as possible hold public functions on celebration of the following Islamic Festivals and such other ceremonies as may be decided by the National Mission Board and approved by the National Executive Council.

1. *Muharram/Hijrah* (New Year)
2. *Id-ul-Fitr*

3. *Id-ul-Adha*
4. *Laylatu – ul – Qadar*

SECTION 7

ARTICLE 31) BANK ACCOUNTS AND WITHDRAWALS

- (i) The Society shall have Bank Accounts with such reputable Banks and Other Financial Institutions as may be recommended by the National Financial Secretary and approved/ appointed by the National Executive Council.
- (ii) The National Finance Secretary in conjunction with the National Treasurer shall periodically review the status of the Financial Industry and specifically the relationship of the Society with the appointed financial institutions and appraise the National Executive Council of the strategic and operational health of these institutions including a recommendation on the continuation or winding down of each banking relationship with a view to protecting the financial assets of the Society with these financial institutions.
- (iii) Bank accounts of all organs, zones, branches, groups or committees of the Society SHALL be maintained ONLY in the Banks and Other Financial Institutions designated by the National Executive Council.
- (iv) All bank accounts of the Society including those of the branches, committees and zones shall be in the name of the Society, Nasrul-Lahi-I-Society of Nigeria (NASFAT), and No any bank account shall be opened in the name of the Society without the resolution of the Board of Trustees authorizing the opening of such account and appointing signatories to the accounts.

ARTICLE 32) FINANCE AND FINANCIAL CONTROLS

- (i) The finance of the Society shall be sourced through various means such as
 - a. membership contributions,
 - b. annual contributions by branches and groups which limit will be as fixed by the National Executive Council
 - c. levies imposed on branches, groups and members
 - d. aids, grants, donations, zakat and endowments by members and non-members
 - e. interest-free loan from members, non-members, financial institutions etc.
 - f. royalty, income, profit and dividend from other *halal* ventures embarked upon by the Society
 - g. any other *halal* means as approved by the National Executive Council
- (ii) Members are expected to meet their financial obligations to the Society as and when due. Any member, group or branch not meeting up to the required financial obligations shall be made to pay-up all outstanding obligations and also have its case reviewed for other appropriate disciplinary measures as stipulated in the Code of Conduct and approved Financial Guidelines of the Society
- (iii) All financial transactions shall be in accordance with the approved Financial Guidelines of the Society including expenditure authority limits and budgetary provisions
- (iv) All monies belonging to the Society shall be kept in its name with such Banks as the National Executive Council may appoint as stated in Article 31
- (v) The accounts of the Cooperative Society, Business Committee and Zakat Committee shall be kept separate in financial institutions from that of the main account(s) of the Branch, Group, Zone or National Head Quarters
- (vi) Signatories to all society accounts shall be as provided for in the Constitution and approved Financial Guidelines of the Society.
- (vii) All disbursements of the Society's money shall be approved by appropriate authorities and signatories

- (viii) For the purpose of withdrawal of cash from the Society's bank account, the President and the Financial Secretary (Head Quarters) or Chairman and Financial Secretary (Zone, Branch); and any 2 of the signatories listed in this Constitution are empowered to sign; and in the absence of the President or Chairman, any 2 signatories signing jointly
- (ix) All monies collected for and on behalf of the Society by any official or member of the Society shall be immediately given to the Treasurer for onward deposit with the designated financial institution(s)
- (x) The Treasurer shall acknowledge receipt of such monies and financial instruments given to him and shall deposit such monies in the Society's Bank Accounts not later than 48 hours after the receipt of such monies. The evidence of lodgment should be handed over to the Financial Secretary within 24 hours thereafter.
- (xi) All withdrawals from the accounts of the Society above a certain limit/amount shall be made via Cheque, This limit will be as approved by the National Executive Council in the approved Financial Guidelines of the Society
- (xii) All capital expenditure above a certain limit as approved by the National Executive Council shall be via a transparent, fair and competitive tender process that shall be opened to all technically qualified members and non-members of the Society. Efforts shall be made to ensure a minimum of 3 proposals are considered for each tender while officers of the Society shall openly declare their interest, if any, in any of the bidding companies to avoid a situation of conflict of interest
- (xiii) The financial year of the Society shall be from January to December
- (xiv) The Internal Auditor (National, Zonal or Branch) shall have unfettered access to the books of any organ of the society within its sphere of constitutional influence and shall enjoin the cooperation of all organs, official and members of the Society
- (xv) There shall be appointed, for the Society, External Auditor(s) for the purpose of scrutinizing the financial resources, records and statements of the Society and reporting suitably thereon to the National Executive Council
 - a. The External Auditor(s) shall be appointed from among professionally qualified members by the National Executive Council upon the recommendation of the National Financial Secretary and on such terms and conditions as may be agreed
 - b. The External Auditor(s) shall enjoin the cooperation of all organs, official and members of the Society
 - c. The External Auditor(s) shall hold office for one year and shall be eligible for re-election at the end of his tenure
 - d. The External Auditor(s) shall have powers and unrestricted access to the Society's records, across all organs and levels, as are necessary and reasonable for him to perform his duties

SECTION 8

ARTICLE 33)

OWNERSHIP OF PROPERTIES

- (i) It shall be legal for the Society to own, purchase, lease or rent houses and other landed properties or such properties or materials as may be necessary for the realization of any of the objectives of the Society, and such properties/materials shall be vested in the Registered Trustees of the Society.
- (ii) All properties shall be acquired in the name of NASFAT with the National Headquarters as address and vested in the Board of Trustees in Nigeria, this shall apply to the headquarters and all branches in and outside Nigeria.

ARTICLE 34) FILLING OF VACANCIES

- (1) Whenever any office of the Society becomes vacant, another eligible member shall be immediately appointed in acting capacity by the respective Council
- (2) Upon vacancy in any of the Committees, members of such Committee shall have power to appoint any other member of the Society to fill the vacancy subject to the ratification of the National Executive Council, Zonal Executive Council or Branch Executive Council as appropriate

ARTICLE 35) COMMON SEAL

- (i) The Society shall have a common seal, which shall be in custody of the Secretary of the Board of Trustees who shall produce it whenever the need of it arises.
- (ii) All documents to be executed by the Trustees shall be signed by a majority of them and embossed with the common seal.
- (iii) The design of the common seal shall reflect the logo and mark of the Society.

SECTION 9

ARTICLE 36) AMENDMENT OF CONSTITUTION

- i. Any member intending to introduce a new rule, amend or repeal any existing provision/clause of this constitution SHALL indicate such AMENDMENT by writing to the National Executive Council, through the General Secretary.
- ii. If approved by a consensus of National Executive Council such amendment is then forwarded for endorsement by a consensus of the members present at a duly convened joint meeting of the Board of Trustees, the National Council of Elders, the Zonal Executive Councils and the National Executive Council
- iii. Such endorsement by the joint meeting of the Board of Trustees, the National Council of Elders, the Zonal Executive Councils and the National Executive Council shall be ratified by two-third majority of the members present at a General Conference held specifically for that purpose.

SECTION 10

ARTICLE 37) OFFENCES/DISCIPLINE/CESSATION OF MEMBERSHIP.

- (i) It shall be an offence for any member to voluntarily go against the tenets of Islam including worshipping any other person apart from Allah
- (ii) It shall be an offence for any member to tolerate or engage him/herself in any act of immorality or illegality.
- (iii) It shall be an offence for any member of the Society to drink alcohol or entertain anybody with same at any function organized by the Society.
- (iv) It shall be an offence to dress to a meeting or function of the Society in anyway that violates the mode dictated by the Qu'ran
- (v) It shall be an offence for any member to belong to a secret society/cult or practice magic or occultism.
- (vi) It shall be an offence for any member of the Society to hero-worship, discriminate against Muslim or encourage ostentation
- (vii) It shall be an offence for any member of the Society to use NASFAT for the purpose of partisan politics
- (viii) It shall be an offence for any member of the Society under an oath of office to distort, reveal or divulge official documents, information and deliberations of any organ or committee of the

- Society to third parties unless related to the execution of the decision of the organ or committee of the Society
- (ix) Any member that is convicted of any criminal offence involving dishonesty or murder will be considered for rehabilitation.
 - (x) It shall be an offence for any member to mismanage the affair of the Society, withhold or misappropriate the funds of the Society, or be involved in situations of abuse of office, conflict of interest and corrupt enrichment to the detriment of the Society
 - (xi) Any form of fraud, embezzlement, corrupt enrichment, abuse of office and misappropriation of properties of the Society committed shall be investigated immediately and any officer(s) or member(s) found wanting shall be made to refund such misappropriated funds and other disciplinary measures taken.
 - (xii) It shall be an offence for any member, officer, zone, branch and group of the Society to print, undertake mass copy or reproduce the Prayer Book or any other publication produced by the NASFAT Society without the prior written approval of the National Executive Council
 - (xiii) It shall be an offence for any member, official, zone, branch or group of the Society to add, modify or delete any portion of the Prayer Book of the Society. Any observations on modifications to the Prayer Book should be directed to appropriate officers of the National Mission Board
 - (xiv) It shall be an offence for any member, official, zone, branch or group of the Society to design, develop, setup, launch or maintain a website on the Internet except the World Secretariat
 - (xv) It shall be an offence for any member, officer, zone, branch or group of the Society to organize and issue awards for any member or non-member of the Society without prior written approval of the National Executive Council
 - (xvi) It shall be an offence for any member of the Society to disobey lawful directives of constituted authorities or the provisions of this constitution
 - (xvii) Any member of the Society that commits any of the above mentioned offences or such as listed in the Code of Conduct of the Society or such as were prescribed by the Holy Quran/Hadith and *Sunnah* of the prophet shall be brought before the Disciplinary Committee for appropriate disciplinary measures.
 - (xviii) The President shall have the powers to query any member or officer of the Society who in his opinion has contravened any of the provisions of this Constitution or has committed any act which is inimical to the objectives and rules of the Society PROVIDED that, in the case of the President committing such act, any five members of the National Executive Council shall sign a query to him based on the decision taken at a duly convened meeting of the National Executive Council
 - (xix) The member so queried shall within the time given in the query deliver his response in writing to the President (or the General Secretary in case of the President) who shall table such response before the Disciplinary Committee
 - (xx) The Disciplinary Committee shall investigate the matter and report back to the National Executive Council who in turn shall take appropriate decisions

ARTICLE 38) RESIGNATION OF OFFICERS

- (i) Any appointed or selected official of the Society may resign his seat, office or position in writing to the Executive Council through the General Secretary (National), Zonal Secretary (Zone) or Branch Secretary (Branch) as appropriate. In the case of the Secretary, he shall tender his resignation through the President, Zonal Chairman or Branch Chairman as appropriate.
- (ii) The officer resigning shall give a three (3) months notice before his resignation takes effect if accepted by the Executive Council AND he shall immediately submit a comprehensive report of his official activities as well as surrender all the property of the Society in his possession by virtue of his erstwhile position within 72 hours thereof

ARTICLE 39) COMPLAINTS AND RESOLUTIONS

- i. Any member/members of the Society that has complaint against the Society or any Officer(s) shall notify the Disciplinary Committee in writing, the committee shall look into the matter and resolve it accordingly.
- ii. Where any issue cannot be resolved by members of a particular Committee, such shall be referred to the National Executive Council, and if not yet resolved, shall be further referred to the National Tripartite Committee and finally to the Board of Trustees
- iii. If the complaint is against the Society or the constitution, it shall be considered at the General Conference of the Society and resolve by consensus.
- iv. No member of the society shall, without first referring to the National Executive Council, the Board of Trustees and the General Conference institute a legal action against the society or any of its organs worldwide over the interpretation of this constitution or any part thereof or any of the activities of the society.

SECTION 11

ARTICLE 40) OMNIBUS CLAUSE

- i. Where any issue or matter arise which is not directly or indirectly provided for in this constitution, such issue or matter shall be dealt with at a joint meeting of the Board of Trustees, the National Executive Council, the National Mission Board and the National Council of Elders.
- ii. And when any problem arises as to the correct meaning or interpretation of any word or section of this constitution, such interpretation as may be suggested by the National Legal Secretary to the National Executive Council (after due consultations with relevant statutory books and appropriate Islamic scholars) shall be adopted.
- iii. All references to person in the masculine gender shall include the feminine gender.
- iv. All references to National Positions or Offices or Portfolios (in Nigeria) shall be applicable to and also be for Worldwide to cover all other countries outside Nigeria.
- v. All references to National Secretariat or Head Quarters (in Nigeria) shall be applicable to and also be for Worldwide to cover all other countries outside Nigeria.

ARTICLE (41) SUPREME LAW

The provisions of this Constitution shall have binding force on all organs, administrative zones, branches, groups, committee, officer and members of the Society wherever located, in and outside Nigeria.

The provisions of the Holy Qu'ran and the authentic Sunnah of the prophet Muhammed (PBUH) are supreme over any provisions of this Constitution and where there is any inconsistency between the provisions of this Constitution and that of the Holy Qu'ran and the *Sunnah*, the provisions of the Holy Qu'ran and the authentic *Sunnah* shall prevail and the said provision of this Constitution shall to the extent of the inconsistency be void.

ARTICLE (42) RESTRICTION

Being purely an Islamic Society, no member of the Society is allowed to institute a civil suit or apply to any Court of Law (Except duly constituted Sharia Court of Law), tribunal or arbitration or panel to contest any part or provisions of this constitution. However, all grievance, dissatisfaction, or complaints arising out of the content of or provision of this constitution shall be addressed and resolved amicably as Muslim brothers and sisters. An aggrieved member or group of members shall be allowed (subject to the joint approval or

consent of the NEC, NCOE and BOT) to invite notable Islamic clerics, organization or institutions to assist in resolving whatever grievance or dissatisfaction that may arise.

ARTICLE (43) SAVINGS

Notwithstanding the provisions of any other article of this Constitution, all activities, steps or position taken by the existing officers and organs before the coming into force of this Constitution and/or are hereby taken as regular and appropriate and no such officers or organs shall be personally liable thereof.

ARTICLE (44) CITATION

This constitution may be cited as the “CONSTITUTION OF THE NASRUL – LAHI- L – FATIH SOCIETY OF NIGERIA (NASFAT).”

ARTICLE (45) WINDING UP

- i) The Society may be dissolved and wound up by a motion in that respect being presented at a duly convened General Conference called by the Board of Trustees specifically for this purpose and supported by a consensus of all members in attendance.
- ii) In the event of a winding up of the Society, the remains of the credit and assets of the Society shall after the satisfaction of all debts and liabilities be given or transferred to some other Organisation(s) having objectives similar to the objectives of NASFAT Society
- iii) The Income and Property of the NASFAT Society wheresoever derived shall be applied solely towards the promotion of the objects of the Society as set forth in this Constitution and no portion thereof shall be paid or transferred directly or indirectly, by way of dividend, bonus or otherwise howsoever by way of profit to the members of the Society
- iv) PROVIDED that nothing herein shall prevent the payment, in good faith, of reasonable and proper remuneration to any officer or servant of the Society in return for any service actually rendered to the Society but so that no member of the Management Council shall be appointed to any salaried office of the Society or any office of the Society paid by fees and that no remuneration or other benefit in money or monies shall be given by the NASFAT Society to any member of such Management Council except repayment of out of pocket expenses or reasonable and proper rent for premises demised, or let to the Society provided that the provision last aforesaid shall not apply to any payment of any compensation to a member of the Society which may be a company in which such member shall not hold more than one-hundredth part of the capital, and such members shall not be bound to account for any share or profit he may receive in respect of any such payment
- v) NO ADDITION, alteration or amendment shall be made to or in the Constitution for the time being in force unless the same have been previously submitted to and approved by the Registrar-General of the Corporate Affairs Commission
- vi) If, in the event of a winding-up or dissolution of the Society, there remains, after the satisfaction of all debts and liabilities, any property whatsoever, the same shall not be paid to or distributed among the members of the Society, but shall be given or transferred to some other Organisation(s) having objectives similar to the objectives of the NASFAT Society, and the Organisation(s) are prohibited from distributing it or their income and property amongst its or their members to an extent, at least, as great as it is imposed on the NASFAT Society under or in virtue of the WINDING UP clause hereof, such organization(s) to be determined by the members of the Society at

or before the time of dissolution and insofar as effect cannot be given to the aforesaid provision, then to some charitable object.

ARTICLE (46) ADOPTION

A Special joint meeting of the Board of Trustees, the National Executive Council, the National Mission Board and the National Council of Elders shall be convened for the purpose of adopting this Constitution subject to ratification by the General Conference.

Once adopted, all organs, committees, zones, branches and members of the Society are to immediately align their composition and activities to reflect the provisions of this constitution.

ARTICLE (47) COMMENCEMENT

The provisions of this constitution shall come into force on the day of 2011.

.....
CHAIRMAN
BOARD OF TRUSTEES

.....
PRESIDENT

.....
CHIEF MISSIONER

.....
CHAIRMAN
NATIONAL COUNCIL ELDERS