

**KWARA STATE PHONE, COMPUTER & ACCESSORIES DEALER ASSOCIATION
(KWAPCADA)**

Mott :Unity &Progress

**RAILWAY SHOPPING COMPLEX, MURITALA M/M WAY, ILORIN,
KWARA STATE.**

THE CONSTITUTION OF

**KWARA STATE PHONE, COMPUTER & ACCESSORIES DEALER
ASSOCIATION**

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Chapter 1: Preamble, Aims and Objectives

We the PEOPLE OF KWARA STATE PHONE, COMPUTER & ACCESSORIES DEALER ASSOCIATION of Ilorin, Kwara State having solemnly resolved to constitute KWARA STATE PHONE, COMPUTER DEALER ASSOCIATION into a non- political association of democratic principles and to secure to all its members, justice, economic, social and political liberty: of thought and expression, equality of status and opportunity; while assuring the dignity, unity and integrity as well as the peace of the Association.

In our constitution, this day 2024, we, the PEOPLE of Kwara State Phone, Computer And Accessories Dealer Association, do hereby ADOPT, ENACT AND GIVE TO OURSELVES THIS CONSTITUTION.

Citation and Operation of the Constitution

This constitution shall be cited as the constitution of KWARA STATE PHONE, COMPUTER & ACCESSORIES DEALER ASSOCIATION of Ilorin, Kwara State, Nigeria.

The constitution shall come to force from _____ 2026.

Section i: INTRODUCTION

- i. Every member is expected to have an identity (ID) card and a copy of this constitution of our association.
- ii. Any member who wishes to contribute in discussion during meetings must seek and obtain the permission of the President before making his or her contribution.

Section 2: AIMS AND OBJECTIVES

The aims and objectives of the association shall be:

- i. To promote unity, peace and progress among the members and in the interest of the Association.
- ii. To foster cordial relationship among members of this Association with a view to assist one another.
- iii. To improve and promote the welfare of members.
- iv. To cater for and protect the interest of all members.
- v. To ensure collective responsibility that will increase physical development in the Union.

Chapter 2: Membership, Rights and Privileges

Section 3: MEMBERSHIP

To qualify for membership of this association, a person must satisfy the following requirements:

- i. He must obtain membership card/form.
- ii. He must be a Phone Seller, Laptop or Accessories Dealers
- iii. He must pay the prescribed development levies, after which he or she will have access to all Union amenities and entitlements.

- iv. He must be present at the associations meeting.

Section 4: RIGHTS AND PRIVILEGES

- i. Bona fide members shall be entitled to all the rights and privileges of the association including the right to vote and be voted for; and the right to fully participate in debates and discussions at any general meeting.

Chapter 3: Arms of the Association, Power and Functions

Section 5: ARMS OF THE ASSOCIATION

The arms of the association shall include:

- (a) Congress
- (b) The Executives
- (c) The Committees
- (d) B O T

Congress shall consist of all the members of KWARA STATE PHONE, COMPUTER & ACCESSORIES DEALER ASSOCIATION. The Executive Council of the Association shall consist of the following officers:

- 1. President
- 2. Vice President (Phone)
- 3. Vice President (Accessories)
- 4. General Secretary
- 5. Assistant General Secretary
- 6. Financial Secretary
- 7. Treasurer
- 8. Social Director
- 9. Publicity Relation officer
- 10. Auditor
- 11. Welfare Director

The term of office for each officer shall be two years. And there shall not be an elongation of tenure.

All other executive can return or contest in the next administration but the chairman can only contest for one term.

Section 6: POWER/ FUNCTIONS

a. Congress

- i. The power of congress shall include acceptance of nomination, appointment , selection and ratification of any officer of the association as well as that of committee members.
- ii. Congress shall perform supervisory function on activities of the association.

b. The Executive Officials 1. PRESIDENT

- i. The President is the chief executive officer of the association and shall be the leading representative and spokesman of the association.
- ii. He shall preside over the executive and general meetings.
- iii. He shall have power to convey emergency meetings.
- iv. Without prejudice to the function of the publicity secretary, he shall issue press release on matters concerning the association when the need arises.

- v. He shall be a principal signatory to the association's bank account.
- vi. Without prejudice to the power of congress, subject to section 6, sub-section b, he shall have final say on any issue concerning the association.
- vii. He shall have power to approve or disapprove any issue concerning the asset and finance of the association subject to section 6, sub-section b.
- viii. He shall present an annual report to congress latest by the second week of the New year.

2. VICE PRESIDENT (both phone and accessories)

- i. Shall carry out the duties of the president in the absence of the president.
- ii. Shall assist the president.
- iii. Shall perform any other functions assigned to him by the president or congress.
- iv. In the absence of both the president and the vice president, a member of the executive council shall act on their behalf.

3. GENERAL SECRETARY

- i. Shall be responsible for all secretariat duties including writing and keeping the minutes of meetings for the association.
- ii. Shall handle all correspondence of the association.
- iii. Shall prepare and present an annual report to be approved by the majority of the executive council.
- iv. Shall communicate notices of all general and executive meetings to members of the association through the publicity secretary.
- v. May serve as a co-signatory to the association's account.
- vi. Shall perform any other incidental functions that may be assigned to him by the president or congress.

4. ASSISTANT GENERAL SECRETARY

- i. Shall carry out the duties of the general secretary in his absence.
 - ii. Shall assist the general secretary.
 - iii. Shall perform any other functions that may be assigned to him by the general secretary or congress.
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- i. Shall be responsible for all secretariat duties including writing and keeping the minutes of meetings for the association.
 - ii. Shall handle all correspondence of the association.
 - iii. Shall prepare and present an annual report to be approved by the majority of the executive council.
 - iv. Shall communicate notices of all general and executive meetings to members of the association through the publicity secretary.
 - 12. May serve as a co-signatory to the association's account.
 - 13. Shall perform any other incidental functions that may be assigned to him by the president or congress.

5. FINANCIAL SECRETARY

- i. Shall collect all the incomes from members and issue receipts to that effect.
- ii. Shall receive all monies and cheques on behalf of the association.
- iii. Shall be a co-signatory to the association's bank account and financial transactions.
- iv. Shall transfer all monies to the treasurer within two days of receipt.

- v. Shall submit all statements of account and financial documents to the auditor for audit at least once in a year.
- vi. Shall head the finance committee.
- vii. Shall keep all financial records of the association.
- viii. Shall prepare and present a firm financial reports to the executive, and if need be, shall also present to congress.

6. TREASURER

- i. Shall pay into the association's bank account all monies received within seventy-two (72) hours.
- ii. Shall keep with him an impress of not more than ten thousand naira only (N10,000.00).
- iii. Shall make all payments on behalf of the association.
- iv. Shall liaise with the financial secretary for proper record keeping of the association's bank account.
- v. Shall together with the president and/or the general secretary be a co-signatory for withdrawal of the association's money from the bank; provided that at least two signatories shall be required at a time, one of whom should be the president.
- vi. Shall prepare and present annual financial reports to the executive.
- vii. Shall give monthly report to the executive.

7. SOCIAL SECRETARY

- i. Shall make arrangements for all social activities of the association.
- ii. Shall be the chairman of the association's social committee.
- iii. Shall arrange for the collection of monies during the association's social activities and remit it within 24 hours of the closure of such activities to the financial secretary.

8.

PUBLICITY SECRETARY

- i. Shall give adequate publicity to the association's activities as may be required from time to time.
- ii. Shall head the publicity committee.
- iii. Shall prepare and present an annual report to the executive.
- iv. Shall perform other incidental functions as may be directed by the association.

9. AUDITOR

- i. The Auditor shall audit all the association's financial statement and account as may be directed by the General/Executive meeting but at least once in six (6) months and shall send his report to the association as soon as possible.

- ii. Paying into the association's bank account and submitting the teller to the association's secretary.

10. WELFARE DIRECTOR

- i. Shall be responsible for welfares of member
- ii. Shall perform other functions as may be directed by the Association

11. PATRON

i. The appointment of KWARA STATE PHONE, COMPUTER AND ACCESSORIES DEALERS ASSOCIATION Patron is subject to two-third (2/3rd) majority approval of Executive.

ii. He must be a man of accomplished personality whose integrity is not doubtful.

iii. Shall be the chief adviser of the association.

iv. Shall also assist the association in any other capacity as may be required from time to time.

12. BOARD OF TRUSTEE (BOT)

i. The Board shall comprise the following:

ii. Any active member who is conversant with the activities of the association for the past 5 years.

ii. Shall advise the association from time to time.

iii. Shall advise the association on disciplinary matters without prejudice to the decision of the association.

iv. Shall perform any other advisory role when the need arises.

v. Shall perform a reconciliation role among aggrieved members of the association.

13. OFFICE OF THE LEGAL ADVISER

i. There shall be an office of the legal adviser to the association.

ii. A person shall qualify to be a legal adviser to the association if he has been enrolled as a solicitor and advocate in the supreme court of Nigeria.

iii. Shall advise the association on legal matters.

iv. Shall interpret the constitution of the association when the need arises.

v. Shall recommend an external solicitor to the association when the need arises.

vi. Preferably, he shall be a member of the association.

vii. Shall perform other incidental functions as may be assigned by the association.

14. THE COMMITTEES

There shall be standing committees and ad-hoc committees of the association. The standing committees shall be inaugurated for the smooth running of the association. The committees include:

- i. Disciplinary committee
- ii. Census committee
- iii. Ambassadors
- iv. Task Force Committee

1. Disciplinary committee

- 1. Disciplinary committee are group charge with the responsibility of maintaining discipline in the Association
- 2. The association chairman and executives shall appoint a disciplinary committee members
- 3. Disciplinary committee shall be reporting to the Association executives once or twice in a month.
- 4. Disciplinary committee members shall stay away from immoral attitude, indiscipline and other social vices.

2. Census Committee

- 1. Census committee are group charge with the responsibility of members Bio data.
- 2. The Association chairman and executives shall appoint the Census committee not more than 5 people.
- 3. Census committee shall be reporting to the Association executive once or twice a month.

3. Ambassadors

- 1. Ambassadors are the Association representatives to other related Association. E.g Cattad charge with the responsibility of protecting the union dignity.
- 2. Ambassadors shall consist of numbers according to the request of related Association.
- 3. The Association chairman and executives shall appoint the Ambassadors.
- 4. Ambassadors must be a bonafide member of the union with a record of 95% meeting attendance.
- 5. Ambassadors must be a progressive member of the union. both mentally, physically and financially.
- 6. Any Ambassador that work against the Association rules and regulation shall be recalled by the executives.

5. Task Force Committee

- 1.Taskforces are temporary group charged with the responsibilities of enforcing the Association rules.
2. The Association chairman and executives shall appoint the taskforce members immediately after the inauguration.
- 3.Taskforce members are subjected to executives. Hence, Taskforce has no right to go against the executives/Association rules and Constitution.
4. One of the appointed members shall be appointed as chief taskforce.
5. Members of taskforce shall stay away from immoral attitude, indiscipline and all other social vices.
6. All taskforce members shall be punctual in every meeting of the Association and are to be available each time the Association calls.
7. Taskforce members shall be on their kits on the day of the meeting and whenever they are on Association duty.
8. At the end of every meeting and outing, all generated income must be remitted to Association executives.
9. Any taskforce member that go against any of the section of this rules, shall face disciplinary committee for fair hearing and justice.
10. The disciplinary, committee resolution shall stand and remain final.

Chapter 4: Selection, Rules and Regulations guiding it

Section 7: SELECTION

- i Kwapcada shall select the executives through the selection process.
- ii The Kwapcada stakeholders shall persuade all aspirants to reach a consensus
- iii If two aspirants are not willing to step down, there shall be an indoor election to select the new chairman
- iv This indoor election shall only be applicable to the post of Chairman only.

ELECTION PROCESS & ELIGIBILITY

- i. The Incumbent Chairman
- ii. The former chairmen
- iii. The Former Vice Chairmen
- iv. The former secretaries
- v. Stakeholders, as confirmed by the Pioneer Chairman(eligible stakeholders' names shall be published a week or a day to the selection process)
- vi. If any of the eligible voters is aspiring for a post, such a person would not qualify to vote.
- Vii. The stakeholders nominated will only be allowed to vote if he attended meeting for atleast 12 times in a year or has a record of financial contribution to the union.

Section 8: QUALIFICATION REQUIRED TO BE SELECTED FOR OFFICE

A member of the association shall be qualified for office and become an executive member if:

He is a full financial member of the association and has paid all dues and levies up-to-date as at the date of his selection and for the past three (3) years. He must have a 90 percent meeting attendance record.

He must satisfy the specific requirements for each office he is considered for. For the post of president and vice president, the candidate must have been a member of the Union for not less than three (3) years; while other positions require that the candidate must have been a Union member for not less than two (2) years.

Section 9: DISQUALIFICATION AND REMOVAL FROM OFFICE

A member shall be disqualified from holding any office of the association if i. He is guilty of financial misappropriation or any other misconduct (crime, dishonesty, fraud or abuse of office) and he shall be prevented from holding any office for ten (10) years or as may be determined by the executive council and subject to the approval of the house.

Section 11: MONTHLY FINANCIAL CONTRIBUTION OF MEMBERS

- i. Members of the association shall pay the monthly financial contribution and levies to the national secretariat. The monthly contributions and levies shall be determined from time to time by executive.

Section 12: SPECIAL LEVIES

- i. Aside from the monthly contributions, special levies may be imposed on members; provided that such special levies are approved by the union.

Section 13: TIME FOR MONTHLY CONTRIBUTIONS OR SPECIAL LEVIES

- ii. Monthly financial contributions shall be payable by all members of the association not later than the 31st day of every month.
- iii. Special levies shall be payable at a time agreed upon by congress at a general meeting.

Section 14: PENALTY FOR NOT PAYING MONTHLY CONTRIBUTIONS AND LEVIES

- i. Members who fail to pay the monthly financial contributions or special levies as at when due shall not enjoy all or any rights or privileges enjoyed by other financial members of the association.

Section 15: ABSENCE AT MEETINGS

12. Any member who is absent from meetings for 3 weeks and did not send a representative on his behalf with a good reason will be cautioned. If there is no improvement, then the Union shall take appropriate action.
13. Any member who wouldn't be able to attend the association's meeting and sends a representative; must also give the representative his outstanding monthly financial contributions and special levies to pay on his behalf.

Section 16: EMERGENCY MEETING

An emergency meeting may be summoned in the following situations:

If there are matters requiring urgent consideration of the association and such matters cannot be scheduled to wait for the next general meeting.

Any issue within the zones should be addressed within their dominion.

Any issue that is beyond the capacity of the zones should be referred to the general secretariat.

Chapter 5: Meetings

- i. There shall be general meetings of the association which shall hold on every Thursday of the month between 9am and 10am but this date and time may be reviewed from time to time.
- ii. There shall be executive meeting which shall hold at the secretariat or any other place as agreed.
- iii. Each committee shall hold its meeting at any place or any time that is convenient to the committee members.
- iv. In the event that the Association expands so large that it decides to split into zones, there shall be national executive council meetings between the general executives and the zones.
- v. Members shall attend meetings regularly and punctually.
- vi. It shall be obligatory for members of the association to attend every meeting. However, any member that won't be able to attend should kindly notify executive.
- vii. A record of attendance shall be kept in respect of all general meetings.
- viii. Reasonable number of members present between 9am and 10am at the meeting shall form a quorum for such meeting.
- ix. At least four (4) of the executive members shall form a quorum at any executive meeting.
- x. English and Vernacular shall be adopted as the official language of addressing congress.
- xi. The Chairman shall preside over the general and executive meetings.
- xii. In the absence of the chairman, the vice chairman shall preside over meetings.
- xiii. In the absence of both the president and the vice president, any executive member that is present shall preside. Also, in the absence .of all executives, any floor member chosen by congress shall preside over the meeting.
- xiv. Emergency meetings shall be summoned by the chairman through the general secretary whenever necessary.
- xv. No member shall re-open any concluded issue or matter.
- xvi. Members shall be allowed to address congress only after such member has been recognized by the chairman or the ruling officer.
- xvii. On any motion proposed or sponsored, every member has the right to be heard.
- xviii. Without prejudice, fair or favor, the president may limit the number of speakers on any matter or issue.
- xix. During meetings, eating, chewing, smoking, use of mobile phone and other similar acts that can cause distraction shall not be allowed.
- xx. All motions including adjournment shall have a proposer and a seconder.

- xxi. No decision shall be taken on any motion until it is proposed, seconded and then opened for discussion.
- xxii. Debate must be limited to the immediate or pending motion, and any speaker failing to adhere to the subject of discussion shall be ruled out of order by the president or presiding officer.
- xxiii. The mover of the motion however, shall have the right to re-apply at the end of a debate.
- xxiv. During the discussion of a motion or an amendment, observation to withdraw a motion shall be recognized. Other observations that shall be recognized include: Observation of no confidence in the speaker; Observation to close debate; Observation to request for additional information; Observation for recess; Observation to refer to a committee and observation for deferment.

Chapter 6: Review and Amendment of the Constitution

- i. This constitution shall be reviewed as at when due but not less than one (2) year from the date of the last review.
- ii. There shall be a constitution review committee to be set up by the executive and approved by congress. The committee shall be made up of not less than three (3) members and not more than five (5) members.
- iii. The report of the committee shall be debated and approved by congress.
- iv. At a general meeting, the association may decide to repeal, amend or substitute any part of this constitution.
- v. Notice in writing by the member proposing an amendment shall be sent to congress
- vi. The secretariat shall circulate copies of the proposed amendment within fourteen (14) days of receipt.
- vii. The executive committee shall convene a general meeting to discuss the proposed amendment, preliminary consideration and approval or otherwise within twenty-one days of its receipt.
- viii. Congress shall pass a resolution to repeal, amend or substitute the constitution with the desired provisions based on two-third ($2/3^{\text{rd}}$) majority.

Chapter 7: Miscellaneous

- 1. This constitution shall be read and adopted at a general meeting of the association by a resolution of not less than two-third ($2/3^{\text{rd}}$) majority of members present.
- 2. The association at her genial meeting shall have the power to reverse or revoke the decision of the executive council or the president by not less than two-third ($2/3^{\text{rd}}$) majority of members present.
- 3. Any member could be asked to perform functions when necessary.
- 4. Members shall not reject responsibilities without cogent and convincing reason.

Chapter 8: Interpretation of terms used in the Constitution

In this constitution, unless otherwise the following terms mean: Member: this refers to the registered members of the association

Financial member: this refers to registered members who have paid their annual dues and are not owing the association. **Banks:** this refers to any legally established commercial bank approved by the Federal government and operating in Nigeria. **Pre-judicial act:** this refers to any act that is contrary to the aims and objectives of the association and or likely to bring disrepute either to members or the association. **Executive member:** this refers to members of the executive council of the association. **Standing committee:** this refers to committees of perpetual functions.

Chapter 9: Oath of Office

The oath of office of the association shall be read as follow

I, _____ do solemnly swear that
I will be faithful
and bear true allegiance to KWARA STATE PHONE, COMPUTER & ACCESSORIES
DEALER ASSOCIATION and that I will discharge my duties honestly to the best of my
ability faithfully and in accordance with the rules and provisions of the constitution of
this association. I will preserve, protect, and defend the constitution of KWARA STATE
PHONE, COMPUTER & ACCESSORIES DEALER ASSOCIATION.