

THE CONSTITUTION

of

THE NIGERIA ASSOCIATION OF SOCIAL WORKERS

PREAMBLE

We the Social Workers of Nigeria, being aware of the high incidence of social problems such as crime, gangsterism, delinquency, poverty, unemployment, destitution, substance abuse and neglect, abnormal sexual behaviour, mental illness, ethnic, tribal, community and other conflicts, community disorganization, violence, population displacement and population crisis, human rights abuse, environmental degradation, insurgency, trafficking in human persons, baby factories etc; and

Desirous of offering expert intervention,

Do hereby come together as a professional body with the common goal of advancing Social Work Practice in Nigeria; and hereby give to ourselves this Constitution.

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CHAPTER 1

ARTICLE 1: THE NAME

That this body of professionals shall be known and addressed as “The Nigeria Association of Social Workers” (NASoW).

1:1. CORPORATE STATUS

NASoW shall operate as a professional body known and registered as a non-profit, non-partisan, non-religious, and non-governmental organization.

1:2. CORPORATE HEADQUARTERS

The Corporate address shall be located at the Federal Capital Territory.

1:3. MOTTO AND ACRONYM

The Motto of the Association shall be “**Service to Humanity**” and the Acronym shall be NASoW.

1:4. AREA OF OPERATION

NASoW shall function at National and respective States including Federal Capital Territory. In addition, and distinct is the Federal Chapter.

ARTICLE 2: OBJECTIVES

The Objectives of the Association include:

To continuously provide fora, where professionals and scholars working with government and non-governmental organizations or those who are self-employed and are working in areas directly concerned with the solutions of social problems listed in Article 2.1-17 below shall come together and device ways and means of promoting the quality and quantity of the services they provide.

2:1. To set up standards, norms and values of professional practice of Social Work in Nigeria and to ensure that members uphold the code of ethics for Social Workers.

2:2. To undertake interdisciplinary (for example, psychological, sociological, anthropological and historical) studies of the various problems affecting the Nigeria society and to design and implement programmes that would resolve these problems

2:3. To undertake projects for the purpose of reducing or eradicating social problems in Nigeria and to serve as a Resource Association to provide professional advice to private and public agencies involved in the solution of social problems.

2:4. To work with government and other non-governmental organizations working on the solutions of social problems

2:5. To organize trainings, workshops, seminars and conferences and, to prepare or edit and publish/print books, journals, bulletins, newsletters, pamphlets and memoranda on Social problems and to undertake public enlightenment for the purpose of promoting Social Work practice in Nigeria.

2:6. To serve as an umbrella organization for the protection of the general interest of all Social Workers in Nigeria.

2:7. To have the responsibility of recommending and negotiating with all employers of Social Workers, the wages/salaries and working conditions that will enhance professional competence for Social Work practice in Nigeria.

2:8. To provide, where available and necessary, scholarship, allowances and prizes to Social Work students for the purpose of promoting qualitative Social Work education in Nigeria.

2:9. To award prizes for excellence in Social Work practice in Nigeria.

2:10. To serve as a Think-tank and to monitor and evaluate projects that are aimed at solving Social problems in Nigeria.

2:11. To develop service programmes that will promote capacity building and sustainability of programmes for solving social problems in Nigeria.

2:12. To Promote professional social work training and occupation for social workers.

2:13. To maintain a register of professionals and discourage non-registered members from Social Work practice in Nigeria.

2:14. To raise and manage funds for the execution of the programmes of NASoW.

2:15. To ensure Federal Government gives legal backing to Social Work practice in Nigeria.

2:16. To work closely with established government bodies in achieving these objectives.

CHAPTER 2

ARTICLE 3: MEMBERSHIP

Membership of the Association shall be open to all individuals who have acquired relevant social work training and experience. Membership can be obtained by application or invitation.

3:1. TYPES OF MEMBERSHIP

There shall be four types of membership:

1. Full Membership
2. Associate Membership
3. Affiliate Membership
4. Student Membership

3:2. FULL MEMBERSHIP

Full members shall be those who possess minimum of Certificate in Social Work in recognised Institutions by the Association.

3:3. ASSOCIATE MEMBERSHIP

Associate membership shall be awarded to individuals who are currently employed to work as Social Workers but, have no qualifications in Social Work. Non-Governmental Organisations/CBOs/Voluntary Organisations shall register as Group Associates.

3:4. AFFILIATE MEMBERSHIP

This shall be made up social work/development components' registered associations/Institutions that keep register of members and hold similar objectives with NASoW

3:5. STUDENT MEMBERSHIP

This shall be made up of Social Work students of recognised Institutions in Nigeria.

3:6. NO DISCRIMINATION

No person shall be deprived of membership of the Association on ground of sex, religion, political beliefs or ethnic origin.

3:7. PARTICIPATION

A member of the Association shall maintain and sustain his membership at the Chapter in which he lives, is employed or works.

ARTICLE 3:2. MEMBERSHIP RIGHTS AND RESPONSIBILITIES

3:2.1. A member shall have the right to have his grievance processed by NASoW.

3:2.2. A member upon giving seven (7) days' notice shall have a reasonable access to the books of account of NASoW.

3:2.3. A member shall uphold and defend the constitution of NASoW.

3:2.4. A member shall pay his contributions to the funds of the Association and shall regularly endeavour to participate fully in the affairs of the Association and shall refrain from any action which may bring the Association into disrepute.

3:2.5. The Association shall have the right to take disciplinary measures against any member for abuse of office or misconduct after such a member has been given opportunity to defend himself/herself.

3:2.6. Social workers that are transferred to other states are encouraged to transfer membership to the new **NASoW Chapter**.

3:2.7. Any social worker who seeks membership registration shall register with the National Headquarters, who shall remit a certain approved percentage to the relevant Chapter.

3:2.8. Certificate of Registration shall be given to any registered member and a proper register of members must be maintained by the National body and shared with the Chapters.

3:2.9. Each member of **NASoW** shall have the right to full and free participation in the government of the Association. These shall include:

- a. To vote periodically, as provided in the **NASoW** Constitution and rules for Chapters, either directly or through delegates.
- b. To stand for and hold office, subject to stipulated qualifications.
- c. To express his views as to the method in which NASoW's affairs shall be conducted.

3:2.10. Each member shall have the right to fair treatment in any application procedure and such procedure shall contain all the elements of fair play, and natural justice.

3:2.11. Membership meetings shall be held quarterly.

ARTICLE 4: PATRONS & MATRONS

The Patrons and Matrons of the Association shall be appointed by the NEC and approved by the AGM. They shall be persons accepted by the General Assembly on the basis of their social status, experience, integrity and expertise and can enhance the image and objectives of the Association.

ARTICLE 5: ANNUAL DUES

5.1: ANNUAL DUES

5:1.1. Membership Dues and yearly renewals shall be paid into the National Body's Bank Account.

5:1.2. Remittances to Chapters must be made within a fortnight. Chapters that have no remittances will be duly informed.

5:1.3. Members who are in States that have no functional Chapters shall be organised by the National Secretariat.

5:2. AMENDMENTS TO FEES/DUES

National Executive Council is empowered to modify contributions, registration fees, levies and dues of members subject to the recommendation of the Zonal Vice Presidents and in consonance with economic realities.

CHAPTER 3

ARTICLE 6: ORGAN OF THE ASSOCIATION

6:1. The Government of the Association shall be vested on the following.

1. The General Assembly (AGM).
2. The National Executive Council (NEC)
3. The Board of Trustees (BoT)
4. Zonal Executive Council (ZEC)
5. Chapters Executive Council (CEC)

6:2. The Zonal Executive Council (ZEC) Meeting shall hold annually in the Six Geo-Political Zones of the country or, as much as necessary.

6:2.1. Decisions for NEC's consideration shall be passed through the National Deputy President.

6:2.2. Each ZEC shall be chaired by the Zonal Vice President.

6:2.3. Membership shall include the Chapters' Chairpersons, Secretaries, Treasurers and Programme Officers.

ARTICLE 7: THE GENERAL ASSEMBLY

7:1. All members of the Association in good standing shall constitute members of the General Assembly and are encouraged to attend all Annual General Meetings of NASoW

7:2. The General Assembly shall hold its AGM meeting during the last quarter of the year.

7:3. The General Secretary upon the directive of NEC shall summon extra-ordinary emergency meetings of the General Assembly.

7:4. One-third of members eligible and expected at the AGM will form the quorum.

7:5. The General Assembly shall have powers to deliberate and decide over all matters affecting NASoW.

7:6. The President shall preside over the meetings of the General Assembly. In his absence the Deputy President or any of the Vice Presidents shall take charge of the meetings of the General Assembly.

7:7. The General Assembly shall make rules from time to time for the proper conduct of her meetings.

ARTICLE 8: THE NATIONAL EXECUTIVE COUNCIL

There shall be National Executive Council which shall serve as the Administrative organ of the Association.

8:1. The National Executive Council shall comprise:

- a. President
- b. Deputy President
- c. Zonal Vice Presidents
 - i. North-Central
 - ii. North-East
 - iii. North-West
 - iv. South-East
 - v. South-South
 - vi. South-West
- d. General Secretary
- e. Assistant General Secretary
- f. Treasurer
- g. Financial Secretary
- h. Public Relations Officer
- i. Editor-In-Chief
- j. Welfare Officer
- k. Internal Auditor
- l. Programme Officer
- m. Legal Officer
- n. Ex-Officio Member (Immediate past NASoW President)
- o. The Executive Secretary

8.2. THE POWERS OF THE NATIONAL EXECUTIVE COUNCIL

It shall be the duty of the NEC to undertake the following:

8:2.1. The NEC shall have powers to implement Policies, Manage and Direct the affairs of NASoW.

8:2.2. The NEC shall have the sole responsibility to make appointments and take decisions on personnel matters.

8:2.3 The NEC shall appoint committees as deemed fit.

8:2.4. The NEC shall hold Executive Council Meetings as often as would facilitate the smooth running of the affairs of the Association.

8:2.5. The NEC, it shall have the power to set up committees of investigation of any issues. Such Committee(s) shall report back to the NEC for ratification, meditation or any action it may deem fit.

8:2.6 The quorum of NEC meeting shall be made up of two thirds (2/3) of the entire Members of the Executive expected at a meeting.

8:2.7. The NEC shall make rules for proper conduct of her meeting.

8:2.8. Any person, not being a NEC officer or duly invited guest shall not be allowed to attend the meetings and take part in the proceedings.

8:2.9. NEC shall safeguard the funds of the Association.

8:2.10. NEC shall provide scheme of service for the Association staff.

8:2.11. NEC shall appoint, promote and discipline employed staff.

8:2.12. NEC shall issue directive for proper governance and administration of the association.

ARTICLE 9: EXECUTIVE COUNCIL of CHAPTERS

9:1. The Council shall comprise:

1. Chairperson
2. Vice Chairperson
3. Secretary
4. Assistant Secretary
5. Treasurer
6. Welfare Officer
7. Publicity Secretary
8. Financial Secretary
9. Auditor
10. Programme Officer
11. Legal Officer
12. Ex-Officio Member

9:2. The Chapter Executive Councils shall perform same functions as National Executive Council as in article 8:2-13 of this Constitution.

CHAPTER 4

ARTICLE 10: THE BOARD OF TRUSTEES

10:1. The NEC shall nominate members of the Board to be ratified by the General Assembly. A Board member shall be any distinguished Nigerian with proven interest in the objectives of the Association.

10:2. The Board shall be comprised of six nominated members, one from each of the geo-political zones of Nigeria. The President shall be the seventh member of the Board and, shall not under any circumstance be or act as the Chairman of the Board.

10:3. The Board of Trustees shall be known as “The Registered Trustees of the Nigeria Association of Social Workers”.

10:4. The Trustees shall hold office for a term of four years and may be re-nominated for another term.

10:5. A trustee shall cease to hold office on the following account;

1. When he resigns from office or ceases to be interested in the objectives/activities of the Association.
2. When he becomes a person of unsound mind or suffers ill health that is incompatible with normal discharge of Trustee functions.
3. When he is convicted of a criminal offence.
4. When he is involved in conflicts or corrupt practices that would dent the image of the Association and affect its activities.
5. He cease to be resident in Nigeria
6. He is recommended for removal from office by a two-third majority of the Executive Council and is ratified by a simple majority of General Assembly of the Association.

10:6. Where a vacancy occurs on the Board following any or some of the above processes, the NEC shall nominate a replacement to be ratified by the General Assembly who will complete the tenure.

ARTICLE 11: THE POWER OF THE BOARD OF TRUSTEES

11:1. The Board shall function as stipulated under the Companies and Allied Matters Act.

11:2. The Board shall carry out all other functions in pursuit of the objectives of the Association.

CHAPTER 5

ARTICLE 12: FUNCTIONS OF THE OFFICERS

12:1. THE PRESIDENT:

12:1.1. Shall be the Chief Executive and direct the running of the affairs of the Association

12:1.2. Shall preside over all meetings of NASoW and have the final ruling on the issues affecting NASoW in the event of a tie.

12:1.3. Shall summon both the Executive and General Meetings of NASoW through the General Secretary.

12:1.4. Shall co-ordinate all the activities of NASoW and motivate and direct all members generally towards the achievement of Aims and Objectives of NASoW.

12:1.5. Shall be signatory 'A' to the Bank Accounts of NASoW.

12:1.6. Shall perform any other duties as may be assigned to his office by the General Assembly.

12:2. THE DEPUTY PRESIDENT

12:2.1. Shall serve as the Deputy President

12:2.2. Shall assume office of the President in his absence.

12:2.3. Perform any other duties as may be assigned to his office by the President.

12:2.4. Shall coordinate the Six (6) Zonal Vice-Presidents

12:3. NATIONAL VICE PRESIDENTS

12:3.1. Shall serve as the coordinators of all six (6) geo-political zones of the Federation.

12:3.2. Shall coordinate all National activities of the Chapters of the Association under his jurisdiction.

12:3.3. Perform any other duties as may be assigned to his office by NEC or the General Assembly.

12:3.4. The respective Chapters shall co-operate with its Zonal National Vice President in any matter that affects **NASoW** in her State to achieve the aims and objectives of **NASoW**.

12:3.5. They shall report to the Deputy President.

12:4. THE GENERAL SECRETARY

12:4.1. The General Secretary shall be the Chief Administration Officer of the Association.

12:4.2. Shall serve as the Secretary of the Board.

12:4.3. Shall take charge of and supervise the running of the Secretariat.

12:4.4. Shall take and keep minutes of the proceedings of all the meetings of NEC and BoT.

12:4.5. Shall summon all the meetings of the Association at the instance of the President or the Chairman of the Board.

12:4.6. Shall serve as a signatory 'B' to the Bank Account of the Association.

12:4.7. The seal of the Association shall be kept in the custody of the General Secretary of **NASoW** who shall also keep record of all the documents to which the seal is applied.

12:4.8. Perform any other duties for the Association as may be directed by the President, the Board of Trustees and the General Assembly.

12:5. ASSISTANT GENERAL SECRETARY

12:5.1. Shall serve as the Assistant General Secretary of the Association.

12:5.2. Shall assist the General Secretary in carrying out his responsibilities.

12:5.3. Shall deputize for the General Secretary in all his responsibilities.

12:5.4. Shall perform any other function as may be assigned to his office by the President and/or the General Secretary and General Assembly.

12:6. TREASURER

12:6.1. Shall receive from the Financial Secretary all monies due to the Association and shall deposit same in the Association's Bank Account within 48 hours.

12:6.2. Shall take inventory of all the Association's properties and ensure their maintenance.

12:6.3. Shall be signatory 'C' to the Association's Bank Account.

12:6.4. Shall perform any other duties as may be assigned to him/her by the President, the Board and the General Assembly.

12:7. THE FINANCIAL SECRETARY

12:7.1. Shall serve as the Financial Secretary of the Association.

12:7.2. Shall collect and keep records of all monies due to the Association and submit same to the Treasurer within 24 hours.

12:7.3. Shall raise vouchers which shall be subject to the approval of the President or the Executive Council.

12:7.4. Shall meet financial objectives by forecasting requirements; preparing an annual budget; scheduling expenditures; analysing variances; initiating corrective actions.

12:7.5. Shall develop, assisted by the Executive Secretary, a Financial Policy which will be operated by NASoW in all its financial transactions.

12:7.6. Shall perform any other function as may be assigned by the President.

12:8. PUBLIC RELATIONS OFFICER

12:8.1. Shall be in charge of protocol.

12:8.2. Shall be in charge of media coverage of NASoW activities.

12:8.3. Shall facilitate cordial link with other organizations.

12:8.4. Shall perform any other function assign to him/her by the President or General Assembly.

12:8.5. Shall be a member of the Editorial Board.

12:9. THE EDITOR-IN-CHIEF

12:9.1. Shall carry out the task of overseeing editing and publication of the Association's Journal.

12:9.2. Shall constitute an Editorial Board to be approved by NEC.

12:9.3. Shall initiate and source for funds for the publication of all the academic materials of the Association.

12:9.4. Shall perform other functions assigned to his office by the President or the General Assembly.

12:10. WELFARE OFFICER

12:10.1. Shall provide the responsibility of arranging for accommodation and feeding of members during NASoW functions.

12:10.2. Shall take proactive steps towards ensuring the welfare of members of the Association.

12:10.3. Shall perform any other function assigned to his office by the President or the General Assembly.

12:11. INTERNAL AUDITOR

12:11.1. Shall audit the accounts of the Association biennially and report to the NEC.

12:11.2. Shall propose a 3-man Committee to NEC for approval, if desirable by him/her.

12:11.3. Shall perform any other functions assigned to his office by the President or the General Assembly.

12:12. PROGRAMME OFFICER

12:12.1. Shall serve as Project Administrator.

12:12.2. Shall have knowledge and experience in Project Management, from the planning stage through implementation, testing and reporting.

12:12.3. Shall monitor activities of Non-Governmental Organizations in the country and report to the Deputy President.

12:12.4. Shall work closely with the Executive Secretary on all development projects and activities of NASoW.

12:12.5. Shall perform any other functions assigned to his office by the President or the General Assembly.

12:13. LEGAL OFFICER

12:13.1. There shall be a Legal Officer.

12:13.2. The Legal Officer shall be a person who is qualified to practice as a Barrister and Solicitor of the Supreme Court of Nigeria.

12:13.3. He shall give such legal advice as the Executive and the General Assembly may from time to time require.

12:13.4. He shall guide/advise the Association on legal matters and adherence to the constitution

12:13.5. The Legal Officer shall give counsel in any disciplinary matter of the Association except the matter that affects him personally.

12:13.6. The Legal Officer shall administer the Oath of Allegiance and Oath of Office to all elected officers of the National Executive Council of the Association according to the constitutional provision.

12:13.7. He shall advice on all contracts entered into by or on behalf of the Association.

12:13.8. He shall handle cases referred to him by the Association.

12:14: EXECUTIVE SECRETARY

12:14.1. The NEC shall employ an Executive Secretary.

The Executive Secretary shall:

12:14.2. Report to the General Secretary

12:14.3. Contribute to membership value proposition and drive for active membership of NASOW and maintaining an up-to-date data-base of membership of Social Workers and Social Work students.

12:14.4. Assist in the review of NASoW programmes (Merit Award, Fellowship Inductions, etc. etc) with a view at continuous improvement in terms of membership, sponsorship and standards.

12:14.5. Provide administrative support for the management of the image of NASoW in line with the NASoW's expectations.

12:14.6. Assist in driving the vision of affiliation of NASoW with globally recognized Social Work Associations and in particular, development and sustenance of mutual beneficial relationships.

12:14.7. Assist in the drive for collection of all obligatory dues and donations consistent with NASoW Constitution and NEC directives.

12:14.8. Partners with the National Treasurer and Financial Secretary in the collection, receipt-issuance, documentation and record maintenance of all NASoW obligatory dues and donations, ensuring that set revenue targets are met. Assist in networking with key stakeholders and maintaining positive relationship for the overall benefit of NASoW.

12:14.9. Manages the day-to-day functional operations of the National Secretariat to ensure that services are provided within approved resources.

12:14.10. Disciplines, appraises and motivate staff at the National Secretariat as may be engaged from to time.

12:15. RESPONSIBILITIES OF OFFICERS

Responsibilities of the elected and appointed officers of **NASoW**.

12:15.1. No person shall hold or retain elected or appointed office in the Chapters at the same time at the National level of **NASoW**.

12:15.2. No Officer shall hold or retain elected or appointed office with **NASoW** who has been convicted of any crime until a time AGM approves NEC's recommendation to permit such a person.

12:15.3. No elected officer or appointed committee member shall have a personal financial interest which conflicts with his full effective and alloyed performance of his duties as a Social Worker representative or Representative of the Association.

12:15.4. No elected officer or appointed committee member or employee of **NASoW** shall own or has a substantial interest in any business enterprise with which this Association (**NASoW**) by interest and dealings bargains collectively or has interest and dealings with or in any other competition with such enterprise or has any considerable dealings with it.

12:15.5. All elected officers, appointed committee members and staff of the Association shall:

1. Espouse the cause of **NASoW** and its members.
2. Uphold and defend the Constitution of **NASoW** at all times
3. Render honest, impartial and effective service to **NASoW**.
4. Be trustworthy and responsible representative of members to management.
5. Process all legitimate grievances of members in accordance with established procedure.
6. Implement faithfully, agreements voluntarily entered into with the Association
7. Obey all lawful instructions in the discharge of Association's functions.
8. Eschew all forms of individualism which are inimical to the solidarity and stability of **NASoW**. Let the interest of **NASoW** and its members be paramount in the conduct of the **NASoW**'s affairs.
9. Render a true account of his stewardship to the members of **NASoW** as and when the occasion arises.
10. Abide by majority decision and respect the rights of minority.
11. Work for the growth of the Association in strength and freedom.
12. Further the cause of the service to humanity (social work) democracy, peace and social justice to mankind.

13:16. OATH OF OFFICE

The member of the executive shall take and subscribe to the Oath of Allegiance and the Oath of Office prescribed in the first schedule to the constitution as contained in Chapter 13.

Such Oath shall be administered by the Association's Legal Adviser or his representative immediately the elections are concluded and results are announced.

CHAPTER 6

ARTICLE 14: TENURE OF OFFICE

14.1. Tenure of all elected officers of the Association both at the National and Chapter Council shall be Five (5) years single term.

14:1.1. The members of the National and Chapter Councils shall be elected by a simple majority of the General Assembly.

14:2. A member of the National Executive Council shall cease to hold office if he:

14:2.1. Resigns his post or membership of the Association in writing. He shall thereafter give up all the property of the Association in his possession within 48 hours.

14:2.2. If convicted of a criminal offence by a court of law or is found guilty of an offence by a judicial commission.

14:2.3. Suffer ill-health and becomes incapacitated in carrying out the normal functions of his office.

14:2.4. A motion for his removal is tabled and passed by the vote of two-third (2/3) majority of members of the General Assembly sitting in a properly constituted meeting.

14:2.5. The removal of any officer shall be communicated to him through writing within 48 hours of such motion being passed.

14:2.6. All letters or resignation shall be sent to the General Assembly through the secretariat.

14:2.7. No officer or member shall be entitled to take part in any discussion or to vote on any matter in which he is personally affected.

14:2.8. Notwithstanding the provision in Article 14.1 above, any elected officer who serve in an acting capacity for a period exceeding one (1) years shall be deemed to have completed the tenure.

14:2.9. Any post that becomes vacant for less than one (1) year to the termination of its tenure shall be filled in the acting capacity and shall not be regarded as tenure.

ARTICLE 15: DISSOLUTION OF THE NATIONAL/CHAPTER EXECUTIVE COUNCIL

15:1. The National/Chapters' Executive Council shall be dissolved at the General Assembly and new members shall be elected by the Conference-in-session. Members of the National/Chapters' Executive Council may be impeached/removed from office only by resolution adopted by two-third majority of registered members present and in good standing at the meeting.

15:2. Where the National or Chapter Executive Council is dissolved due to internal crises, lack of performance or a vote of NO-CONFIDENCE is passed, a caretaker committee shall be elected to run the affairs of the Association until the next Annual General Meeting/Conference.

15:3. The General Assembly shall appoint the caretaker committee of seven (7) members. The chairman and six others from the six (6) geo-political zones of the Federation.

15:4. The NEC or any specific member(s) may be dismissed for misconduct, inefficiency or incompetence before the expiration of its tenure by a vote of NO-CONFIDENCE passed by two-thirds (2/3) majority of the members of the house properly constituted for that purpose.

ARTICLE 16: QUORUM

16:1. The required quorum in respect of the various organs of the Association shall be at least one-third (1/3) of registered members in good standing and expected at the meeting.

CHAPTER 7

ARTICLE 17: CODE OF CONDUCT FOR ELECTION

17:1. Voting for all elective posts shall be by secret ballot and victory is based on simple majority.

17:2. No candidate shall be elected “in absentia” except where otherwise accepted by the General Assembly and the candidate is from all ramifications eligible to be voted for. The absence of the member is obvious and acceptable to the General Assembly. Such a member shall communicate through the National Executive Council in writing and/or on phone to the General Assembly explaining why he is unavailable and want to be voted for.

17:3. The election shall be conducted by a neutral body called the Electoral Committee which shall be set up by the NEC, whose members shall be announced at the first session of the AGM. Their names shall be pasted visibly at the venue of the AGM. Immediately after the election and swearing in of the Electoral Committee, NEC stands dissolved.

17:4. The Electoral Committee shall have a Chairperson as the returning officer and other six (6) members. Each from the Six (6) geo-political zones of the federation.

17:5. All paid employed staff of the Association who are registered members and in good standing shall have voting rights and shall only be eligible to contest if such resigned at least 21 days before the election.

17:6. Members who are financially up-to-date shall be eligible to vote and be voted for.

17:7. Individual members who are from non-viable Chapters and are financially up-to-date shall be eligible to vote and be voted for generally.

17:8. Only members that are in good standing shall participate in any election.

ARTICLE 18: MODE OF ELECTION

18:1. Voting is once in any particular case.

18:2. Victory is based on a simple majority of the ballot papers counted openly and to the hearing of the General Assembly members present at the election AGM.

18:3. All regular members of the Association in good standing are eligible to contest any elective position and may be appointed as delegate for election.

18:4. All elected officers shall not assume office until they subscribe to the Oath of Allegiance & Oath of Office.

18:5. The outgoing executive shall handover to the new executive not later than seven (7) days after the swearing in of the new executive.

CHAPTER 8

ARTICLE 19: STANDING COMMITTEES/BOARD

19:1. Disciplinary Committee

19:2. Ethics Committee

19:3. Finance and Fund Raising Committee

19:4. Editorial Board

19.5. Dating/Domestic Violence Committee

19.6. Peace and Security Committee

19.7. National Assembly Matters Committee

19.8. Human Rights Committee

19.9. The Data Base and Documentation of Nigerian Social Workers' Committee

19.10. Welfare Trust Foundation

19.11. Academic and Capacity Building Committee

19.12. Property Development/Building Committee

19.13. Voter Education and Mobilization Committee

19.14. Welfare of Members Committee

19.15. Public Complaints Committee

20:1. DISCIPLINARY COMMITTEE

20:1. 1. There shall be Disciplinary Committee; set up when necessary by the National Executive Council to investigate any allegation of misconduct made against any member of the Association.

20:1. 2. The Committee shall consist of Three (3) members, none of which shall be NEC members.

20:1.3. If any NEC member is involved in the conduct of an investigation, he shall not participate in the consideration of the Report by NEC.

20:2.4. Chairman of the Committee shall be appointed by the National Executive Council.

20:1.5. The Disciplinary Committee shall have the power to hear all matters of reported indiscipline against members of the National Executive Council, the General Assembly and the staff of the Association that are brought before it.

20:1.6. The Disciplinary Committee shall submit its findings and make necessary recommendations to the National Executive Council there on within two months after its constitution.

20:1.7. An aggrieved member can appeal to the AGM within 30 days of receipt of the decision taken by NEC.

20:1.8. The Committee shall stand dissolved after the Appeal to the AGM was decided or the expiration of time allotted for appeal to the AGM.

20:1.9. The AGM reserves the right to accept or reject any of the committee's recommendations.

20:1.10. NEC shall have the power to employ any and a combination of any of the following disciplinary measures on any member or officer for serious misconduct

1. Fine
2. Suspension/Interdiction
3. Expulsion

20:1.11. NEC shall have the power to remove any National/State officer for gross misconduct and abuse of office after such officer has been given full opportunity to defend himself/herself, the affected officer shall have the right to appeal to the General Assembly.

20:1.12. On removal from office, a National Officer or State officer shall surrender all the properties of the association in his care to either the General Secretary or National President or State General Secretary or Chairman whichever is appropriate and he shall settle any debt outstanding in his or her name.

20:2. ELECTORAL COMMITTEE

20:2.1. Shall outline the mode of election of officers according to the constitution.

20:2.2. Shall outline the financial involvement of the election and things necessary for the smooth conduct of the election as instructed by the National Executive Council.

20:2.3. Shall organize and conduct all elections into all offices and announce the results immediately.

20:2.4. Shall have power to nullify any candidate/election if there is any proven irregularity.

20:2.5. Shall instantly organise a re-run in the event of a tie.

20:2.6. Shall be set up at the beginning of Business of the AGM where elections will hold.

21:3. EDITORIAL BOARD

21:3.1. Shall publish yearly and present at the AGM, the official journal of **NASoW** to the public.

21:3.2. Shall have members who comprise of a wide range of professional areas of Social Work and its affiliates.

21:4.3. Shall be headed by the Editor-In-Chief.

21:4.4. Shall consist of Nine (9) members.

22:5. ANY OTHER COMMITTEE

22:5.1. The NEC shall have the power to appoint any committee if and when the need arises.

22:5.2. The Executive Secretary shall set up ad-hoc committees as the need arises in the successful pursuance of his duties at the Secretariat.

ARTICLE 20: LANGUAGE

23:1. English Language shall be the official language of business of the Association.

CHAPTER 9

ARTICLE 21: SOURCE OF REVENUE/INCOME

The Association shall raise funds for her programmes of activities through the following sources:

24:1. Grants-in-aid from Local, State, National and International sources.

24:2. Grants from individuals or other organizations for specific programmes of the Associations.

24:3. Donations, Endowments, Wills and Gifts.

24:4. Membership registration fees, annual dues and levies which the General House on the recommendation of the National Executive and as the need arises, impose on the members of the Association. The amount of such levy shall be determined by two-third (2/3) majority of the General House properly constituted.

24:5. Sale of Publications and for features.

24:6. Fines and awards, levies, proceeds of economic and social activities.

24:7. Consultancy services for individuals and other organizations.

24:8. Any other fund raising activity as may be approved by the National Executive and/or General Assembly.

ARTICLE 22: BANKING

25:1. The association shall operate accounts in at least two (2) Banks.

A Savings Account for the Association's Trust Fund; and

A Current account for financing programmes

All monies should be paid into the Association's Bank Accounts.

25:2. The signatories to all Bank Accounts shall be;

1. The President
2. The General Secretary
3. The Treasurer

25:3. Any two of the signatories, one of which must be the President shall have the authority to sign for withdrawals of money from any of the accounts of the Association.

25:4. All expenditures of the Association above **Five Million Naira (N5, 000,000.00)** not listed in a budget shall be authorized by the Board of Trustees.

25:5. The Financial year of the Association shall be from the date of the last Annual General Meeting of the Association to the date of the next Annual General Meeting.

ARTICLE 23: AUDITING OF ACCOUNTS

26:1. Besides the duties assigned to the Internal Auditor, the accounts of the Association shall be audited annually by a Chartered Auditing firm to be appointed by the General Assembly of the Association or where the Association don't have money to engage a Chartered Auditing firm, Audit Committee shall be appointed composed of three (3) members to be appointed by the General Assembly.

26:2. Any case of financial misappropriations shall be surcharged or reported to the Police/EFCC.

26:3. The Audited Reports shall be presented to the General Assembly for approval and published on the website.

26:4. The remuneration paid to the Chartered Auditors' shall be decided by the Executive Council to be ratified by the General Assembly.

26:5. The Auditor shall appoint a 3-Member Committee, with NEC's approval, if he so desires, to assist in auditing the accounts of the Association. It shall summon and compel any officer or any member to produce any document(s) or give such information relevant and useful to the work of the Committee.

26:6. The committee shall recommend disciplinary action(s) against any officer or any other person found guilty of misappropriation of the Association's fund.

ARTICLE 24: PROPERTIES AND FUNDS OF THE ASSOCIATION

27:1. The Association shall own landed-property and other properties, such as are necessary to facilitate the achievement of its stated aims, objectives and sustainability.

27:2. The use of the properties of the Association for purposes outside its aim and objectives shall constitute indiscipline and shall receive appropriate indictment, as maybe decided by the Disciplinary Committee.

27:3. The right to dispose of any or all of the properties of the Association is vested on the Board of Trustees subject to approval by the General Assembly.

27:4. The funds of all Chapters of the Association shall be the properties of the Association and nothing in these rules should prejudice the right of the National Executive Council to institute proceedings to recover funds or other properties of the Association from any Individual. Group of Persons, Institution or Cooperate Body.

27:5. All properties acquired for the Association in whomsoever custody and of whatever nature shall belong to the Association

CHAPTER 10

ARTICLE 25: CODE OF ETHICS for SOCIAL WORK PRACTICE

28:1. There shall be Code of Ethics for members.

ARTICLE 26: PENALTY FOR BREACH OF CODE OF ETHICS

29:1. Sanction for breaches of the code of conduct shall be a fine and/or suspension from membership, affiliation or office/position.

29:2. The amount of fine and appropriate penalty shall be left at the discretion of the NEC.

CHAPTER 11

ARTICLE 27: AFFILIATION/PARTNERSHIP

30:1. The Association shall partner with established Regulatory Council for Social Work in Nigeria, Research Institutes or other Institutions in pursuit of its Aims and Objectives.

30:2. The Association shall maintain its affiliation with the International Federation of Social Workers (IFSW) to make Nigeria and the world a better place.

ARTICLE 28: DISSOLUTION AND WINDING UP

31:1. The Association shall wind up or dissolve if:

31:1.1. Membership falls below 50 (FIFTY).

31:1.2. The General Assembly passes a resolution that the Association should be dissolved by two-third (2/3) majority votes of members at the Annual General Assembly called for that purpose. The voting shall be by secret ballot.

31:2. All matters of dissolution shall comply with the provisions of the Company and Allied Matters Act (1990) and other related laws in force.

31:3. The Board of Trustees shall be responsible for the winding up of the assets and liabilities of the Association.

31:4. If any asset/funds remain after the discharge of assets and liabilities of the Association, such shall be transferred to any other organization having similar aims and objectives and the duties of the Board of Trustees shall cease.

ARTICLE 29: AMENDMENT

This constitution is subject to amendment.

32:1. No new rule shall be made or altered, amended or rescinded unless agreed to by a two-thirds majority vote in a secret ballot at the General Assembly on recommendation by a simple majority of the NEC.

32:2. Any member shall have the right to initiate action in connection with any breach of provisions of the Constitution.

32:3. Subject to the supremacy of this Constitution, any Chapter has the power to make supplementary rules for the smooth conduct of internal affairs of the Chapter. This shall be submitted to the National Secretariat for the attention of the National Executive Council.

32:4. Any supplementary rule which is inconsistent with the provisions of this constitution shall be regarded as null and void and of no effect whatsoever.

32:5. In the event of any question arising as to the interpretation of any provision of this constitution, the issue shall be referred to the National Executive Council (NEC) for determination.

CHAPTER 12

ARTICLE 30: INTERPRETATION

33:1. Where any question as to the interpretation or application of this constitution arises in any matter, such question shall be referred to the Executive Council, which may set up an ad-hoc committee to consider it in consultation with the Legal Adviser, and shall present its recommendation to the General Assembly for approval.

33:2. Without prejudice to any provision of this constitution, a “constituted meeting” means a meeting in which the issue referred to has been listed in the agenda by a motion carried forward in a previous meeting.

33:3. The term “Misconduct” whenever used in this constitution includes any act, omission or transaction which if done or made or omitted incur the strong reprobation of an officer or any person of good repute or any conduct which violates the Code of Ethics of Social Work Practice.

33:4. The term “Officer” refers to any person holding office pursuant to Article 8:1. (a-o) of this constitution, including person /members of any committee.

33:5. The term “Death of a member” refers to only registered members of **NASoW** from National or Chapters.

33:6. The term “General Assembly” or “National Body” refers to the entire registered and good standing members of the Association.

33:7. The term, “Good Standing” refers to a member who has paid his dues up to date and is not under any indictment.

33:8. The term, “Chapter” shall mean the States, including FCT and Federal

ARTICLE 31: DEATH OF A MEMBER

34:1. If a regular member of the Association dies, the Association shall observe one (1) minute silence in respect and honour of the deceased member.

34:2. If a member in good standing dies, the Chapter that the member belongs to shall organize and attend the burial of the fallen colleague and offer a financial token to next of kin.

34:3. If a NEC/State Executive member in active service dies, a NEC/State Executive delegation shall attend the burial of the officer. An amount to be determined by NEC/State Executive shall be given to the head of the immediate family of the bereaved.

34:4. A report of any dead member from a Chapter shall contain in the annual report of each Chapter for presentation at the Annual General Meeting and published on the website of **NASoW**.

ARTICLE 32 CITATION AND COMMENCEMENT

35:1. This constitution shall be cited as “The Constitution of the Nigeria Association of Social Workers.”

35:2. The amended constitution of the Nigeria Association of Social Workers, became effective _ _ _ _ _ day of May 2016.

CHAPTER 13

FIRST SCHEDULE

OATH OF ALLEGIANCE & OFFICER

I do solemnly/affirm that I will be faithful and bear true allegiance to the Nigeria Association of Social Workers and the Federal Republic of Nigeria, that as of Nigeria Association of Social Workers and the Federal Republic of Nigeria and the law, and always in the interest of the members, their solidarity, wellbeing, prosperity and advancement of their careers, that I will strive to preserve the fundamental objectives of the Association as contained in the constitution of Nigeria Association of Social Workers.

That I will not allow my personal interest to influence my official conduct or my official decision, that I will do the best of my ability to preserve, protect and defend the constitution of Nigeria Association of Social Workers, the constitution of the Federal Republic of Nigeria, that I will abide by the Code of Conduct of the Association contained in the constitution, that in all circumstance I will do right to all manners of members, according to the Association’s constitution without fear of favour, affection or ill will that I shall not directly or indirectly communicate or reveal to any person, matters which shall be through or under my consideration or shall become known to me as of Nigeria Association of Social Workers, except as maybe required for the due discharge of any duties as _ _ _ _ _ of Nigeria Association of Social Workers and that I will devote myself to the service and wellbeing of members of Nigeria Association of Social Workers. So help me God.

MISCELLANEOUS

SECOND SCHEDULE

Subject to the provision of the constitution, the NEC and Chapters shall have the power to make rules to regulate their own internal procedures, provided such rules are not inconsistent with provision of this constitution nor constitute a breach of law of the land.

CERTIFICATE OF MERIT

THIRD SCHEDULE

- (a). Certificate of merit shall be given to any member who has held office in pursuant to Article 8:1 (a-o) of this constitution and any other person who has rendered distinguished service to the Association provided such person has not been adjudged guilty of any misconduct during his tenure of office.
- (b). Membership number shall also be issued to all regular members.
- (c). Identification card shall be issued to all regular and certified member.

CARETAKER COMMITTEE

FOURTH SCHEDULE

On the dissolution of NEC or a Chapter, apart from reason of holding elections, a Caretaker Committee shall be appointed to run the affairs of the dissolved organ for a period not exceeding one (1) year.

Alh. Nda Yusuf
Chairman
Constitution Review Committee

Fela Bright
Member