

CONSTITUTION

OF

**THE NIGERIA ASSOCIATION OF TEACHERS OF ARABIC
AND ISLAMIC STUDIES (NATAIS)**



APRIL 2013/ JUMADATH – THANI 1434 AH

PREAMBLE

We the members of the Association of Teachers of Arabic and Islamic Studies as categorised in the trade union restructuring Gazette, Vol. 65 of 8th February, 1978, having agreed to come together as an association, do hereby enact, promulgate and give to ourselves this constitution whose provision shall be binding on all members of the Association.

ARTICLE 1: NAME, LOGO, COLOUR, MOTTO, HEADQUARTERS

(i) **Name:**

The name of this Association shall be Nigeria Association of Teachers of Arabic and Islamic Studies hereinafter referred to as NATAIS and its address shall be c/o The National Secretary, The National Secretariat, Abuja.

(ii) **Logo**



The logo shall comprise of a map of Nigeria with a book – opened – in it. Right side of the book contains '*Ilm* on the right page while the left side contains *al-adab*.

(iii) **Colour**

The official colour of the Association shall be white, yellow and green signifying peace and unity.

(iv) **Motto**

The Motto of the Association shall be *Al-ilm Wa'l-Adab*

(v) **Headquarters**

The Headquarters of the Association shall be the Federal Capital, Abuja.

ARTICLE 2: AIMS AND OBJECTIVES

- (i) To bring together all teachers of Arabic and Islamic Studies in Nigerian Institutions of learning.
- (ii) To initiate, encourage and support scholarly research in Arabic and/or Islamic Studies.
- (iii) To promote and encourage the development of courses in Arabic and/or Islamic Studies at all levels of education.
- (iv) To collaborate with other interested parties at home and abroad in providing suitable syllabuses and text books for use in teaching Arabic and/or Islamic Studies at all levels of education.
- (v) To establish a suitable journal of Arabic and/or Islamic Studies to be published regularly.
- (vi) To organize seminars, conferences, symposia and workshops etc. from time to time on various aspects of Arabic and/or Islamic Studies.
- (vii) To attend to, and make necessary efforts to solve all problems inhibiting the progress of Arabic and/or Islamic Education in Nigeria.
- (viii) To undertake which ever activities as are consistent with the foregoing aims and objectives.

ARTICLE 3: MEMBERSHIP

A. There shall be four (4) categories of membership:

- (i) Full membership shall be for people, who are professionally concerned with the teaching and/or research into Arabic and/or Islamic Studies in all public and private institutions of learning throughout Nigeria.
- (ii) Associate membership shall be for people who are interested in furthering the aims and objectives of the Association but who do not qualify for full membership. Such include people who are professionally concerned with the administration of Arabic and Islamic Studies in public or private establishments throughout Nigeria.
- (iii) Corporate membership shall be for either schools or institutions which are professionally concerned with the administration,

teaching and/or research into Arabic and/or Islamic Studies as well as establishment which are interested in the furtherance of the aims and objectives of the Association.

- (iv) Honorary membership shall be for distinguished Muslims in any fields of learning or profession who are deemed by the Executive Committee of the Association to be worthy of such an honour.

B. Dissociation from Membership

- (i) A member wishing to dissociate from the Association shall notify Executive Committee in writing.
- (ii) A dissociating member shall give a notice of eight (8) weeks effective from the date of receipt of such notice.
- (iii) The NEC shall upon receipt of such notice forward same to the President.

C. Re-Admittance

- (i) For the purpose of re-admittance, a letter of apology duly addressed to the President through the State Branch Chairman shall be tendered by such a person wishing to rejoin the Association.
- (ii) The power of re-admittance of the person shall be vested on the state congress.
- (iii) Re-admitted member shall be placed under probation for a period of not less than two years before he/she can be qualified to vote or voted into any elective office of the Association.
- (iv) The lifting of probation shall be vested in the NEC upon a written certification of good conduct of such a person by the State Branch.

ARTICLE 4: FELLOWSHIP AWARD

Nominations are made annually for a person to be awarded the fellowship of the Association in Arabic and another in Islamic Studies. Fellows are necessarily scholars who have made landmark

contributions to the field and have distinguished themselves in the community.

ARTICLE 5: FINANCE

(a) Funds

- (i) Registration fee shall be paid by every member on admission as a member of the Association.
- (ii) Annual due shall be paid by every registered member.
- (iii) Levy may be imposed on individual members by either the State Branches or the National Body whenever necessary.
- (iv) Sale of the Association's publications.
- (v) Proceeds from the disposal of the Association's property when it is no longer needed.
- (vi) Donation from members of the public (i.e. Public Collection) for specific purposes – from time to time.
- (vii) Income through NATAIS Holdings when the company is eventually established.
- (viii) Donation from financial members and well-wishers.
- (ix) Lawful borrowings according to Islamic Law and practice.
- (x) All other lawful means of generating revenue according to Islamic tenets; including registration fees during academic conferences, workshops, etc.

(b) Registration Fee

CATEGORY OF MEMBERSHIP	PLACE OF WORK OF THE MEMBER	AMOUNT PAID	TO BE ₦
Full – Individual	Tertiary Institution (T)		5,000.000
Full – Individual	Secondary School (S)		2,500.00
Full Individual	Primary School (P)		1,000.00
Corporate Member	Academic Institution/ Administrative Office etc (C)		10,000:00

(c) Renewal of Membership after Five Years

₦2,500:00: Full member in tertiary institution

₦2,000:00 Full member in a secondary school

₦1, 000:00 Full member in a primary school

₦5, 000:00 Any Corporate member.

(d) Payment Modalities/Sharing Formula

- (i) All payments should be made to the national body of the Association during an annual conference, at a National Executive Committee meeting or during an organized academic gathering; especially workshop, symposia etc.
- (ii) Sixty five percent (65%) of the annual due shall be remitted to the State where – from the due emanates while thirty five percent (35%) shall be retained by the national body.
- (iii) Funds of the State Branch (either received from the national body or generated internally) shall be shared by the existing wings and the State Executive Committee, using the same formula of 35% to the State and 65% to the wing.

(e) Account

- (i) Receipt must be issued for money received for the Association.
- (ii) Funds of the Association shall be lodged with a reputable bank in Nigeria. Such a bank shall be decided by the Executive Committee.

- (iii) The President/Chairman, the Secretary and Treasurer shall be signatories to the Association's bank account. The Treasurer shall be the Principal signatory.
- (iv) The Secretary shall keep an imprest. He should account for such imprest to the Treasurer before receiving another imprest.
- (v) Proper records must be kept by the Treasurer for all money received for the Association.
- (vi) Balance sheet should be submitted by the Treasurer to every executive committee meeting of the Association.

(f) Audit

- (i) There shall be two auditors: One internal and the other external.
- (ii) The internal auditor shall be appointed at the Conference and he shall carry out a concurrent auditing of the Association's account during subsequent years.
- (iii) The external auditor who shall be a duly qualified person shall be appointed by the Executive Committee and shall audit the account of the current term of two years. His report shall be submitted at the Conference.
- (iv) The Executive Committee shall take necessary action on the findings of the auditors and the discrepancies found in the records of keeping the Association's account. Such action shall be reported at the Conference.

(g) Financial Year

The financial year of the Association shall commence on the 1st day of *Muharram* and end of the last day of *Dhu'l-Hijjah* of every Islamic year.

ARTICLE 6: OFFICERS AND THEIR DUTIES

- (a) Officers of the Association shall include:
 - (i) President/Chairman
 - (ii) Two Vice Presidents/Vice Chairmen
 - a. One for Arabic

- b. One for Islamic Studies
- (iii) Secretary
- (iv) Three Assistant Secretaries:
 - a. One for Meetings and Minutes,
 - b. One for Execution of Decisions
 - c. One for Publicity.
- (v) Treasurer
- (vi) Financial Secretary
- (vii) Editor-in-Chief
- (viii) Business Manager
- (ix) Auditor (Internal)
- (x) Two Ex-Officio Members

DUTIES OF OFFICERS

(a) President / Chairman

The President/Chairman shall:

- (i) Preside over the meetings (including executive and conference)
- (ii) Direct the affairs of the Association.
- (iii) Supervise the activities of the Association.
- (iv) Speak on behalf of, and represent the good interest of the Association at the appropriate forum.
- (v) Monitor the running of the Association by the staff of the secretariat – for effective management and accurate discharge of duties.
- (vi) Serve as principal signatory to the Association's Bank Account.
- (vii) And the National President serves as member of the Registered Trustees of the Association under the Companies and Allied Matters Decree No.1, 1990.

(b) Vice President/Vice-Chairman

Vice President or Vice-Chairman shall:

- (i) Perform the duties of the President/Chairman (as the case may be) any time the President/Chairman is absent or incapacitated to perform his functions.
- (ii) Liaise with the Association and the general public for co-operation and mutual understanding of the two.
- (iii) Perform any other duty assigned to him at the Executive Committee Meeting or by the President/Chairman (who acts in good faith) for the Executive Committee during emergency situations.

(c) Secretary

The Secretary (National or Branch – as the case may be) shall:

- (i) Execute or cause to execute all decisions taken at the appropriate Executive Committee Meetings and Conferences.
- (ii) Plan, organise and supervise the running of the Association's secretariat at his level (national or branch);
- (iii) Supervise the Assistant Secretaries in their respective schedules and take-over the function of any of them when the need for that arises.
- (iv) Recommend or report to the Executive Committee the employment or termination of staff member(s) working for the Association.
- (v) Direct the affairs of the Association after briefings and consultation with the President/Chairman or any concerned officer of the Association.
- (vi) Keep imprest for local running and petty expenses; and account for same to the Treasurer.
- (iii) Serve as member of the Registered Trustees of the Association under the Companies and Allied Matters Decree No. 1, 1990 (i.e. National Secretary only).
- (iv) Serve as a signatory to the Association's Bank Account.
- (vii) Perform any other duty assigned him by the President/Chairman who acts in good faith for the Executive committee during emergency situations.

(d) Assistant Secretary

- (i) The Assistant Secretaries shall severally or jointly act for the Secretary in his absence by the order of the President/ Chairman.
- (ii) The Assistant Secretary in charge of meetings and minutes shall:
 - a. consult the President/Chairman and/or the Secretary to summon meetings; and
 - b. take minutes of meetings including the Executive Committee and the conferences and circulate such to members not later than two weeks to the next meeting.
- (iii) The Assistant Secretary in charge of execution of decisions shall carry out from time to time all duties to which he may be assigned by the President/Chairman and/or the Secretary.
- (iv) The Assistant Secretary in charge of publicity shall:
 - a. publicize all activities of the Association;
 - b. propagate sense of belonging and commitment to the cause of the Association among members;
 - c. arrange and co-ordinate the ceremonial programmes planned and organized by the Association; and serve as master of ceremony;
 - d. make all necessary arrangements for the success of such ceremonial programmes and perform any other function assigned to him by the Executive Committee or the President/Chairman who acts for the committee in good faith during emergency situations.

(e) Treasurer

The Treasurer shall:

- (i) Receive and issue receipt for all money collected on behalf of the Association.
- (ii) Deposit all the money so received in the Association's Bank Account.
- (v) Keep records of Income and Expenditure for the Association.

- (vi) Serve as a member of the registered Trustees of the Association under the Companies and Allied Matters Decree No. 1, 1990 (i.e. National Treasurer only).
- (vii) Serve as a signatory to the Association's Bank Account.
- (viii) Give a report on the Association's Account at every meeting- including Executive Committee and the delegates' conference.
- (ix) Co-operate fully with the auditors in the discharge of their lawful duties.

(f) Financial Secretary

The Financial Secretary shall:

- (i) keep proper books of account of the income and expenditure, assets and liabilities, profits and losses of the Association
- (ii) record all donations or contributions with due care and diligence
- (iii) assist auditors in auditing the Association's account by providing all books of accounts within his custody as may be required by the auditors
- (iv) work in collaboration with the Treasurer so as to be informed on the state of cash in flow and out flow
- (v) prepare and publish Association's financial report

(g) Editor-in-Chief

The Editor-in-Chief shall:

- (i) serve as Chairman of the Editorial Board.
- (ii) execute or cause the execution of all decisions of the Editorial Board as may be approved by the Executive Committee.
- (iii) be assisted by the staff of the Association at the Secretariat (where necessary) towards an effective discharge of the foregoing duties.

(h) Business Manager

The Business Manager shall:

- (i) sell the Association's publications as may be directed from time to time by the Executive Committee.
- (ii) promote the sale of such publications through advertisement in the appropriate quarters; and

(iii) find means of income generation for the Association.

(i) Auditors

The two auditors, one internal and the other external shall respectively audit the accounts of the Association and submit their findings to the Association at the appropriate conference as provided in this Constitution.

(j) Ex-Officio Members

(i) The Ex-officio Members of the Association shall be in respective order, the immediate past President and the immediate past Secretary who have not been found wanting by the national conference delegates.

(ii) They shall attend and participate at all National Executive Committee meetings and National Conferences.

ARTICLE 7: ELECTION, PROCEDURE AND TENURE

(i) National and branch officers shall be dissolved and new officers elected once in two years.

(ii) An officer can run two terms consecutively. He shall be thereafter not qualified to hold the same office until after two years.

(iii) Election of officers shall be at the appropriate conference (National, branch etc).

PROCEDURE AT ELECTIONS

(i) Elections shall be conducted by retiring officer(s) who shall be nominated from among the members (present at the meeting) to form an electoral committee.

(ii) Only paid – up members shall be entitled to stand for election.

(iii) Only financial members of the outgoing year shall be eligible to vote.

(iv) The electoral committee shall take nominations from members; each nomination with a proposer and seconder.

- (v) Election shall be conducted into each office on its own merit (since each officer is accountable in the Association based on the trust reposed in him).
- (vi) Office of the secretary and that of his assistants may attract as many nominations as possible, usually not less than four and not more than seven. The highest scorer of vote among the contestants shall be the secretary, while the second, third and fourth next higher scorers shall share the office of assistant secretaries, i, ii and iii. Assistant Secretary I may be for Meetings and Minutes, II for Execution of Decisions and III for Publicity.
- (vii) Every officer shall be eligible to occupy an office for two consecutive terms of two years each. Thereafter, he shall not be eligible for election into the same office until after two years. He can however be considered into any other office immediately he completes two terms in the former office.
- (viii) Election of the two ex-officio members of the Executive Committee shall take a similar pattern to that of the Secretary and his Assistants. Scorers of the two highest votes shall be deemed elected. Outgoing officers (from the Executive Committee) may be more eligible for election into this post than other members. This is due to their experience in the past Executive which they can utilize to benefit the new Executive Committee. They can actually serve as link between the past and the present officers in the committee.

ARTICLE 8: CONFERENCE AND MEETINGS

(a) National Conference

- (i) There shall be two types of National Conference:
 - b. National Delegates Conference shall be held biennially and attended by the delegates from the State branches of the Association.
 - b. National Academic Conference shall be held annually and attended by academic members of the Association.
- (ii) At the National Delegates Conference:

- a. There shall be election into the National Executive Committee.
 - b. National officers of the Association shall give reports on their activities.
 - c. There shall be a general review of the Association's activities.
 - d. Each branch shall submit a report on its activities
 - e. The Treasurer shall submit a statement of Income and Expenditure for deliberation.
- (iii) An emergency National Conference shall be summoned by the Executive Committee if the condition warrants such meeting.
 - (iv) Notice for the annual or biennial conference shall be given in writing by the Secretary and should be dispatched at least 90 days to the Conference with two reminders, each at 30 days interval which may be through sms or via the Internet (Association website, e-mail or other social networking).
- a. Each branch shall be entitled to as many delegates as possible all sponsored to the conference by the branch.
 - b. Representatives of a branch shall be entitled to one vote in the house.
 - c. The branch's vote shall be determined by the majority votes of its recognised official delegates to the Conference
 - d. National employees shall be exempted from nomination and seconding motions as well as voting
 - e. All officers of the Association shall be recognised as official delegates.

b **Branch Conferences**

- (i) The branch Conference which shall be attended by sub-branch delegates shall be held once in two years
- (ii) All rules and regulations mentioned above under "National Conference" shall apply to "branch conferences" as if a branch conference is a national conference. The only difference shall be where "sub-branch" shall replace "branch" anywhere the latter occurs.

- (iii) National and Branch conferences shall hold in different years by alternation except when there are certain unavoidable circumstances to have both held in the same year. Thus, if the National Conference is held in a year, the Branch Conference shall hold the following year.

C PLACE AND TIME OF MEETING

- (i) The National Conference shall be rotational. The place and time of such conference shall be decided at each preceding conference.
- (ii) State Conferences shall normally be held in the headquarters of the State; or under certain circumstances, in any other principal town in the State. Time of the conference shall be decided at a preceding conference or by the Executive Committee.
- (iii) The National Executive Committee meeting shall be rotational from State to State until the building of the Association's Headquarters in the Federal Capital of Nigeria is ready for use.
- (iv) Place and time of other meetings shall be decided by the respective committees or boards or by the Executive Committee when necessary.

ARTICLE 9: SPEAKING RIGHTS AND PRIVILEGES

- (i) Speaking privileges shall include the right to address the meeting and to raise parliamentary points.
- (ii) Discussion must be limited to the immediate pending question; thus, the presiding officer shall rule out of order any speaker who fails to adhere to subject of discussion. Such a member shall be disciplined by ignoring his submission.
- (iii) The proposal of a motion shall have the right to reply at the end of the debate on his motion and where amendment is proposed, its proposal shall be allowed to reply at the close of the debate on such amendment. No further discussion shall be allowed once the question has been passed by the chair.

- (iv) A resolution which has been previously adopted may be revoked by a majority vote provided that the meeting had reconsidered the issue
- (v) No motion or amendment, proposed and seconded, can be withdrawn without the consent of the majority of the house.
- (vi) Discussion on a motion may be curtailed by the presiding officer who shall make clear how many members will be allowed to speak.
- (vii) A point of order must be listened to when necessary except when the presiding officer is speaking or during the act of voting. Such point of order must deal with the conduct of the procedure of the meeting and concerns only the subject-matter.
- (viii) When a motion for adjournment has been put forward and adopted, the presiding officer may make a list of the members who want to speak on CONDITION that such members had not spoken already on the same issue by allowing each of them to speak for few minutes.
- (ix) As far as possible, the presiding officer shall equalize the debate for and against any action or amendment.
- (x) All motions, including amendments must have a proposal and seconder, no discussion should be allowed on any motion until it has been proposed and seconded.

ARTICLE 10: BRANCHES

- (i) There shall be a branch of the Association in each State of Nigeria and the Federal Capital Territory, Abuja.
- (ii) Each branch may have three wings (Tertiary, Secondary and Primary) with each wing having its own Executive Committee as sub-branch.
- (iii) Executive Committees of the three wings/sub-branches shall constitute an Electoral College to elect members into the State Executive Committee.
- (iv) Each branch/sub-branch or wing shall:

- a. Bear the name of the Association and act in the best interest of the National body.
 - b. Observe, conform and adhere strictly to the provisions of this Constitution.
 - c. Meet from time to time to deliberate on how to achieve the aims and objectives of the Association.
 - d. Form governing bodies on the lines sets in the Constitution.
 - e. Send reports on its activities regularly to the National Secretariat of this Association (in case of branches) or to this appropriate Branch Secretariat (in case of sub-branches)
 - f. Keep in close touch with the Headquarters by means of correspondence.
 - g. Make contributions in accordance with the provisions of article five of this Constitution.
 - h. Be responsible for it's own internal organization and proper working.
 - i. Elect and send its delegates to the National (or Branch) Conference as the case may be.
 - j. At its discretion, determine the methods of running its branch smoothly and successfully subject of course, to the suitability of its locality and the provisions of this Constitution
- (v)
 - a. Women units may be formed when desirable.
 - b. .When formed, women shall hold their meetings separately and appoint officers among themselves.
 - c. Women members shall attend lectures, seminars and other functions where male members are also in attendance.
 - d. The women unit shall assist the Association both morally and financially.
 - (vi) Registration/Membership cards shall be coded as per the following examples:
 - a. NATAIS/KWS/T/000 (for a member of tertiary institution wing in Kwara State).
 - b. NATAIS/NGS/S/000 (for a member of secondary school wing in Niger State).

- c. NATAIS/FCT/P/000 (for a member of primary school wing in the Federal Capital Territory).
- d. NATAIS/KNS/A/000 (for an associate member working in Kano State).
- e. NATAIS/LAG/C/000 (for a corporate member in Lagos State). etc

THE EXECUTIVE COMMITTEE

a. Composition

- (i) The National Executive Committee shall comprise all National officers. Branch Chairman or his representative and any other member of the State Executive Committee. Branch chairman and Secretary of the Association in the State where the Executive Committee Meeting is holding shall be in attendance.
- (ii) Branch Executive Committee shall comprise all State officers. Chairmen and Secretaries of the sub-branches of the Association in the State may be in attendance.
- (iii) National Officers shall be ex-official members of the Executive Committee in their respective State Branches.
- (iv) Patrons, Grand Patron(s) and External Auditors shall not be members of the Executive Committee.

b. Functions and Powers

The Executive Committee shall:

- (i) Make rules and regulations for the proper management of the Association.
- (ii) Appoint sub-committee(s) or board(s) for the smooth running of the Association.
- (iii) Have the power to appoint auditor(s) (if not appointed at the Conference for one reason or another) and sub-committee(s) to look into special matters as the need may arise.
- (iv) Authorize the expenditures of which the payment voucher shall be signed by the President/Chairman, Secretary and Treasurer (where applicable).

- (v) In the absence of President/Chairman and any of his Vice, the Committee shall be presided by any elected person from among the members present.
- (vi) Meet as often as the business of the Association shall require and at least twice in a year.
- (vii) Form a quorum with at least one-half of the officers.
- (viii) Meet through an invitation letter from the Secretary and there should be a notice of at least twenty – one clear days.
- (ix) Have the power to discipline individual members or member branches/sub-branches as provided in Article eleven of this Constitution.

c. Filling of Vacancy

In the event of a vacancy occurring on the Executive Committee, the Committee shall have the power to fill such a vacancy for the rest of the term of office of such an officer at whose instance the vacancy was created or till the end of the term of the Executive Committee.

- (d) Management of Affairs of the Association shall be entrusted to the officers of the Association in the Executive Committee and other employees of the Association as may be appointed from time to time.

SUB-COMMITTEES

(a) The Editorial Board

- i. The Executive Committee shall appoint Editorial Board which shall comprise the Editor-in-Chief as Chairman.
- ii. There shall be six other members of the board comprising the Business Manager, two members for Arabic, two others for Islamic Studies, and one other member.
- iii. The Board shall be responsible for:

- (a) organizing seminars, workshops, symposia etc. for the Association.
- (b) editing articles submitted for publication in the Association's Journal or other publications. The articles must be duly assessed by competent scholars in the relevant areas of specialization.
- (c) printing, sale and distribution of all publications of the Association.
- iv. The board shall meet termly for deliberations.
- v. The board shall pass its decisions on the foregoing terms of reference to the Executive Committee for approval – especially such terms in sub-sections (iii)(a) and (c) of this article.

(b) The Scholarship Board

- i. The Executive Committee shall appoint a scholarship board as it deems it desired.
- ii. The board shall deal with all scholarship awarded to the Association.
- iii. The board shall also consider the awardees to benefit from these scholarships.
- iv. Decisions of the board shall be subject to the approval of the Executive Committee.
- v. One of the two Vice-Presidents/Chairmen may head the board.

(c) Working Committee

- 1. The Executive Committee may appoint a working committee which shall comprise all members of the Executive Committee residing in the domicile of the National Secretary.
- 2. The Working Committee shall assist the Executive Committee in carrying out the aims and objectives of the Association.
- 3. The Committee shall meet regularly to facilitate the day to day running of the Association.
- 4. The Committee shall have the power to co-opt any useful member to it in the discharge of its duties.

(d) Other Board and Committee

The Executive Committee shall have the power to appoint any other board or committee for the advancement of educational, religious, literary, scientific, social or charitable aims and objectives of the Association.

ARTICLE 11: POWERS OF THE EXECUTIVE COMMITTEE ON DISCIPLINE OF MEMBERS

- (a) Any member or branch of the Association infringing or willfully violating this Constitution or any rules or regulations made therein shall be dealt with accordingly by the appropriate Executive Committee.
- (b) Any member of the Executive Committee who fails to discharge his duties satisfactorily shall be dealt with by the Executive Committee.
- (c) A member of the Executive Committee who is found guilty of being absent from three consecutive meetings with reasons unacceptable to the Committee shall be deemed to have voluntarily removed himself from office and a substitute shall be elected.

Suspension/Impeachment

- (i) Any of the elected officers found wanting in the discharge of his duties by the Association shall be suspended to allow for investigation by a five-man committee to be appointed by the Association.
- (ii) Where an entire Executive Committee is suspended, a five-man care-taker committee shall be constituted by the Association to take charge of the affairs of the Association for the period specified in the Constitution.
- (iii) Where a report of an investigation committee indicting an elected officer(s) is endorsed by $\frac{2}{3}$ majority of accredited branches/registered members of the Association, a vote of no

confidence shall be deemed to have been passed and the process of impeachment may begin.

- (iv) Motion for such impeachment(s) shall be moved and seconded by representatives of accredited branche(s) or members present at a chapter.
- (v) The impeachment shall be by $\frac{2}{3}$ of vote cast by accredited branches/registered members of the association.

ARTICLE 12: COLLABORATION

- (i) The National Executive Committee is vested with the power to collaborate with National and International bodies that share parts of our objectives.
- (ii) The National Executive Committee shall sustain such collaborations and involve members in the activities formed with the National and International bodies.

ARTICLE 13: NATAIS RESEARCH CENTRE

- (i) The National Executive Committee shall ensure the establishment of a research centre for Arabic and Islamic Studies in any part of the country.
- (ii) The National Executive Committee shall also equip the centre with relevant books and state of the heart facilities to enable it attracts researchers from home and abroad.
- (iii) The National Executive Committee shall ensure that the centre has a befitting accommodation facilities (i.e. library, mosque etc) to make the centre conducive for researchers.
- (iv) The National Executive Committee shall appoint a committee to manage and maintain the research centre.

ARTICLE 14: INTERPRETATION

- (i) “The Association” means “The Nigeria Association of Teachers of Arabic and Islamic Studies” – “NATAIS”

- (ii) “Bank” refers to “any legally established financial institution or house approved by the Federal Government to be operating in Nigeria”.
- (iii) “National Conference” means either (i) the conference in which State branches of the Association are required to be adequately represented as stipulated in this Constitution; (It is also being referred to as “Delegates Conference”) or (ii) the Conference of academic members of the Association.
- (iv) “Executive Committee” refers to National Executive Committee, State (Branch) Executive Committee, Wing or Local Government Area/Town (Sub-branch) Executive Committee as the case may be.
- (v) “Staff Member” refers to “the employees of the Association who are not necessarily members and who are not holding offices in the Association”.
- (vi) “Body” means “the Association or its agents”.
- (vii) “NATAIS Holding” refers to a limited liability company being planned by NATAIS (to establish) for the purpose of generating revenue to the purse of the Association.
- (viii) “President/Chairman” refers to “President at National Level or Chairman at Branch level”. The same applied to “Vice President/Vice-Chairman”.
- (ix) “Established and existing branches” refers to State branches which have been actually established, inaugurated and are functioning. It is of note that branches have not been established in some States of the Federation at the time of writing this Constitution; thus, such are not established and existing branches.
- (x) “In good faith” means “with sincerity of purpose and without prejudice to anybody or matter”
- (xi) “Emergency situation” refers to an urgent occasion when a decision has to be made or an action has to be performed without necessarily taking permission from the appropriate Committee or

meeting of the Association since to wait for the meeting to decide may make the matter obsolete.

- (xii) “Lawful duties” means functions assigned to an officer by the provisions of this Constitution.

“Branch” refers to the Association at State level while “sub-branch” refers to the Association at Local Government Area of other lower level as analyzed in (iv) of this section.

ARTICLE 15: REVIEW AND ENACTMENT

- (i) This Constitution shall be reviewed every four years.
- (ii) This Constitution can be amended by the National Executive Committee and come into force after the approval by majority vote at the National Conference. If approved, the amendment clauses shall be typed and circulated to the branches for the notification of sub-branches and individual members.
- (iii) The implementation, interpretation and constitutionality of these Rules and Regulations are subject to the teachings of Islam as contained in the Holy Qur’ān and the *Sunnah* of the Prophet Muhammad (SAW), in case of conflict resulting to court action against the Association.
- (iv) This Constitution, as amended, shall be adopted by 2/3 majority of members at delegate conference.

ARTICLE 16: BOARD OF TRUSTEES

- (i) There shall be seven (7) members of the BOT appointed for the Association.
- (ii) The BOT shall be composed of:
- (a) The incumbent President
 - (b) Two (2) previous Presidents in the order of succession excluding Ex-officio I, the National Treasurer and Secretary; and
 - (c) Two (2) other Nigerians appointed on the basis of their proven integrity, academic excellence and dogged

commitment to the development of Arabic and Islamic learning in the country to be appointed by NEC.

- (iii) Trustees shall serve for tenure of four years.
- (iv) The BOT shall appoint Chairman from among themselves.
- (v) The BOT shall assist the Association to attract the much needed attention of the various arms of governments towards the realization of specific and immediate needs.
- (vi) The BOT shall assist the Association in any other capacity that may be requested by the Association.
- (vii) It shall be lawful for the Nigeria Association of Teachers of Arabic and Islamic Studies (NATAIS) to own, purchase, lease, or rent house and landed properties or materials as may be necessary or required for carrying out the work, aims and objectives of the Association. Such properties etc. shall be vested in the Trustees.
- (viii) Such Trustees (hereinafter referred to as “The Trustees” of the Nigeria Association of Teachers of Arabic and Islamic Studies (NATAIS) for the purpose of registration under Companies and Allied Matters Decree No. 1 1990 shall be appointed at a National Conference of States’ delegates.
- ix The Trustee shall apply to the Minister for Certificate of incorporation under the Companies and Allied Matters Decree No.1, 1990.

If such certificate is granted, the Trustees shall have power to accept and hold in trust, all land belonging to the Nigeria Association of Teachers of Arabic and Islamic Studies (NATAIS) and to acquire land on behalf of the Association subject to such condition as the Minister may impose.
- (ix) The Trustees shall have a Common Seal. The impression of the said Seal or its proposed device which is:
should be submitted for registration on a separate sheet of paper as in “ENCLOSURE F” of the registration particulars.
- (x) Such Common Seal will be kept in the custody of the National Secretary who shall produce it when required for use by the Trustees.

- (xi) All documents to be executed by the Trustees shall be signed by such of them and sealed with the Common Seal.
 - (xii) The trustee (who is a currently serving officer of the Association) shall cease to hold office, if he:-
 - a. resigns his office
 - b. ceases to be a member of the registered Trustees of the Nigeria Association of Teachers of Arabic and Islamic Studies (NATAIS) by death.
 - c. becomes insane.
 - d. is convicted of criminal offence involving dishonesty by a Court of competent jurisdiction.
 - e. is recommended for removal from office by a simple majority of NEC, majority vote of members present at any National Conference of the Association.
- OR
- f. ceases to reside in Nigeria.
 - (xiii) The trustees (who are past Presidents or Honorary members of the Association) shall hold office for four years only in order to give chance to other past Presidents or honorary members to serve the Association.
 - (xiv) Upon a vacancy occurring in the number of Trustees, a National Conference will be held to appoint another eligible member of the Nigeria Association of Teachers of Arabic and Islamic Studies (NATAIS).

APPENDIX – SPECIAL CLAUSE

- (i) THE INCOME AND PROPERTY of the Nigeria Association of Teachers of Arabic and Islamic Studies (NATAIS) whensoever derived shall be applied solely towards the promotion of the objectives of the Association as set forth in the RULES AND REGULATIONS/ 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 Association.

- (ii) Provided that nothing herein shall prevent the payment, in good faith, or reasonable and proper remuneration to an officer or servant of the Nigeria Association of Teachers of Arabic and Islamic Studies (NATAIS) in return for any service rendered to the Association but so that no member of the Council of Management or Governing Body shall be appointed to any salaried office of the Association or any office of the Association's Board, Committee or Company paid by fees; and that no remuneration or other benefits in money shall be given by the Association to any member of such Council or Governing Body except repayment of out-of-pocket expenses or reasonable and proper rent for premises demised, or let to the Association provided that the provision last aforesaid shall not apply to any payment to any Company in which the Association shall hold more than one – hundredth part of the capital, and such member shall not be bound to account for any share of profits he may receive in respect of any such payment.
- (iii) In the event of a winding-up or dissolution of the Nigeria Association of Teachers of Arabic and Islamic Studies (NATAIS) there remains, after the satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid to or distributed among the members of the Association but shall be given or transferred to some other institution or institutions, having objects similar to the objectives of the Association and the body of bodies; are prohibited from distributing its or their income and property amongst its or their members to an extent at least as great as is imposed on the Association under or by virtue of the SPECIAL CLAUSES hereof, such institution or institutions to be determined by the members of the Association at or before the time of dissolution and if in so far as effect cannot be given to the aforesaid provision then to some charitable object.

ARTICLE 17: COMMENCEMENT

The provisions of this constitution as amended shall come into effect as soon as an Annual General Meeting held during a conference ratifies it.