

NIGERIAN RED CROSS SOCIETY



STATUTES OF
**THE NIGERIAN
RED CROSS SOCIETY**

DECEMBER 2018

**STATUTES OF
THE NIGERIAN RED CROSS SOCIETY**

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CHAPTER 1

GENERAL PROVISIONS

1. Supremacy Of The Statutes

- 1) These Statutes shall be the supreme authority guiding the operations of the National Society and shall have binding force on all members, subject to the provisions of the Nigerian Red Cross Society Act and the Constitution of the Federal Republic of Nigeria.
- 2) These Statutes shall not be reviewed, modified, altered, amended or repealed save in accordance with the provisions as herein stipulated.

2. Mission Statement:

The mission of the Nigerian Red Cross Society is to alleviate the situation of the vulnerable people which include those affected by disaster, epidemics, armed conflicts and the poorest communities in both urban and rural areas amongst whom are women, children, aged, displaced and other vulnerable people.

3. Vision Of The National Society

- 1) To build a strong National Society that will continue to respond to both conflict and other emergency situations with required professionalism;
- 2) To build a visible and respectable National Society in terms of activities, integrity, accountability, internal and external relations;
- 3) To develop focused and strategic systems that will enhance efficient service delivery with the required impact;
- 4) To develop the potentials inherent in young people with the aim of mobilizing them for the purpose of service delivery to the vulnerable;
- 5) To mobilize human and material resources for achieving above visions.

4. Legal Base

- 1) Nigerian Red Cross Society was established by an Act of Parliament in 1960 and recognized by the International Committee of the Red Cross in 1961 and was admitted as a member of the International Federation of Red Cross and Red Crescent Societies in the same year. The Nigerian Red Cross Society is a component of the International Red Cross and Red Crescent Movement.
- 2) The Nigerian Red Cross Society is the only National Society of the Red Cross and Red Crescent Movement in the Federal Republic of Nigeria and carries out its humanitarian activities throughout the territory of the Federation.

- 3) Nigerian Red Cross Society is recognized by the Federal Government of Nigeria as a Voluntary Aid Society, auxiliary to the public authorities in the humanitarian services.

5. Governing Principles

- 1) To act in accordance with the Nigerian Red Cross Society Act under which the Nigerian Red Cross Society is recognized under the Nigerian legal order.
- 2) To act in accordance with the Geneva Conventions of 1949 and their additional protocols.
- 3) To act in accordance with the resolutions of the International Conference of the Red Cross and Red Crescent Societies and the Council of Delegates.
- 4) To act in accordance with the Statutes of the International Red Cross and Red Crescent Movement and the Constitution of the International Federation of the Red Cross and Red Crescent Societies.

6. The Seven Fundamental Principles Of The Movement:

- 1) **Humanity:** The International Red Cross and Red Crescent Movement, born of a desire to bring assistance without discrimination to the wounded on the battlefield, endeavours, in its international and national capacity, to prevent and alleviate human suffering wherever it may be found. Its purpose is to protect life and health and to ensure respect for the human being. It promotes mutual understanding, friendship, cooperation and lasting peace amongst all peoples.
- 2) **Impartiality:** It makes no discrimination as to nationality, race, religious beliefs, gender, class, or political opinions. It endeavours to relieve the suffering of individuals, being guided solely by their needs, and to give priority to the most urgent cases of distress.
- 3) **Neutrality:** In order to continue to enjoy the confidence of all, the Movement may not take sides in hostilities or engage at any time in controversies of a political, racial, ethnic, religious or ideological nature.
- 4) **Independence:** The Movement is independent. The National Societies, while auxiliaries in the humanitarian service of their governments and subject to the laws of their respective countries, must always maintain their autonomy so that they may be able at all times to act in accordance with the principles of the Movement.
- 5) **Voluntary Service:** It is a voluntary relief movement not prompted in any Manner by desire for gain.

- 6) **Unity:** There can be only one Red Cross or Red Crescent National Society in any one country. It must be open to all. It must carry on its humanitarian work throughout its territory.
- 7) **Universality:** The International Red Cross and Red Crescent Movement, in which all Societies have equal status and share equal responsibilities and duties in helping each other, is worldwide.



CHAPTER 2

**OBJECTS, POWERS AND FUNCTIONS OF THE NATIONAL
SOCIETY**

7. Objects of The National Society: The objects of the National Society as set out in the Nigerian Red Cross National Society Act are as follows:

- 1) The **general objects** of the National Society are –
 - a) To provide humanitarian aid and relief to victims of armed conflicts, to the sick and wounded of armed forces and among non-belligerents, and to prisoners of war and civilian sufferers from the effects of war, in accordance with the spirit and conditions of treaties of the Red Cross, 1949 Geneva Conventions (as amended from time to time) and any other treaty, convention or protocol similar in purpose to which the Federal Republic of Nigeria has given or may give its adhesion;
 - b) To perform all the duties devolved upon a National Society by each nation which has acceded to the said treaties, conventions and protocols;
 - c) In time of peace or war, to carry on and assist in work for the improvement of health, the prevention of disease and mitigation of suffering throughout the world;
 - d) To render assistance to the medical services of the Armed Forces in times of armed conflicts, in accordance with the Geneva Conventions;
 - e) To prevent and help alleviate the suffering of any person without any adverse discrimination as to nationality, race, ethnicity, religious belief, colour, status, wealth, sex, language or political opinion, or similar criteria;
 - f) To act as a leading organization and to take part in national preparedness and humanitarian response plans in situations of armed conflict and other situations of violence, natural or man-made disasters and other emergencies, which may strike within the territory of the State;
 - g) To provide community services to the general population through the National Society's own programs in such fields as health, the prevention of diseases, social welfare and education;
 - h) To manage an effective national network to restore family links between people separated as a consequence of armed conflict, other situations of violence, natural or man-made disasters or other situations requiring a humanitarian response;
 - i) To cooperate with the public authorities and public service personnel in

the national application and implementation of international humanitarian law, and to ensure the protection of the red cross and of other distinctive emblems and designations recognized under the 1949 Geneva Conventions and their Additional Protocols;

- j) To promote and disseminate international humanitarian law, the Fundamental Principles and the spirit of volunteerism;
 - k) To conduct other activities consistent with the foregoing objects.
- 2) The **particular objects** of the National Society shall be defined by rules made by the Central Council of the National Society in accordance with the provisions of the Act. Provided that nothing in such objects shall be inconsistent with the provisions of the Act or with the spirit and intention of the said treaties, conventions and protocols.

8. Powers of The National Society: In pursuance of the Objects but not further or otherwise and without prejudice to the powers by law vested in the National Society by virtue of the Act, the National Society shall have the following powers, namely:

- 1) To act as an autonomous auxiliary to the public authorities in the humanitarian field, with a special role in enhancing respect for humanitarian values and human dignity.
- 2) To disseminate knowledge of the Fundamental Principles and of International Humanitarian Law through publications, education programmes and in other ways.
- 3) To co-operate with government to ensure respect for International Humanitarian Law and to protect the Red Cross and Red Crescent emblems, and any other distinctive emblems, signs and signals established under International Humanitarian Law.
- 4) To solicit and receive donations, subscriptions, grants and gifts of all kinds, whether absolute or conditional, and to obtain money by any legal means which are in conformity with the principles, policies and regulations of the Movement and of the National Society.
- 5) To acquire any interest whatsoever in any real or personal property anywhere in the world and subject to all such consents as are by law required to sell, lease, mortgage or otherwise deal with or exchange and then to account for all or any part thereof and to construct, provide, maintain, repair and alter any buildings, works, ships, stores, plants and things which may from time to time be necessary for the fulfilment of the Objects.

- 6) To enhance respect for humanitarian values and human dignity; and disseminate knowledge of the Fundamental Principles and the International Humanitarian Law through publications, education programmes and other ways.
- 7) To acquire any real or personal property upon trust for any of its constituent parts or upon any special trusts within its Objects: provided always that the same shall be kept separate and apart from any other property or funds of the National Society.
- 8) To carry on trade insofar as that trade is exercised in the course of, or ancillary to, the carrying out of the Objects or is temporary, and is in conformity with the principles, policies and regulations of the Movement and of the National Society.
- 9) To exercise the powers of delegation.
- 10) To exercise the powers of investment.
- 11) To enter into and/or utilise all forms of financial instruments where that is necessary or desirable in the course of actually carrying out the National Society's purposes.
- 12) To appoint such persons for such purposes as the National Society may think fit and in particular to make proper and reasonable provisions for pensions and superannuation for employees of the National Society and their dependants (whether as employees, consultants or otherwise) on reasonable terms and for reasonable remuneration and/or compensation.
- 13) To make and carry out any arrangement for joint working or in co-operation with any other association or body, whether incorporated or not, carrying on work similar to any work for the time being carried on by the National Society in accordance with the principles, policies and regulations of the Movement.
- 14) To establish and support or aid in the establishment and support of other charitable associations or institutions carrying on in any part of the world charitable work similar to any work for the time being carried on by the National Society, including the International Federation of Red Cross and Red Crescent Societies and the International Committee of the Red Cross, and to give, lend or guarantee money for charitable purposes in any way connected with or calculated to further the Objects or any of them.
- 15) To draw, accept, endorse issue or execute promissory notes, bills of exchange, bills of lading, warrants and other negotiable, transferable or mercantile instruments.

- 16) Subject to such consents as may be required by law to sell, to borrow or raise money on such terms and on such security as may be thought fit.
- 17) To give any guarantees or indemnities to any person or persons, corporation or body transferring any property to the National Society and to compromise all disputes or differences between any such person or persons, corporation or body and the National Society.
- 18) To publish or disseminate any items in any media, to organise lectures, broadcasts, courses of instruction and examinations and to issue certificates in respect of such examinations with the concurrence of the appropriate Ministry, Department or Agency of Government.
- 19) To apply and dispose of the capital and income of the monies and other property, whether real or personal, from time to time vested in or belonging to the National Society for and towards the proper and effective carrying out of the Objects or any of them.
- 20) To take over the assets and liabilities of the Associated Charities and to be their successor in title.
- 21) To establish State Branches and recognise local government Divisions.
- 22) To authorise clothing and badges of the National Society to be worn by Members in accordance with such regulations as the Council may prescribe from time to time.
- 23) To incorporate any wholly owned subsidiary company to carry on any trade within the National Society's powers for the purpose of raising funds for the National Society: provided that the National Society shall not invest any of its funds in such a subsidiary or make any loan out of its funds to such a subsidiary unless the National Society shall first have taken appropriate advice.
- 24) Generally to do all other lawful acts in furtherance of the Objects or any of them.

9. Functions of The National Society

In promoting the purpose of the National Society it shall be the duty of the National Society:

- 1) To train personnel and maintain a permanent, accountable and functional organization in the fulfilment the object and functions set out herein.
- 2) To train personnel and maintain a permanent organization to relieve sickness, suffering and distress, especially the casualties of war, armed conflict, epidemics or disaster.
- 3) When engaged in relief work, to supplement official services where they

exist, and in particular to be prepared to supply trained auxiliaries for the medical service of the Armed Forces, for other medical and nursing service; and to provide additional stores, special equipment and extra comforts where needed and to be ready to take the initiative where an official service does not exist or is limited.

- 4) To bring relief to all disaster, epidemic and conflict affected persons, and to be ready in any emergency to organize relief services and supply personnel, stores and equipment as a temporary measure until the official services are ready to take over or the need ceases to exist, and to co-operate with other organizations, if necessary, in organizing such services.
- 5) Generally to act as a channel through which the public may express their sympathy for the sick and suffering, but except in the circumstances set out herein not to subsidize government schemes or assume responsibilities which are the legitimate function of the government: Provided that where the National Society is informed by the Government that the Government is unable to undertake them, until such time as the Government is able to do so.
- 6) To undertake work in accordance with the principles of the Movement for the improvement of health and prevention of disease, including courses of instruction open to the public.
- 7) To promote and encourage the enrolment of adult and youth members in the work of the National Society.
- 8) To encourage, co-ordinate and support the work of the Branches, Divisions and Subsidiary Units in carrying out the functions of the National Society.
- 9) To bring to the knowledge of the people of Nigeria the provisions of the International Humanitarian Law.
- 10) To cooperate with the government to ensure respect and protection of the Red Cross/Red Crescent Emblems;
- 11) To educate and promote the fundamental principles and ideals of the Red Cross/Red Crescent Movement among the population.
- 12) To promote healthy living and prevent all forms of disease and epidemics.
- 13) To reduce the risks associated to disaster or crisis.
- 14) To promote humanitarian values and principles through the country and especially among youth.
- 15) To develop the potential in young people and mobilize service delivery to the vulnerable;
- 16) In time of war or armed conflict, furnish volunteers to furnish aid to the sick and wounded both of armies and non-belligerents, prisoners of war, and civilian sufferers from the effects of war or armed conflict, in accordance

with the spirit and conditions of the Geneva Conventions and their Additional Protocols and in observance of International Humanitarian Law and applicable Nigeria law.

- 17) To train personnel and maintain a permanent, accountable and functional organization in the fulfilment of the object and functions set out herein.



CHAPTER 3

10. Red Cross Emblem

1) Emblem and logo Defined

a) The National Society is permitted by law to have and use in carrying out its purposes, an emblem and logo with a heraldic red cross having vertical and horizontal arms of the same length and completely surrounded by a white background enclosed or accompanied by the name "Nigerian Red Cross Society" in long, acronym or abbreviated form.

b) The National Society shall display the emblem at all times in accordance with the Geneva Conventions and their Additional Protocols, the 1991 Regulations on the use of the Red Cross or Red Crescent emblem by National Societies and the Nigerian Red Cross Society Act.

2) The Emblem of the National Society shall be used:

a) On any building or other structure (whether permanent or temporary), including a tent used by the National Society for carrying out its purposes;

b) On any ambulance or other vehicle used by the National Society for carrying out its purposes.

3) The Emblem may be worn by members and volunteers on uniforms in accordance with the Regulations and on occasions when the uniform is permitted to be worn, but no person other than full-time employee of the National Society shall wear the uniform except when actually engaged in the work of the National Society or going to or from such work.

4) Members, Volunteers and staff shall at all times, and especially in time of war or armed conflict, avoid using the Emblem in such a way as to suggest that any person or object is entitled to the protection of the General Conventions and its Additional Protocols when not so entitled. Members, Volunteers and staff should report any misuse of the emblem whether by a member of the National Society or by any other person to the National Society and the National Society may report to the Nigeria Police or any relevant Ministry or authority.

5) The use of the Red Cross Emblem is regulated by law and in accordance with International Conventions, and any member, volunteer or staff contravening this rule or otherwise misusing the Emblem shall be liable to be expelled from the National Society in addition to any punishment prescribed under the law. Any member, volunteer or staff affected shall be informed promptly and in writing.

CHAPTER 4

MEMBERSHIP OF THE NATIONAL SOCIETY

11. Membership of the National Society shall be open to all citizens and residents of Nigeria irrespective of nationality, race, gender, ethnicity, class, language, religious belief, political opinion, social standing or any other ground.

12. Components of the National Society.

The National Society shall be made up of four components: -

1) Members

- a) Member is a person who is registered as such and pays annual membership fees to the National Society.
- b) Life Member is a member of the National Society who has been so designated by the Central Council in recognition of exceptional services to the National Society;
- c) Regular Member is a person who is enrolled in the National Society's Voluntary Aid Detachments.
- d) Junior Members are those boys and girls of school age who enrolled in the National Society's Junior Units.
- e) Corporate member is any corporate body registered by the National Society as a corporate member.

2) Patrons

- a) Grand Patron: The President of Federal Republic of Nigeria shall be the Grand Patron of the National Society except as shall otherwise be determined by the Central Council.
- b) Patron: The Governor of a State and the Minister of the Federal Capital Territory shall be the Patron of the Branch except as shall otherwise be determined by the Central Council.
- c) Divisional Patron: The Chairman of Local Government Area or by whatever name he is called shall be the Patron of the Division except as shall otherwise be determined by the Central Council.
- d) Patrons are exempt from financial duties imposed on members and cannot exercise the rights of members.
- e) Patrons should:

- Respect and disseminate the Fundamental Principles;
- Promote the work of the National Society;
- Recognize the Statutes and Regulations of the National Society;

Respect and protect the Emblem of the Movement and the logo of the National Society.

3) Staff

- a) Employees of the National Society that are engaged on full time or part time basis to render services to the National Society paid in line with National Society human resources and staff policy.
- b) Staff are liable to be deployed to the National Headquarters, Branches or Divisions.

4) Volunteers

- a) The National Society depends on volunteers to deliver its humanitarian services.
- b) A volunteer is a person who is motivated by free will to render such services as may be required to the National Society but who is not necessarily a member or staff of the National Society.
- c) The National Society is open to all who want to be volunteers without any form discrimination based on nationality, race, gender, ethnicity, class, language, religious belief, political opinion, social standing or any other ground.

13. Code of Conduct:

All members, volunteers and staff of the National Society shall be required to abide by the appropriate Code of Conduct.

14. Rights And Duties of Members

1) Rights:

- a) To elect and be elected to the governing bodies;
- b) To participate and vote in the meeting of the local assembly and, if elected, in the assemblies of higher levels of the organization;
- c) To present proposals and raise issues with any authority in the National Society in accordance with channel of communication.

2) Duties:

- a) To adhere to and disseminate the Fundamental Principles.
- b) To promote the work of the National Society.
- c) To recognize and obey these Statutes and Regulations of the National Society.

- d) To respect and protect the Emblem of the Movement and the Logo of the National Society.
- e) To pay annual subscription fee.
- f) To participate actively in the work of the National Society.

15. Rights and Duties Of Volunteers

1) A volunteer shall have the following rights: -

- a) To receive appropriate support in induction and training to carry out volunteer tasks.
- b)
- b) Participating in designing and improving the activities in which they are involved.
- c) Being protected whilst in the service of the National Society (including safety and security, protection from abuse, bullying and sexual harassment and psychosocial support).
- d) Being reimbursed for reasonable costs incurred whilst rendering service to the National Society.
- e) To attend divisional or branch general meetings as observers.

2) A volunteer has the following duties: -

- a) Adhering to the Fundamental Principles.
- b) Respecting National Society regulations regarding the use of the emblem.
- c) Abiding by the National Society's volunteer regulations, including code of conduct.

16. Loss of Membership

- 1) A member may give notice of his withdrawal of membership in writing to his Branch Secretary or the Secretary General at any time.
- 2) The Branch Executive Committee may recommend to the Board for the expulsion of a member for gross misconduct after thorough investigation and fair hearing. The member has the right of appeal to the Board.

- 3) The Council shall make Regulations for the hearing of appeals by an ad-hoc committee whose impartiality can be guaranteed to ensure fair hearing.
- 4) The decision of the ad-hoc committee shall be final and binding.
- 5) "Gross misconduct" means a grave violation or breach of the provisions of these Statutes or a misconduct of such nature as amounts in the opinion of the Council as gross misconduct.
- 6) Any member, including volunteer, shall at the time of suspension or resignation return all National Society's property in his custody to the National Society.

17. Restriction of Membership: In time of war, the Central Council, after consultation with the Minister responsible for Defence, may place such restriction on the continued membership or admission to membership of persons who are not Nigerian citizens as may seem necessary in the interest of Nigeria.

CHAPTER 5

ADMINISTRATION OF THE NATIONAL SOCIETY

18. Central Council: The supreme governing body of the National Society shall be the Central Council ("the Council")

1) **The Council** shall be composed of:

- a) All National Officers; and
- b) Two members from each Branch to be made up of:
 - i. The Branch Chairman or the Branch Vice Chairman; and
 - ii. One other member of the Branch Executive Committee;
- c) Six Youth Representatives elected by the National Society Youth Wing and
- d) Six Female Representatives elected by National Society Mother's Club.
- e) Members of the Risk and Audit Committee
- f) **Secretary General** shall serve as the Secretary of the Council with no voting right and will attend its meetings with Heads of Departments and Heads of Units and, at his discretion, other relevant members of staff.
- g) **Observers:** The following persons shall be invited as observers to the Annual General Meeting without a right to vote:
 - i. A representative each from the National Emergency Management Agency (NEMA) and from other relevant Federal Government Ministries, Departments and Agencies;
 - ii. A representative each from the Armed Forces, the Police, Immigration, Federal Road Safety Corps, Nigerian Civil Defence Corps;
 - iii. Such number of Life Members as THE BOARD may determine; and
 - iv. Branch Secretaries.

2) **Functions:** The Council shall have the following functions:

- a) Approve the fundamental policies, strategies and rules that will govern the National Society.

- b) Approve all regulations necessary to give effect to these Statutes.
- c) Ensure that the Statutes and other rules and regulations are up-to-date and compatible with national laws and the objectives of the Red Cross and Red Crescent Movement.
- d) Adopt the annual plans, budgets and financial reports and audited financial statements of the National Society.
- e) To approve, reject, ratify or modify every agreement, obligation or undertaking entered into with Movement Partners, organisations or institutions that create obligations on the National Society on the recommendation of the Board.
- f) Determine the amount of membership subscriptions.
- g) Elect the National Officers for the National Society.
- h) Note the electoral rules prepared by the Election Committee and approved by the Board.
- i) Approve any disciplinary action against an elected National officer on the recommendation of the Board.
- j) Approve the appointment, resignation or dismissal of the Secretary General on the recommendation of the Board.
- k) Elect Chairman and two other members of Risk and Audit Committee.
- l) To delegate such powers it deems necessary to the Board for the smooth running of the National Society exercisable between sessions of the Annual General Meeting.

19. The Governing Board: There shall be a Governing Board ("the Board") which shall oversee the management of the National Society between the sessions of the Council.

1) The composition of the Board shall be as follows:

- a) All National Officers;
 - a. All Zonal Chairmen and one other Branch Chairman from each zone selected on quarterly basis rotating among the States constituting the zone;
- b) Chairman of the Risk and Audit Committee;
- c) One Youth Representative; and
- d) One Female Representative;

- e) The Secretary General;
- 2) Secretary General shall also serve as the Secretary of the Board. The Secretary General will attend with the Assistant Secretary Generals, the Heads of Departments and Units, six Branch Secretaries (nominated by their conference from Branches other than the ones of their Zonal Chairmen) and, at his discretion, other relevant members of staff.
- 3) **Functions of the Board** shall be to:
 - a) Oversee the activities of the National Society with the view of realizing its purpose and functions in line with the Fundamental Principles and provide oversight functions on the general administration of the National Society.
 - b) Recommend to the Council the appointment, resignation and termination of appointment of and any disciplinary action against the Secretary General.
 - c) Approve the appointment, resignation or termination of appointment and discipline of senior staff, including those of Heads of Departments and Units on the recommendations of the Establishments Committee.
 - d) Ratify the establishment of Divisions.
 - e) Formulate and recommend policies, strategies, rules and regulations and submit to Council for ratification.
 - f) Approved and submit to Central Council for noting Rules and Regulations for conduct of elections set out by the Election Committee.
 - g) Adopt the annual plan, annual report, budget, financial reports and audited statements submitted to it by the Secretary General and recommend for final approval to the Council.
 - h) Ensure the financial stability of the National Society.
 - i) Ratify the financial reporting process, internal control and legal compliance of the National Society's financial transactions.
 - j) Establish committees deemed necessary to advance the objects of the National Society.
 - k) Ratify the election of Zonal Chairmen from among the Branch

Chairmen of each geo-political zone.

- l) Set out duties of the Risk and Audit Committee.
- m) Study, advise and ensure the implementation of any issues affecting National Society brought to its attention.
- n) Recommend to the Council the admission, expulsion, dissolution and any disciplinary action to be taken against any Branch.
- o) Hear appeals on staff disciplinary matters.
- p) Delegate such power, as it deems necessary.
- q) Ratify agenda for the meetings of the Council presented by the SG.
- r) Deliberate on any matter assigned or delegated to it by the Act, these Statutes or the Council.

4) National Officers of the National Society shall be:

- a) National President;
- b) National Vice President;
- c) National Legal Adviser;
- d) National Finance and Property Management Adviser;
- e) National Disaster Management Adviser
- f) National Programme Planning Adviser;
- g) National Health and Care Adviser;
- h) National Financial Resources Mobilisation Adviser;
- i) National Youth, Gender and Volunteer Adviser;
- j) National Branch Development Adviser;
- k) National Capacity Development Adviser;
- l) National Communication and Advocacy Adviser

5) General Functions Of National Officers

- a) The National Officers shall advise the National Society on matters relative to their portfolios and perform such duties as may be assigned to them by the Council or the Board or the President from time to time based on their skills, competence and experience.
- b) Every National Officer shall provide expert advice in setting up strategic agenda in achieving the goals of the National Society and shall contribute in enhancing membership, resources and partnerships.
- c) National Officers shall provide oversight functions in the management of the National Society without getting directly involved in management matters, programmes or operations in any way whatsoever.
- d) The National Officers shall ensure that sound, timely and strategic advice is provided to the Council, Board and Management to enable the National Society effectively achieve its mission.
- e) A National Officer may be requested to represent the National Society at national, regional and international events with or in the absence of relevant and competent senior management staff.
- f) Every National Officer shall assist in ensuring close working relations with the relevant Government authorities.
- g) Every National Officer shall endeavour to play a role in mediating in disputes within and among branches as the National President may direct.
- h) The Board may assign specific duty to any other National Officer if in the opinion of the Board the National Officer ordinarily responsible for that specific duty is indisposed, incapacitated or incapable of discharging that specific duty.

6) Specific Functions of National Officers:

a) National President shall:

- i) Oversee and guide the Management on emergency issues that may arise between sessions of the Board and report to the

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Board for ratification not later than at the next quarterly meeting of thereof.

ii) Liaise with the Board to exercise oversight functions on the management of the National Society on issues that may arise between sessions of the Board.

iii) Preside at all meetings of the Council and the Board and perform all duties incidental to his office.

iv) Shall summon emergency meetings of the Council or the Board as per the provisions herein.

v) Shall take actions and decisions between meetings delegated by the Council or the Board;

vi) Shall be the direct reporting line of the Secretary General;

vii) Shall be one of the signatories to the accounts of the National Society;

viii) Shall represent the National Society at all national, regional or international events.

ix) May delegate some of his functions to the Vice President, or any other such National Officer he may deem appropriate for the task at hand.

b) National Vice President shall:

i) Preside over meetings in the absence of the President;

ii) Provide oversight over establishment matters.

iii) Perform such other duties as may be assigned or delegated to him by the President or the Council or the Board.

c) National Legal Adviser shall:

i) Chair the Legal Committee.

ii) Shall along with the members of the Legal Committee, be responsible for the interpretation of these Statutes and other legal instruments.

iii) Provide oversight over the relevant management department.

- d) National Finance and Property Management Adviser shall:**
 - i) Chair the Finance, Property and Property Management Committee.
 - ii) Be a signatory to the Society's accounts.
 - iii) Shall advise the National Society on policy matters affecting the finances of the National Society.
 - iv) Shall advise and ensure timely preparations of annual accounts and budget of the National Society.
 - v) Provide oversight over the relevant management department.
- e) National Disaster Management Adviser shall:**
 - i) Chair the National Disaster Management Committee.
 - ii) Provide oversight over the relevant management department.
- f) National Programme Planning Adviser shall:**
 - i) Chair the Programme Planning Committee.
 - ii) Provide oversight over the relevant management department.
- g) National Health and Care Adviser shall:**
 - i) Chair the Health and Care Committee.
 - ii) Provide oversight over the relevant management department.
- h) National Financial Resources Mobilisation Adviser shall:**
 - i) Chair the Financial Resources Mobilisation Committee.
 - ii) Provide oversight over the relevant management department.
- i) National Youth, Gender and Volunteer Adviser shall:**
 - i) Chair the Youth, Gender and Volunteer Committee.
 - ii) Provide oversight over the relevant management department.
- j) National Branch Development Adviser shall:**
 - i) Chair the Branch Development Committee.
 - ii) Provide oversight over the relevant management department.
- k) National Capacity Development Adviser shall:**
 - i) Chair the Capacity Development Committee.
 - ii) Provide oversight over the relevant management department.
- l) National Communication and Advocacy Adviser shall:**
 - i) Chair the Communication and Advocacy Committee.
 - ii) Provide oversight over the relevant management department.

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7) The Board shall constitute eleven **STANDING COMMITTEES:-**

- a) Establishments Committee;
- b) Legal Committee;
- c) Finance, Property and Management Committee;
- d) Disaster Management Committee;
- e) Programme Planning Committee;
- f) Health and Care Committee;
- g) Financial Resources Mobilisation Committee;
- h) Youth, Gender and Volunteer Committee;
- i) Branch Development Committee;
- j) Capacity Development Committee; and
- k) Communication and Advocacy Committee.

8) All Committees shall:

- a) Make their recommendations to the Board.
- b) Consist of not less than five and not more than seven members as follows:-
 - i) The Chairman (National Adviser);
 - ii) One other National Adviser from a region (north/south) other than the region of the Chairman;
 - iii) Head of Department of the corresponding Committee;
 - iv) Relevant Heads of Units of corresponding Committee.
 - v) Other(s) appointed based on expertise and experience relevant to the Committee's functions.
- c) Have a quorum of fifty percentage of its membership.
- d) The Secretary General or his assign shall be the secretary of every Committee.

9) The specific functions of the Committees shall be as follows:

a) Establishment Committee

- i) Shall be under the chairmanship of the National Vice President.

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- ii) Shall give general advice on personnel and human resource matters of the National Society; ensure that all appointments are competency based and represent the geographic and cultural diversity of Nigeria.
- iii) Shall process the recruitments of the Secretary General and senior staff as directed by the Board.
- iv) Shall advise the Board on the Conditions of Service, Staff Regulations and salary structure of the National Society;
- v) Shall advice on matters regarding implementation of staff policies.

b) Legal Committee

- i) Shall be under the chairmanship of the National Legal Adviser.
- ii) Shall periodically review the Nigerian Red Cross Society Act and these Statutes and recommend their amendments to the Council, as directed by the Board.
- iii) Shall liaise with and advise the Government on the implementation of International Humanitarian Law as contained in the Geneva Conventions and the Additional Protocols of which the Nigerian Government is a party;
- iv) Shall interpret the Statutes and advise on issues brought to it by other Committees, the Board and the Council.

c) Finance and Property Management Committee

- i) Shall be under the chairmanship of the National Finance and Property Management Adviser.
- ii) Shall advise the National Society on matters of policy affecting the finances of the National Society with a particular view to ensuring that the policy is in accordance with the Seven Fundamental Principles of the International Red Cross and Red Crescent Movement and in line with International best practice.
- iii) Shall advise on and ensure the timely preparation of Annual Accounts and Annual Budgets for the National Society.

- iv) Shall recommend external auditors to audit the accounts of the National Society.
 - v) Shall advise on the management of the National Society's Property nationwide.
 - vi) Shall advise on the implementation of all decisions on the National Society's property nationwide.
- d) Disaster Management Committee**
- i) Shall be under the chairmanship of the National Disaster Management Adviser
 - ii) Shall advise the National Society on disaster management with a particular view to ensuring that the policy is in accordance with the Seven Fundamental Principles of the International Red Cross and Red Crescent Movement and in line with international best practice.
- e) Programme Planning Committee:**
- i) Shall be under the chairmanship of the National Programme Planning Adviser
 - ii) Shall advise the National Society on programme planning and ensure that such programmes are in accordance with the Seven Fundamental Principles of the International Red Cross and Red Crescent Movement and in line with international best practice.
- f) Health and Care Committee:**
- i) Shall be under the chairmanship of the National Health and Care Adviser.
 - ii) Shall advise the National Society on health and care policies with a view to ensuring that the policies are in accordance with the Seven Fundamental Principles of the International Red Cross and Red Crescent Movement and in line with international best practice.
- g) Financial Property Mobilisation Committee:**
- i) Shall be under the chairmanship of the National Financial Resources Mobilisation Adviser.
 - ii) Shall advise the National Society on financial resources

mobilisation in accordance with the Seven Fundamental Principles of the International Red Cross and Red Crescent Movement and in line with international best practice.

h) Youth, Gender and Volunteer Committee:

- i) Shall be under the chairmanship of the National Youth, Gender and Volunteer Adviser.
- ii) Shall advise the National Society on matters of policy affecting youth, gender and volunteer matters with a view to ensuring that the policy is in accordance with the Seven Fundamental Principles of the International Red Cross and Red Crescent Movement and in line with international best practice.

i) Branch Development Committee:

- i) Shall be under the chairmanship of the National Branch Development Adviser.
- ii) Shall advise the National Society on matters relating to branch development with a view to ensuring that matters are in accordance with the Seven Fundamental Principles of the International Red Cross and Red Crescent Movement and in line with international best practice.

j) Capacity Development Committee:

- i) Shall be under the chairmanship of the National Capacity Development Adviser.
- ii) Shall advise the National Society on matters on staff and volunteers training with a view to ensuring their capacity development.

k) Communication and Advocacy Committee:

- i) Shall be under the chairmanship of the National Communication and Advocacy Adviser.
- ii) Shall advise the National Society on matters of policy on communications and advocacy with a view to ensuring that the policy is in accordance with the Seven Fundamental Principles of the International Red Cross and Red Crescent Movement and in line with international best practice.

20. Branch Executive Committees: For each state of Nigeria and the Federal Capital Territory there shall be a Branch of the National Society under the Branch Executive Committee.

1) Branch Executive Committees: Each Branch shall be overseen by a Branch Executive Committee which shall work under the authority of the Council and Board to ensure the high performance and well-functioning of the Branch.

2) Branch Officers: Each Branch shall elect at its Annual General Meeting the following officers:-

- a) Branch Chairman
- b) Branch Vice Chairman
- c) Branch Legal Adviser
- d) Branch Finance and Property Management Adviser
- e) Branch Disaster Management Adviser
- f) Branch Programme Planning Adviser
- g) Branch Health and Care Adviser
- h) Branch Financial Resources Mobilisation Adviser
- i) Branch Youth, Gender and Volunteer Adviser
- j) Branch Divisions Development Adviser
- k) Branch Capacity Development Adviser and
- l) Branch Communication and Advocacy Adviser.

3) Composition Of Branch Executive Committee:

The Branch Executive Committee shall comprise:

- a) Branch Officers;
- b) Divisional Coordinators or their Representatives;
- c) One Youth Representative;
- d) One Women Representative and
- e) Not more than five (5) co-opted members.

4) Duties of the Branch: Under the direction and guidance of the Board and the National Secretariat the duties of the Branch within its area of jurisdiction shall be:

- a) To organize Divisions and Units of the National Society.

- b) To render services to fulfil all the objects of the National Society.
- c) To stimulate, assist and coordinate all work of the Divisions and Units.
- l) To contribute to alleviation of the situation of the vulnerable people.
- e) To organize local fund raising.
- f) To recruit and retain members and volunteers.
- g) To keep the Council fully informed of all work carried out and to make recommendations in reference thereto.
- h) To keep minutes of all meetings of the Branch Executive Committee, and to send copies thereof to the National Headquarters as soon as practicable.
- i) To arrange the form and methods of cooperation in matters of public health and sanitation with its State Government and Local Government authorities subject to the general policy as may be laid down from time to time by the Council, Board and National Headquarters.
- j) To submit to the Council:
 - i) An annual report of the work of the Branch and its Divisions and Units;
 - ii) An audited account and statement of receipts and expenditure in the form prescribed by the National Secretariat;
 - iii) The Plan and Budget for the Branch, Divisions and Units for the current year as prescribed by the Council or Board.

5) Duties Of The Branch Executive Committee shall be to:

- a) Ensure that all work authorized to be done within its State is effectively carried out.

- b) Be responsible for exercising the powers and carrying out the duties conferred or imposed on it by these Statutes or by the Regulations.
- c) In collaboration with the Secretary General, ensure the appointment and discipline of the Branch Secretary and oversee his fulfilment of the National Society's objectives and compliance with national policies and rules.
- d) Have power to appoint members of Ad-hoc Committees in compliance with the provisions of the Branch Manual.
- e) Establish a culture and practice of management discipline which will facilitate the identification, investigation and appropriate sanctioning of any member or employee of the Branch that is found to have misappropriated the National Society's resources.
- f) Have the power to recommend disciplinary action be taken against any erring member of the Branch Executive Committee, Divisions and Voluntary Aids Detachments in accordance with provisions of these Statutes.

6) Duties of Branch Chairman: Branch Chairman shall:

- a) Liaise with the Branch Executive Committee to exercise oversight functions on the Branch Management on issues that may arise between sessions of the Branch Executive Committee.
- b) Preside at all meetings of the Branch Executive Committee and perform all duties incidental to his office.
- c) Shall summon emergency meetings of the Branch Executive Committee when the need arises.
- d) Shall take actions and decisions between meetings delegated by the Branch Executive Committee.
- e) Shall be the direct reporting line of the Branch Secretary.
- f) Shall be one of the signatories to the accounts of the Branch.
- g) Shall represent the Branch at all events.
- h) May delegate some of his functions to the Branch Vice Chairman, or any other such member of the Branch Executive Committee he may deem appropriate.

7) Dissolution of Branch Executive committee:

- a) The Council shall dissolve a Branch Executive Committee upon the recommendations of the Board if and when its conduct is inconsistent with the Act or these Statutes or is inimical to the interest of the National Society.
- c) Before any such recommendation, the Board shall constitute a five-man committee to investigate any allegations against the Branch Executive Committee.
- c) The Council, upon the dissolution of the Branch Executive Committee, shall set up a caretaker committee to run the affairs of such a Branch for not more six months pending the election of a new Executive Committee.
- d) The Board shall exercise this power on behalf of the Council if the situation in the Branch requires expedited response and may not reasonably wait until the Council convened.

21. Divisional Committees:

- 1) A Branch Executive Committee shall establish a Division in any Local Government Area of the State in which there are not less than 50 members of the National Society, and delegate such powers to it as may be necessary for the good management of the work of the National Society.
- 2) Every Division shall have a Divisional Committee in line with the provisions of the Branch Manual.

22. Voluntary Aid Detachments

- 1) Members of the National Society who have the qualifications laid down in the Regulations will be organized into Voluntary Aid Detachments or such other Units, teams or Groups for carrying out the Red Cross Activities.
- 2) All Voluntary Aid Detachments shall work under the authority of the Branch Secretary and Branch Chairman through Divisional leadership.
- 3) Without prejudice to the applicable rules adopted by the International Red Cross and Red Crescent Movement the Council may in times of emergency offer units of volunteers to the Federal Government for foreign humanitarian services but only in situations where the National Society is acting under and in accordance with Article 26 of the first Geneva Convention of 1949 to provide its personnel and assets to the medical services of the State's armed forces.

CHAPTER 6

MANAGEMENT OF THE NATIONAL SOCIETY

23. National Secretariat

- 1) There shall be National Secretariat of the National Society which under the authority of the Secretary General shall handle day to day management and the implementation of activities.
- 2) The composition of the management of the National Secretariat shall be in such a manner as to reflect the federal character of Nigeria thereby ensuring that there shall be no predominance of persons from a few States.
- 3) There shall also be Branch and Divisional Offices to handle day to day management at these levels under the supervision of the Secretary General.

24. The Secretary General

- 1) There shall be a Secretary General who shall be the head of the Management responsible for daily management of the National Secretariat and is appointed as a full-time employee for a fixed period to carry out his functions as provided for in the Act, these Statutes and other Regulations of the National Society.
- 2) **Duties of the Secretary General.** The Secretary General shall:-
 - a) Be the Chief Administrative and Accounting Officer of the National Society and shall be carrying out his functions under the authority of the Board.
 - b) Be the "A" signatory of all bank accounts of the National Society.
 - c) Execute the decisions of the Board and other mandate given to him by other bodies of the National Society.
 - d) Organize the different Departments of the Secretariat in accordance with the approved organogram of the National Society and with due consultations of the Board.
 - e) Coordinate and supervise the operations of Heads of Departments, Units and Branches.
 - f) Serve as direct reporting line for the Assistant Secretary General, all Heads of Departments and Units and the managerial reporting line for all Branch Secretaries.
 - g) Be accountable to the Board in the fulfilment of his functions.
 - h) Prepare annual budgets and annual financial reports working with the Chair of the Finance and Property Development Committee.

- i) Represent the National Society in relation to parties in courts of law.
- j) Together with the President, execute all documents, notaries form, Memoranda of Understanding and other transactions relating to the acquisitions, administration and expenditure of the National Society after the approval of the Board.
- k) Attend the meetings of the Council, the Board and Committees in the respective capacities assigned to him.
- l) Shall be the signatory of all external communications of the Society, such power may be delegated as the need arises.

25. Branch Secretaries

- 1) There shall be a Branch Secretary for each branch of the National Society who shall be the chief administrative and accounting officer of the Branch.
- 2) The Branch Secretary shall be a full-time staff. He shall be accountable to the Branch Executive Committee and to the Secretary General.
- 3) **Duties of Branch Secretary** shall be to:
 - a) Manage the branch office, its personnel, volunteers and members on a day-to-day basis in accordance with these Statutes and Regulation of the National Society.
 - b) Initiate and organize the Red Cross activities within the State according to objectives and policies set at the Branch and National levels.
 - c) Keep the National Headquarters and its relevant coordinators regularly updated on all activities.
 - d) Coordinate through the Secretary General all international partnerships or internationally funded programmatic activities.
 - e) In the event of an emergency ensure effective and timely response and keep the National Headquarters regularly updated on the evolution of the crisis and response to enable a coordinated national or regional approach.
 - f) Supervise and monitor the activities of the Divisions and through Divisional Coordinators the activities at the Community level.
 - g) Be responsible for the implementation of the volunteering policy of the Red Cross in his Branch and recruiting and retaining volunteers and developing the volunteer network in the various programs and activities of the Red Cross in the Branch.

- h) Ensure compliance with all legal obligations and promptly inform the Secretary General of any legal risk or liability affecting the National Society and coordinate all response to same through the Secretary General in consultation with the Branch Legal Adviser.
- i) Abide by and enforce all National Society policies, rules and procedures particularly those affecting the fundamental principles, emblem and code of conduct.
- j) Organize local fund raising activities and other income generating activities for the Branch with the approval of the Branch Executive Committee and the National Headquarters.
- k) Expand the membership and ensure the effective collection of membership dues.
- l) Liaise with the State Government and other agencies to ensure the smooth running of the Branch and its operations.
- m) Ensure the safety and maintenance of the Branch property including all relevant documents.
- n) Prepare the Branch budget and plans with advice of the Branch Finance and Resources Management Adviser;
- o) Prepare accounts for auditing.
- p) Send quarterly and annual financial and narrative reports to the National Headquarters.
- q) He shall be category 'A' signatory of the Branch bank account.
- r) The Secretary of the Branch shall be the Secretary of the Branch Executive Committee and shall attend all Board meetings but shall possess no voting rights.
- s) He shall, in consultation with the Branch Chairman, appoint and supervise various coordinators with the written consent of the Secretary General.

CHAPTER 7

APPOINTMENT AND DISCIPLINE OF EMPLOYEES

26. Appointment And Discipline Of Secretary General

- 1) **Appointment:** The Council shall appoint the Secretary General on the recommendation of the Board for a five (5) year term with a provision for removal or re-appointment provided that a person shall serve as a Secretary General for a maximum of two terms only.
- 2) **Suspension or Termination:** The Council may impose any disciplinary action, suspend or terminate the appointment of the Secretary General on the recommendation of the Board.

27. Appointment And Discipline Of Other Staff

- 1) The Board shall appoint, remove or discipline all senior staff on the recommendation of the Establishment Committee in consultation with the Secretary General in accordance with the applicable conditions of service and after input from the Human Resource department through the Management Committee.
- 2) The Secretary General shall appoint, remove or discipline all junior staff through the Management Committee with the ratification of the Establishment Committee in accordance with the applicable conditions of service.
- 3) The provisions of extant Federal Service Rules of Federal Civil Service of Nigeria shall as far practicable be applied in the discipline of all employees of the National Society where there is a lacuna in National Society conditions of service.

28. Appointment And Discipline Of A Branch Secretary:

- 1) The Branch Secretary shall be appointed and removed by the Branch Executive Committee upon the approval of the Board based on the recommendation of the Secretary General.
- 2) A Branch Chairman shall upon the recommendation of the Branch Executive Committee, in case of misconduct or unsatisfactory performance, discipline or terminate the appointment of a Branch Secretary upon the following conditions:
 - a) A written query signed by the Branch Chairman shall be served on the Branch Secretary stating the allegations against him and requiring him to respond within forty eight hours from the date of receipt.

- b) If the Branch Chairman is not satisfied with the reply to the query, he shall within seven days refer the matter to a Branch Ad-hoc Committee.
- 3) The Branch Ad-hoc Committee shall upon receipt of a report from the Branch Chairman, investigate the matter and send its report to the Branch Executive Committee within fourteen days.
 - 4) By a two-thirds majority, the Branch Executive Committee may adopt or reject the report of the Branch Ad-hoc Committee.
 - 5) Where the Branch Executive Committee adopts the report of the Branch Ad-hoc Committee to impose disciplinary measure against the Branch Secretary, the Branch Secretary has the right of appeal to the Board within fourteen days.
 - 6) On receipt of such an appeal the National President shall constitute a committee of not more than five and not less than three members to be headed by a member of the Board to investigate the matter and make appropriate recommendations.
 - 7) The decision of the Board shall be final and binding.
 - 8) The Secretary General shall implement the resolution of the Board.



CHAPTER 8

FINANCE OF THE NATIONAL SOCIETY

29. Finance of the National Society

1) Sources of Funds: The funds of the National Society shall consist of:

- a) Subscription from members.
- b) Subvention and other grant-in-aid received from governments.
- c) Endowments.
- d) Gifts and donations to the National Society provided such are not derived directly from the revenue of activities known to be contrary to the Fundamental Principles of the Red Cross Society.
- e) Trust funds held in the name of the National Society.
- f) The proceeds of any fundraising activity organized by the National Society or Branch.
- g) Financial support from Partners.
- h) Any other legitimate sources.

2) Assets Held On Behalf Of The National Society

- a) All funds and property coming into the control of the National Society or of any Branch, Division or other subsidiary Unit belong to the National Society and are held on behalf of the National Society as a whole, except where funds are held on trusts which require them to be held on other terms or where a grant-in-aid has been accepted for a specified service.
- b) Subject to the power of control vested in Council, a Branch or Division or other subsidiary unit is authorized to manage the funds and other property under its control in the way laid down in these Rules and or any other regulation and to apply them for the purposes of the National Society in accordance with any policy laid down by the National Society provided that the prior approval of the National President with the consent of the Board is obtained.

3) Levies By Council And Branches

- a) Each Branch shall make available to the National Headquarters from its resources such a sum or percentage of sums as the Council may decide annually for meeting the expenditure of the National Headquarters;
- b) The Subsidiary units of a Branch shall likewise make available to the Branch as may be decided annually for meeting the expenditure of the Branch.

- 4) Application Of Assets:** Except with the express permission of the Council funds and property held by or on behalf of the National Society shall be used only for the purposes and objectives of the National Society. In particular, no funds shall, without the permission of the Council, be used for the purpose of making cash grants or loans to non-Red Cross organizations or institutions which are themselves appealing to the public for support or are entitled to support from Federal, States or Local Governments.
- 5) Borrowing Power:**
- a) The Board may, if and when necessary, borrow money from banks and other financial institutions for the National Society's purposes.
 - b) The Board may, if and when necessary upon cogent and convincing reasons, borrow money from banks and other financial institutions on behalf of a Branch.
- 6) Authority For Expenditure:**
- a) All the expenditure of the National Headquarters shall be in accordance with annual budget prepared with the advice of the Finance and Property Development Committee and after being considered by the Board and approved by the Council.
 - b) Provided funds are available, the Board may authorize the continuation of expenditure on salaries and other recurrent items between the end of one fiscal year and the approval of the budget for the next year, and may also authorize expenditure on such items in excess of that provided for in the annual budget, if the Board is satisfied that the additional expenditure is unavoidable or that work of the National Society will suffer if it is not authorized immediately.
 - c) In case of disaster in Nigeria or elsewhere, the Board may authorize such extraordinary expenditure whether from current resources or from reserves as may seem fit.
- 7) Application of Statutes to Branches:** The provision under these Statutes shall apply to the expenditure of a Branch as it does to that of the National Headquarters, except that a Branch may not incur expenditure in respect of disaster outside Nigeria without the prior authority of the Council.
- 8) Control of Expenditure of Subsidiary Units:** Each Branch shall lay down a procedure to ensure that any expenditure or financial commitment incurred by a Division or Subsidiary Unit within the Branch has been referred to and authorized by the relevant Committee of the Unit before it is incurred. Different

procedure may be laid down for different Subsidiary Units according to sizes and financial resources.

9) External Audit:

- a) An external audit of the accounts of the National Society shall be conducted at the end of each financial year.
- b) The Council shall appoint at each Annual General Meeting an independent firm of chartered accountants as an auditor to whom all books, records, accounts and reports of the Headquarters of the National Society and Branches shall be submitted at such times as may be required. The report of the auditor shall be presented at the following Annual General Meeting of the Council.
- c) The Accounts of each Branch and Division shall be kept in the form prescribed in the Regulations, and shall be audited annually by independent auditor appointed by the Branch Executive Committee.
Provided always that no one audit firm shall audit the National Society's accounts for a consecutive period of five years.

10) Financial Year: The Financial year of the National Society and its Branches and Divisions shall be from the 1st January to the 31st December of each calendar year.

11) Short-Term Investments: Any funds held by the National Society or by a Branch and Division which are in excess of reasonable current requirements may be invested in any short-term government securities and or in other viable ventures as shall be authorized by the Board or Branch Executive Committee respectively.

12) Banking Arrangements:

- a) All funds received by the National Society (including its Branches and Divisions) shall be paid into a bank account.
- b) A bank account shall not be opened or operated except in accordance with the law and a resolution passed by the appropriate committee and shall be in the name of the National Society or its Branches. In case of the Branch, a copy of the resolution and mandate shall be sent to National Headquarters.
- c) The names of two or more persons authorized to sign cheques shall be indicated in the Resolution authorizing the opening of the account, and all cheques drawn shall bear the signatures of not less than two of the persons so authorized.

- d) In event of emergency, an account shall be opened in the name of the specific project but shall always be ratified by the Board or Branch Executive Committee as the case may be.

13) Remuneration And Loans

- a) No remuneration apart from reimbursement of costs shall be paid to an elected officer.
- b) No officer shall borrow money from the National Society for private purposes.
- c) No officer shall engage in any business that is in conflict with the interest and or objectives of the National Society.
- d) No officer is allowed to use the National Society's property for private purposes.

14) Collection of Fees: Fees and subscription shall be collected by Branches or Divisions as laid down in the relevant regulations.

15) Disbursement of Subscriptions: 20 percent of the subscription paid by members shall be payable to the Division while 30% shall go to the Branch and 50% to the National Headquarters.

16) Assessment of Levy on Branches: Before the end of each calendar year the Board shall estimate contribution of Branches for general work in the next calendar year and shall determine the amount of money to be forwarded or made available to the National Headquarters by each Branch and shall give particulars of same to each Branch.

17) Penalty of Failure to Pay: If the amount due in fees or subscription or levy be owed for one year the Branch shall lose its voting right in addition to such other penalty as the Board may determine.

18) Budget: With the notice summoning the Annual General Meeting of the National Society, the Board shall cause to be sent the proposed budget for the year.

19) Annual Report: The Board shall approve annually a report of the proceedings of the National Society for the previous calendar year, including a complete and itemized report of receipts and expenditure, together with a certified accounts duly audited and shall submit the same to the Council at its Annual General Meeting and shall submit the same to any such appropriate Ministry or organization to whom it may be due.

20) Authority Required For Appeals For Funds: No member or employee of the National Society either alone or in association with any other person may

issue any public appeal or take part in any public activity with the object of raising funds for the National Society without obtaining the approval of the Board or the Branch Executive Committee as the case may be. Any violation of this provision shall subject to the Nigerian Red Cross Society Act, attract severe sanctions to be determined by the Board or Branch Executive Committee.

21) Reliance On Voluntary Subscriptions And Grants In Aids: Without prejudice to the engagement by the National Society in fundraising activities including commercial first aid services:

- a) The National Society is required to rely for its maintenance on voluntary subscriptions.
- b) The Council may authorize regular and specified services to be administered on the basis that those who are able and willing should contribute towards expenses.
- c) The Council may also authorize the acceptance of grants-in-aid from Federal, State and Local Governments for the expenses of specified services undertaken at their request.

CHAPTER 9

OWNERSHIP AND MANAGEMENT OF LANDED PROPERTIES

30. Ownership And Management Of Landed Properties

- 1) All lands and buildings in Nigeria acquired by the National Headquarters of the National Society, Branch, Division or a Subsidiary Unit shall be vested in the National Society.
- 2) The Branch, Division or Subsidiary Unit in whose area the land is situate shall be responsible for the payment of all expenses in connections with it.
- 3) Every Branch, Division or Subsidiary Unit shall inform the National Headquarters of all land held in its possession and submit original copies of the land titles to the same.
- 4) **Acquisition Of Land And Buildings:** Before entering into any contract for the acquisition of land or building or accepting any offer of a gift of land or entering into any lease of land or building the Branch, Division or Subsidiary Unit shall submit details (including a legal report) of the proposed contract, gift or lease to the Secretary General for the approval of the Board and shall not proceed further until such approval has been granted.
- 5) **Alienation Of Title:** Title to any landed property belonging to the National Society shall not be assigned, leased, mortgaged or in any way alienated without the express permission of the Board subject to ratification by the Council.

CHAPTER 10

CHANNELS OF COMMUNICATIONS

31. Channels Of Communications

1) Channels Of Communications

- a) Branches are encouraged to communicate with one another through the National Headquarters. No Division or member shall communicate officially with the Council and other Branches except through its Branch Executive Committee.
- b) All communications by individual members, Branches, Divisions and Subsidiary Units with the Federal Government, the International Committee of the Red Cross, the International Federation of the Red Cross and Red Crescent Societies and governing bodies of other voluntary aid societies shall be through the National Headquarters of the National Society unless otherwise authorized by the Board through the National President or the Secretary General.
- c) National Officers are to communicate with Branch Secretaries or project officers through the Secretary General and vice-versa with notice to the Branch Chairman.
- d) Branch Chairmen can communicate with National Officers and copy the National President and the Secretary General.

2) Statement to the press etc.

- a) No member, volunteer or employee of the National Society shall make any statement to the press or broadcast any communication concerning the National Society or the Red Cross and Red Crescent Movement generally without the consent of the Board or the Branch Executive Committee.
- b) This part of the Rules shall not apply to reports or notices of annual meetings, inspections, reviews, lectures or local activities of a Branch, Division or Subsidiary Unit.

CHAPTER 11

**INTEGRITY AND ETHICAL STANDARDS AND OTHER
MATTERS**

32. Integrity And Ethical Standards And Other Matters

- (1) All elected officers, members, staff and volunteers of the National Society shall uphold the organizational integrity and ethical standards of the Nigerian Red Cross Society and the Red Cross and Red Crescent Movement.
- (2) All elected officers, members, staff and volunteers of the National Society shall maintain personal integrity and abide by the National Society's ethical standards which include but are not limited to: -
 - a) Adhering to the Fundamental Principles, and to the policies and regulations of the National Society;
 - b) Protecting confidentiality and maintaining the trust of those that the National Society serves;
 - c) Acting honestly and with integrity in all transactions and dealings;
 - d) Acting and making decisions in the interest of the National Society when acting on its behalf;
 - e) Avoiding conflicts of interest;
 - f) Treating everyone with dignity and respect;
 - g) Abstaining from fraud, corruption, abuse of power, nepotism, discrimination of whatever nature or form, bullying, sexual harassment and sexual exploitation and abuse.
- (3) In any dispute as to the assumption to the office of a political party by any elected officer, the decision of the Board or Branch Executive Committee thereon shall be final and binding.
- (4) When there is real or seeming incompatibility between an elected officer's private interest and that of the National Society on any fiduciary matter, the elected officer shall declare such interest and abstain from participating on the issue forthwith.

- (5) In any dispute as to conflicts of interest, the decision of the Board or Branch Executive Committee thereon shall be final and binding.
- (6) Any such officer shall have the right of appeal to the Council.
- (7) The mechanism, process and procedures for investigation and sanctioning of non-compliance with integrity and ethical standards are as provided under extant rules and procedures.
- (8) "All members of the governance bodies of the Nigerian Red Cross Society shall act solely in the interest of the National Society. In the event a member of governance bodies occupies or obtains a high-ranking position in a political party, he or she shall resign from his or her functions within Nigerian Red Cross Society.
Pending such resignation and in the interim, the concerned member shall do his or her utmost to ensure that his or her functions outside of the National Society do not give rise to a conflict of interest. In the event of a conflict of interest, the member in question shall abstain from voting and taking part in a decision-making and the said conflict shall be resolved in the sole interest of the National Society".

CHAPTER 12

DISPUTE RESOLUTION

33. Dispute Resolution

- (1) There shall be developed for the National Society, Tools outlining the mechanisms and procedures for the internal resolution of disputes within the Organization;
- (2) These Tools shall be approved by the Central Council upon the recommendation of the Board;
- (3) All organs, officers, members, staff and volunteers of the Nigerian Red Cross Society must exhaust the provisions of these Tools before resorting to other legal means;
- (4) The Tools shall be with regards to the resolution of disputes, including:
 - a) Disputes between Headquarters And Branch
 - b) Disputes between Branches
 - c) Disputes between Branch And Members
 - d) Disputes between Members
 - e) Disputes between Members And Volunteers
 - f) Disputes between Volunteers
 - g) Complaints and Whistle-Blowing

CHAPTER 13

MEETINGS

34. Meetings Of

The Council, Board And Committees

- 1) The Council shall meet in ordinary session at least once a year (as Annual General Meeting) on a date to be decided by the President in consultation with the Board.
- 2) The President may summon a special meeting of the Council at any time (as Extra-Ordinary General Meeting) when circumstances demand or on the requisition of at least forty members of the Council.
- 3) The quorum of the Central Council shall not be less than fifty percent of the membership provided that at least five out of the six geo-political zones are represented.
- 4) A quorum of two-thirds of members of the Council present and voting is required in order to:
 - a) Amend these Statutes;
 - b) Elect National Officers;
 - c) Dissolve the Nigerian Red Cross Society.
- 5) The Board shall meet at least quarterly at the National Headquarters or any place to be fixed by the President in consultation with the Board.
- 6) The President shall convene a special meeting of the Board when circumstances demand or at the request of at least fifty percent of the members of the Board with representation from each zone.
- 7) Failure to hold two consecutive quarterly meetings of the Board by the President shall be deemed as an impeachable offence.
- 8) The quorum for the meeting of the Board shall be two-thirds of members, provided that; at least two-thirds of the geo-political Zones are represented.
- 9) All meetings of the Council and Board shall be presided over by the President or in his absence the Vice President; and of the Committees by the Chairmen thereof or in their absence, nominated members.
- 10) Except herein otherwise provided decisions at all meetings shall be taken by a simple majority of members present and voting; and at meetings in reference in section 28 (4) above, by two-thirds of the total membership.
- 11) In the case of an equality of votes the President or other officer presiding

shall have a second or casting vote.

- 12) Committees shall hold meetings at any given date at the discretion of the Committee Chairman in consultation with the National President.
- 13) Two-thirds of members of a Committee may request the Chairman to summon a meeting of the Committee.
- 14) At every meeting, including voting during election into offices, each Branch shall have only one vote.

35. Branch Meetings

- 1) Each Branch shall hold an Annual General Meeting at a date and place to be fixed by the Branch Chairman in consultation with the Executive Committee and approval of the National Headquarters.
- 2) A Special meeting may be called by resolution of a simple majority of the Branch Executive Committee or when requested by one-third of the Divisions of the Branch.
- 3) The Branch Executive Committee shall meet at least quarterly and have a quorum of not less than half of the members of the Branch Executive Committee.
- 4) Failure to hold two consecutive quarterly meetings of the Branch Executive Committee by the Branch Chairman shall be deemed as an impeachable offence.
- 5) Notice of every meeting of the Branch shall be given by the Branch Secretary to the Secretary of each Division and to each member of the Branch Executive Committee at least fourteen days before the date fixed for the meeting, except in case of emergency, when such notice may be shorter.
- 6) All members of the National Society within the State as listed in the Branch Manual shall be entitled to attend the annual General Meeting of the Branch and each division shall have one vote, and where there is a tie, the Chairman presiding shall have a casting vote.
- 7) Matters which may be considered at an Annual General Meeting of the Branch include:
 - a) Budget.
 - b) Elections, if due.
 - c) Financial and General Reports.
 - d) Divisional and Units Report.
 - e) Use of emblem.

8) The quorum required for a Branch Annual General Meeting shall be fifty percent of Branch members, provided that at least two-thirds of the Divisions are represented.

9) Decisions shall be adopted at a Branch Annual General Meeting by a simple majority of Branch members present.

36. Absence from Meetings: Any member who absents himself from three consecutive statutory meetings without valid reason shall be deemed to have resigned his position as an elected or appointed member of any and every office of the National Society.



CHAPTER 14

ELECTIONS

37. Election Committee: There shall be an Election Committee whose composition and functions shall be as set out hereunder.

- 1) The Election Committee shall be composed of a chairman and six other members drawn from the six geo-political zones of Nigeria; provided that a person interested in contesting for any office shall not be eligible for election as chairman or member of the Election Committee.
- 2) The chairman and members shall be of persons of unquestionable integrity.
- 3) Members of the Election Committee shall be elected by the Central Council not later than at its Annual General Meeting preceding an election Annual General Meeting.
- 4) Members of the Election Committee shall hold office from the conclusion of the Annual General Meeting during which they were elected until the conclusion of the following Annual General Meeting during which elections were held.
- 5) The Election Committee shall propose electoral rules to the Council through the Board for adoption in compliance with the basic democratic electoral processes of the open secret ballot system of voting; and shall adopt ancillary procedures for the well running of the electoral process in consonance with these Statutes.

38. Eligibility For Election

- 1) Candidate for any election must be a person of unquestionable integrity.
- 2) Candidate for any election must not be an adjudged or otherwise declared bankrupt under any law in force in Nigeria or any other country.
- 3) No person shall be eligible for election or re-election for any office in the National Society at any level if he is indebted to the National Society or any Branch howsoever.
- 4) Candidate for any election must not have been found guilty of an offence involving dishonesty or related offence or gross misconduct.
- 5) Candidate for any election must be a registered member of the National Society and must have been so registered not later than two years before the election.
- 6) A candidate for the office of the National President must have been educated up to at least diploma level or its equivalent.
- 7) The offices of the National President and the National Vice President shall

rotate between the north and south of Nigeria.

- 8) No person shall hold two elective positions simultaneously in the National Society except a Branch Chairman who is to serve as Zonal Chairman.

39. Term Of Office Of National and Branch Officers: National and Branch Officers shall be elected at the related Annual General Meeting of the National Society or the Branch and shall hold office for a term of four years and be eligible for re-election for a further term of four years and no more.

40. Vacancies In Elected Offices

- 1) The National Vice President shall hold the office of the National President if the office of the National President becomes vacant by reason of death, resignation, permanent incapacity or removal from office until the next session of Annual General Meeting of the Council during which there shall be an election of a new National President from the same zone as the former National President, who shall hold office for the unexpired term of office of the last holder of the office.
- 2) The Branch Vice Chairman shall hold the office of the Branch Chairman if the office of the Branch Chairman becomes vacant by reason of death, resignation, permanent incapacity or removal from office until the next Branch Annual General Assembly during which there shall be an election of a new Branch Chairman from the same Senatorial District as the former Branch Chairman, who shall hold office for the unexpired term of office of the last holder of the office.
- 3) Any vacancy occurring in any other National Office or Branch Executive Committee may be filled by the Board or the Branch Executive Committee respectively subject to the approval of the Board.

**CHAPTER 15
MISCELLANEOUS**

41. Miscellaneous

1) Duty To Retain Independence

- a) It is the duty of the National Society to cooperate with the Federal, State, Local Governments and other voluntary organizations engaged in activities similar to those of the National Society, on condition that the National Society retains control over its own funds, personnel and materials.
- b) The National Society shall at all times maintain its autonomy which allows it to act according to the Seven Fundamental Principles of the International Red Cross and Red Crescent Movement.
- c) Public authorities shall at all times respect the adherence of the National Society to the Seven Fundamental Principles of the International Red Cross and Red Crescent Movement.

2) Seal: The Seal of the National Society shall be of the following design:

- a) The concentric circles the outer one 37.5mm in diameter having the words "Nigerian Red Cross Society" inscribed between the circles and the representation of the emblem of the National Society inside the inner circle.
- b) The Secretary General shall be the custodian and be responsible for the safe keeping and use of the seal of the National Society.

3) Legal Proceedings: No branch or any other organ of the National Society shall have the authority to institute any action before any court or tribunal or respond to such action in the name of the National Society without the written permission of the Secretary General with the consent of the President.

4) Review, Amendment And Repeal Of Statutes

- a) These Statutes shall be reviewed at any time but not later than ten (10) years between reviews.
- b) These Statutes may be amended or repealed by the Council at any time after due notice embodying the proposed amendment or repeal has been sent to all members of the Council at least twenty one days

before the date of the meeting at which the proposal is to be considered.

- c) A proposal to amend or repeal these Statutes shall not be carried unless it is approved by two-thirds majority of members of the Council present and voting.
- d) Any proposal to amend these Statutes shall be submitted to the Joint Statutes Commission, Geneva and the recommendations of the Commission taken into account before the adoption of the amended Statutes.
- e) Power to amend or repeal these Statutes cannot be delegated to any other organ of the National Society.
- f) A copy of the amended Statutes shall be circulated to all the Branches of the National Society.

5) Dissolution of The National Society

- a) Notwithstanding any provision in these Statutes, a proposal to dissolve the Nigerian Red Cross National Society shall only be approved by a majority of two-thirds of all the Council members.
- b) In the event of dissolution, all assets of the National Society shall either be placed in a trust fund for the use of a newly constituted National Society or be transferred to other humanitarian organizations with similar objectives and tasks as had hitherto been the National Society's.
- c) Unless otherwise provided, the resolution to dissolve shall appoint a fit person to call-in and affect the transfer of assets of the National Society, failing which it shall befall the Secretary General so to do.

CHAPTER 16

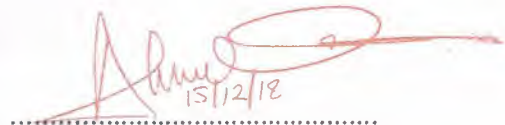
INTERPRETATION, CITATION AND COMMENCEMENT

42. Interpretation, Citation and Commencement

- a) The provisions of the Interpretation Act, Laws of the Federation of Nigeria 1990 Cap 192 shall apply for the purpose of interpreting the provisions of these Statutes where the Statutes make no provision for interpretation.
- b) **Citation:** These Statutes shall be cited as the **STATUTES OF THE NIGERIAN RED CROSS SOCIETY, 2018.**
- c) **Adoption:** These Statutes were adopted by the Central Council of the Nigerian Red Cross Society at its 57th Annual General Meeting held on Saturday 15th day of December, 2018.
- d) **Commencement:** These Statutes shall come into force on the 15th day of December, 2018 (date of adoption by the Council).



.....
BOLAJI AKPAN ANANI (ELDER/CHIEF)
NATIONAL PRESIDENT



.....
ALH. ABUBAKAR AHMED KENDE
SECRETARY-GENERAL

