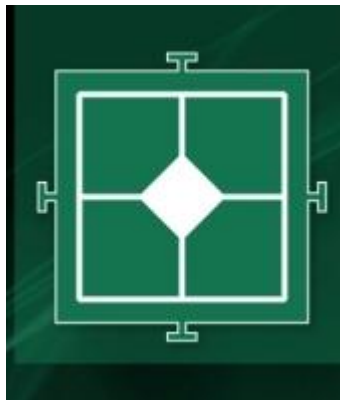


# **CONSTITUTION OF THE ASSOCIATION OF NIGERIA AUTHORS**



**AMENDED 2012**

# THE CONSTITUTION OF THE ASSOCIATION OF NIGERIAN AUTHORS

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## **PREAMBLE**

WHEREAS in 1981 a group of Nigerian creative writers came together with a common vision to foster unity among all Nigerian creative writers in general, project their aspirations, defend their interests nationally and internationally and speak in one voice towards any goal mutually pursued;

WHEREAS to actual this vision, this group of acclaimed writers resolved to form an organization, which shall be registered under the laws of the Federal Republic of Nigeria and other relevant laws in operation in the international fora, where need be, for the purpose of a hitch-free acceptance and a smooth and unrestrained operation wherever it may find itself;

WHEREAS to enable the organization function effectively and to meet the goals and standards it shall set for itself, certain persons who meet its membership requirements shall be admitted into the organization to serve as members and where so elevated by other members shall serve as officers under this constitution;

WHEREAS the activities of the organization shall be carried out in accordance with the accepted practices, tenets, institutions, usages and traditions of non-profit, humanitarian and non-governmental organizations unless and only unless such is repugnant to natural justice, equity and good conscience or is inimical to the rights and welfare of Nigerian creative writers;

WHEREAS it is imperative, due to the circumstances on ground and those to be probably encountered in future, for the organization to seek the hands of experts in various fields including but not restricted to journalists, lawyers, social workers, philanthropists, accountants, auditors, estate valuers, architects, information technologists, surveyors and to seek assistance from international donor organizations, sister groups, foundations, public-spirited individuals, corporate bodies and voluntary organizations in the pursuit of its goals and objectives;

AND WHEREAS it is hereby agreed that this constitution shall be the supreme ordinance and ultimate documentation of the organization's mandate, aspiration, will and jurisdiction subject to relevant laws of the Federal Republic of Nigeria and such other laws abroad where its operations may from time to time come under.

## **THE CONSTITUTION OF THE ASSOCIATION OF NIGERIAN AUTHORS**

WE the founders and members of the Association of Nigerian Authors having firmly and solemnly resolved to PROVIDE for ourselves a constitution to all intents and purposes for the well-being of our organization and to work in conjunction with all other well-meaning individuals, organizations or groups in the various jurisdictions of the world on the principles and propositions of justice, equity, fairness, equality and good conscience and for the respect of all humanity;

AND TO FUNCTION in that vein as one strong, united and indivisible organization under the MOST HIGH GOD dedicated to the promotion of literature, education, reading, culture, mental development, mind-building, intellectual awareness and the empowerment of all humanity under the laws of the Federal Republic of Nigeria and various other laws we may from time to time come under;

AND TO BE FURTHER DEDICATED to the maintenance of world peace, solidarity, international co-operation and continental understanding aimed at improving humanity literally, educationally, mentally, psychologically, socially and culturally;

DO HEREBY MAKE, ENACT AND GIVE TO OURSELVES the following Constitution;

## **ARTICLE 1**

### **THE SUPREMACY OF THE CONSTITUTION**

1. This constitution is supreme and its provisions shall have binding force on all members and those who may have anything to do with the organization.
2. The organization shall not be controlled nor shall any of its operations, activities or plans be, except in accordance with the provisions of this constitution.

## **ARTICLE 2**

### **NAME**

1. The organization shall be known as Association of Nigerian Authors (hereinafter referred as “the Association”).
2. The Association shall have an acronym, which shall be ANA, and no other.
3. The Association shall have a logo which shall be a green rectangular background with a white rectangle within and a white longitudinal line that terminates at the borders of the rectangle and continues as a white obtuse line outside the rectangle. It shall also have a vertical obtuse green line from the outside left into the green rectangle as a white line and terminates at the border, only to continue as a green obtuse line outside the border. There shall be a spherical termination of the two lines where they meet, or are supposed to cross each other, at the centre of the green background.

## **ARTICLE 3**

### **STATUS**

The Association shall be non-profit, non-governmental, non-discriminatory, non-political, non-ethnic, non-religious, non-aligned, non-racial, multi-dimensional, philanthropic, innovative, creative, democratic, educative, informative, social and above all God-fearing.

#### **ARTICLE 4**

##### **FUNDAMENTAL AIMS AND OBJECTIVES**

1. The fundamental aims and objectives of the Association shall be as follows:

- (i) To encourage and promote Nigerian literature.
- (ii) To encourage the collection, recording and transcription of all oral literature.
- (iii) To promote the interest of authors in all that concerns their profession and well-being and to protect their rights as authors.
- (iv) To encourage the commitment of authors to the ideals of a humane and egalitarian society.
- (v) To co-operate with other organizations in Nigeria, Africa and elsewhere, which share similar aims and aspiration.
- (vi) To liaise with all organizations established for the promotion and development of the book industry throughout the country.
- (vii) To stimulate and develop indigenous talents, skills and intellectual powers.
- (viii) To promote solidarity among Nigerian authors

#### **ARTICLE 5**

##### **MISSION STATEMENT**

The mission statement of the Association shall be:

“The Association of Nigerian Authors, otherwise known as ANA, is committed to pursue, inaugurate, promote, invigorate and sustain a virile literary culture and tradition in Nigeria and elsewhere where permissible and to build a strong, united and indivisible family of Nigerian authors home and abroad who in reciprocation are committed to its noble cause.”

**ARTICLE 6**  
**ACTIVITIES**

1. The activities of the Association shall not be secret to all intents and purposes and shall be conducted in very normal and absolutely civilized ways and manners and with accepted and ethical decorum.
2. Such activities shall be published or publicized from time to time as shall be considered necessary and expedient by the Association.
3. The Association's activities shall include but not restricted to organizing readings, seminars, workshops, book launch, book fairs, book exhibitions, retreats, symposia, talk shops, conventions, conferences, birthday anniversaries of aged writers, memorials, award ceremonies, courtesy calls, book presentations, fund-drives, launchings, fund-raising, prize presentations, election into offices, tourism, travels.

**ARTICLE 7**  
**BOARD OF TRUSTEES**

1. There shall be a Board of Trustees which to be known, registered and referred to as the Incorporated Trustees of the Association of Nigerian Authors. The Board of Trustees which;
  - (i) shall consist of not more than five persons and not less than three persons, including at least two women, if the number is five and one woman, if the number is three.
  - (ii) shall have all property of the Association free-hold and leasehold and other interests in land or tenement structures acquired for the use and benefit of the Association vested in them.
  - (iii) shall deal with the property of the Association as shall be directed by the Association.
  - (iv) shall in the event of the removal, resignation or death of any trustee, have another trustee of the same gender elected by the Association at its Annual Convention to make up its number of three (3) or five (5), whichever is applicable in the circumstance.
  - (v) shall apply for a Certificate of Registration under the Land Perpetual Succession Act Cap 98 Laws of the Federal Republic of Nigeria.
  - (vi) shall hold office at the pleasure of the Association.



2. The Trustees shall have a common seal.
3. Such common seal shall be kept in the custody of the General-Secretary of the Association who shall produce it when required for use by the Trustees.
4. All documents to be executed by the Trustees shall be signed by two of their number and sealed with the common seal.
5. The Trustees shall have powers to acquire land on behalf of the Association subject to such conditions as may be imposed by the party disposing of the land and the authorities supervising the disposition under any relevant law as at the time of the disposition.
6. A Trustee shall cease to hold office, if he or she
  - (i) resigns
  - (ii) becomes mentally, physically or otherwise incapacitated;
  - (iii) is officially declared bankrupt;
  - (iv) is convicted of a criminal offence other than a traffic offence;
  - (v) ceases to be domiciled in Nigeria; or
  - (vi) is recommended for removal by the National Executive Council and that recommendation is ratified by a simple majority of the General Assembly present at any annual convention of the Association.

## **ARTICLE 8**

### **ADVISORY COUNCIL**

1. There shall be an Advisory Council for the Association, which shall be responsible for advising the National Executive Council on any project to be undertaken or already initiated by the Association before their inauguration.
2. It shall consist of five members, three of whom must be past presidents of the Association and at least one woman who may not have been a past president.
3. Its members shall hold office at the pleasure of the Association.
4. A member shall cease to hold office, if he or she resigns; becomes mentally, physically or otherwise incapacitated or;
  - (i) is officially declared bankrupt;
  - (ii) is convicted of a criminal offence other than a traffic offence;

(iii) ceases to be domiciled in Nigeria; or

(iv) is recommended for removal by the National Executive Council and that recommendation is ratified by a simple majority of members present at any annual convention of the Association.

## **ARTICLE 9**

### **NATIONAL EXECUTIVE COUNCIL**

1. There shall be at all times a National Executive Council to run and oversee the affairs of the Association.

2. It shall consist of the following officers:

(i) President

(ii) Vice-President

(iii) General-Secretary

(iv) Assistant General- Secretary

(v) Treasurer

(vi) Financial Secretary

(vii) Publicity Secretary (North)

(viii) Publicity Secretary (South)

(ix) Legal Adviser

(x) Auditor

(xi) Ex-Officio member 1

(xii) Ex-Officio member 2

3. Members of the National Executive Council shall

(i) be elected into office by delegates from Chapters of the Association at an Annual National Convention; and

(ii) have a two – year term in office from the day of their election to the day the two-year term expires, which shall be exactly the same day and month in which they were elected in the year after the one proceeding their election year or upon the expiration of clear 760 days in office being two years, not minding whether or not any of the years was a leap year.

4. The President and other members of the National Executive Council shall be sworn into office by a lawyer or legal officer not below 5 years standing who shall administer on them the oath of allegiance and oath of office shown in the 1st Schedule and 2nd Schedule of this constitution.

5. Upon the expiration of their tenure, the members shall cease functioning in their various capacities and executive powers shall revert back to the General Assembly until election is conducted.

6. Any member of a defunct National Executive Council who is desirous of re-contesting is eligible to do so PROVIDED he shall not serve in the same capacity for more than two terms otherwise upon contesting for a third term shall vie for another office entirely.

7. Where due to circumstances beyond the Association’s control, elections cannot be held at any Annual National Convention or such a convention cannot be held for elections to be conducted, the Advisory Council shall convene an Emergency General Meeting (EGM) of the Association to elect a Caretaker Committee that shall then organize a Convention and have an election conducted at the said Convention.

8. The Caretaker Committee shall only be in office for a clear 180 days, after which it shall cease to exist unless the ANA General Assembly directs other-wise.

9. There shall be appointed by the General Assembly an Electoral Committee to conduct National Executive Council elections and the same shall apply to the State Chapter and Sub-Chapters with relevant alterations as to designations of officers where necessary.

**ARTICLE 10**  
**PRESIDENT**

1. There shall be a President for the Association.
2. He shall be the head of the National Executive Council and the Association in general.
3. He shall exercise executive powers.
4. He shall be the chief accounting officer.
5. He shall approve all expenditures.
6. He shall co-endorse all cheques, drafts and negotiable instruments and shall issue confirmation letters to any bank or financial institution or otherwise for the payment of any money due to anybody or to the Association.
7. He shall be responsible for the day today running of the affairs of the Association.
8. He shall further assign functions to other officers as he shall deem necessary for the smooth realization of the aims and objectives of the Association.
9. He shall preside over all meetings and shall with the General-Secretary prepare the agenda for such meetings.
10. He shall co-endorse all financial documents of the association with the Treasurer or Financial Secretary.
11. He shall exercise disciplinary powers during meetings and related engagements of the Association.
12. He shall be answerable to the ANA General Assembly.

**ARTICLE 11**  
**VICE-PRESIDENT**

1. There shall be a Vice-President for the Association.

2. The Vice President shall assist the President in the day to day running of the Association.
3. He shall effect such special duties and specific functions as will from time to time be assigned to her by the President.
4. He shall preside over meetings and related gatherings in the absence of the President.
5. He shall be answerable to the President.

## **ARTICLE 12**

### **GENERAL-SECRETARY**

1. There shall be a General –Secretary for the Association.
2. He shall be the chief records officer of the Association.
3. He shall prepare venues for meetings and convene such meetings at the instance of the President.
4. He shall record and prepare minutes of all meetings of the National Executive Council (NEC), the Annual General Meeting (AGM) and Ordinary General Meetings (OGM) and Emergency General Meetings (EGM) of the Association.
5. He shall read such minutes at the next NEC meeting, AGM, EGM or OGM as the case may be.
6. He shall be a co-signatory to all documents and correspondence leaving the Association other than financial documents.
7. He shall custody all stamps, seals and related materials belonging to the Association.
8. He shall be the secretary of the Constitution Re-view Committee.
9. He shall be the editor-in-chief of ANA REVIEW and any other newsletter, journals or related matter the Association shall undertake to publish in pursuit of its aims and objectives and mission statement.
10. He shall present a written report on the Association at every Annual National Convention of the Association.
11. He shall be answerable to the President.

## **ARTICLE 13**

### **ASSISTANT GENERAL-SECRETARY**

1. There shall always be an Assistant General-Secretary of the Association.
2. He shall be the assistant chief records officer of the Association.
3. He shall undertake to prepare such venues for meetings and convene such meetings as shall be assigned to him by the General- Secretary at the instance of the President.
4. He shall record and prepare such minutes of such meetings of the National Executive Council (NEC), the Annual General Meeting (AGM) the Ordinary General Meeting (OGM) and the Emergency General Meeting (EGM) of the Association as shall be assigned to him from time to time by the General-Secretary.
5. He shall read such minutes at the next NEC meeting, AGM, OGM or EGM as the case may be and as shall be directed by the General-Secretary.
6. He shall only be a signatory to documents and correspondence leaving the Association as shall be directed in writing by the General-Secretary.
7. He shall only custody stamps, seals and related materials belonging to the Association as shall be directed by the General- Secretary.
8. He shall edit those parts of the Association's annual newsletter entitled ANA REVIEW as shall be assigned to him in writing by the General -Secretary.
9. He shall present only such written reports of the Association to any of its Annual National Convention, as shall be directed in writing by the General-Secretary.
10. He shall be the assistant editor-in-chief of ANA REVIEW and any other newsletter, journals or related matter the Association shall undertake to publish in pursuit of its aims and objectives and mission statement.
11. He shall be answerable to the General-Secretary.

**ARTICLE 14**  
**TREASURER**

1. There shall always be a Treasurer for the Association.
2. He shall be the chief financial officer of the Association.
3. He shall effect lodgments of monies for the Association.
4. He shall keep such petty cash as the Association may decide to be kept.
5. He shall keep a record evidencing all earnings and expenditures.
6. He shall receive all monies due to the Association.
7. He shall make all payments approved by the National Executive Council.
8. He shall render quarterly account of all earnings and expenditures.
9. He shall keep records of receipts and payments made by the Association.
10. He shall present a Financial Statement and an Annual Report at the Annual General Meeting.
11. He shall co-endorse with the President and Financial Secretary all financial documents.
12. He shall submit to the Internal Auditor the accounts of the Association for scrutiny within sixty (60) days to the day of the Annual National Convention for every financial year.
13. He shall be answerable to the President.

**ARTICLE 15**  
**FINANCIAL SECRETARY**

1. There shall always be a Financial Secretary for the Association.
2. He shall work hand in hand with the Treasurer.

3. He shall keep a separate register of all financial transactions involving the Association.
4. He shall keep an up-to-date record of all fees, dues, levies, pledges and related financial commitments of all members of the Association.
5. He shall promptly and within thirty (30) days to any Annual National Convention, submit to the Treasurer a comprehensive report of all payments in respect of fees, dues, levies, pledges and related financial commitments made by members to the Treasurer.
6. He shall assist the Treasurer to prepare the Financial Statement and Annual Report to be presented at the Annual General Meeting.
7. He shall sit with the President and the Treasurer to prepare the Annual Budget of the Association for any financial year.
8. He shall co-sign any financial report, statement or documents with the President and Treasurer.
9. He shall be answerable to the President.

## **ARTICLE 16**

### **PUBLICITY SECRETARY (SOUTH)**

1. There shall always be Publicity Secretary (South) for the Association.
2. He shall be the chief information officer to cover all the states that constitute the southern part of Nigeria namely Oyo, Ogun, Osun, Ondo, Ekiti, Kwara, Edo, Delta, Bayelsa, Rivers, Imo, Abia, Anambra, Ebonyi, Enugu, Cross River and such other states that may be created out of these by the Federal Government of Nigeria.
3. He shall publish or publicize the activities of the Association in his area of jurisdiction.
4. He shall prepare and sign all press releases and statements in conjunction with the General-Secretary to be circulated in his jurisdiction.
5. He shall be the image maker of the Association in his area of jurisdiction.



6. He shall from time to time join hands with other Publicity Secretaries to organize Press-briefings by the President or whosoever he may choose in writing to act on his behalf.
7. He shall in conjunction with other Publicity Secretary undertake the publication of ANA REVIEW or any other journal, newsletter or publication whatsoever to be undertaken by the Association after collating articles and publishable materials and shall sit with the General Secretary and the Assistant General Secretary to edit them.
8. He shall be a member of the editorial committee for the publication of ANA REVIEW or any other journal, newsletter or publication whatsoever to be undertaken by the Association.
9. He shall report directly to the President.

#### **ARTICLE 17**

##### **PUBLICITY SECRETARY (NORTH)**

1. There shall always be a Publicity Secretary for the Association.
2. He shall be the chief information officer to cover all the states that constitute the northern part of Nigeria including Abuja namely Adamawa, Gombe, Bauchi, Kaduna, Kebbi, Zamfara, Sokoto, Katsina, Kano, Jigawa, Yobe, Borno, Kogi, Benue, Plateau, Niger, Taraba, Nasarawa, Kwara and such other states that may from time to time be created out of these by the Federal Government of Nigeria.
3. He shall publish or publicize the activities of the Association in his area of jurisdiction.
4. He shall prepare and sign all press releases and statements in conjunction with the General-Secretary to be circulated in his jurisdiction.
5. He shall be the image-maker of the Association in his area of jurisdiction.
6. He shall from time to time join hands with other Publicity Secretary to organize press-briefings by the President or whosoever he may choose in writing to act on his behalf.
7. He shall in conjunction with other Publicity Secretary undertake the publication of ANA REVIEW or any other journal, newsletter or publication whatsoever to be undertaken by the Association after collating articles and publishable materials and shall sit with the General Secretary and the Assistant General Secretary to edit them.

8. He shall be a member of the editorial committee for the publication of ANA REVIEW or any other journal, newsletter or publication whatsoever to be undertaken by the Association.
9. He shall report directly to the General-Secretary.

**ARTICLE 18**  
**LEGAL ADVISER**

1. There shall always be a Legal Adviser for the Association.
2. He shall be the chief legal officer of the Association.
3. He shall advise the Association from time to time on the legal implications of its policies, statements, activities and general dealings.
4. He shall have a first-hand opportunity to read and study all deeds, legal documents and related concerns affecting the Association before same is executed with any person, group or agent.
5. He shall file the Association's Annual Returns and Financial Statements for every year ended at the Corporate Affairs Commission.
6. He shall brief and join forces with the Association's external lawyers to defend, prosecute, maintain, protect and advocate the rights of the Association.
7. He shall be the chairman of the Appeal Disciplinary Panel, unless and only unless he is personally involved in any matter before the panel.
8. He shall maintain law and order during the Association's deliberations.
9. He shall be the chairman of the Constitution Review Committee.
10. He shall be answerable to the President.

## **ARTICLE 19**

### **INTERNAL AUDITOR**

1. There shall always be an Internal Auditor for the Association.
2. He shall audit every payment and expenditure of the Association.
3. He shall raise an audit alarm upon noticing any discrepancy in the accounts or financial report of the Association and bring that to the notice of the ANA General Assembly or any Annual General Meeting whichever is timely.
4. He shall work hand in hand with the External Auditors to scrutinize the accounts and financial statements of the Association preparatory to their submission to the Corporate Affairs Commission (CAC) by the Legal Adviser and do the delivery of the said documents to the Legal Adviser in writing for onward filing at CAC.
5. He shall be answerable to the President.

## **ARTICLE 20**

### **EX-OFFICIO MEMBERS**

1. There shall always be Two Ex-officio Members for the Association the first of which shall be the immediate past General Secretary of the Association, provided;
  - a. He has not been elected into any office in an existing exco otherwise his predecessor shall occupy the office.
2. The second ex-officio member shall have served the Association in an executive either at the National or Chapter level.
3. They shall liaise with the President from time to time on how to raise funds, plan courtesy calls on important dignitaries, solidarity visits to embattled members, condolence visits to bereaved members, visits to orphanages, old people's homes, asylums, hospitals, prisons and related places.
4. They shall perform such special duties as shall be assigned to them from time to time by the President.
5. He shall be answerable to the President.

**ARTICLE 21**  
**HEADQUARTERS**

1. The Association shall always have a headquarters.
2. The headquarters of the Association shall be in Abuja, the Federal Capital Territory of Nigeria.
3. The maintenance of the headquarters shall be funded by the Association as a general body, with funds drawn from every source — National and State — and wherever.

**ARTICLE 22**  
**CHAPTERS**

1. There shall always be Chapters of the Association all over the country, where circumstances permit.
2. There shall be only one Chapter of the Association in a state of the Federation, including the Federal Capital Territory.
3. A Chapter shall have its office in the state capital or territory.
4. A Chapter may be started by any person or group of persons whether or not they are members of the Association.
5. Upon formation, such a Chapter shall apply to the National Executive Council for accreditation.
6. To be accredited, the Chapter shall provide the following for scrutiny, assessment, consideration and approval, namely:
  - (i) All writers in that Chapter, their addresses and list of published works in prose fiction and non-fiction, poetry and drama.
  - (ii) All financial members, their addresses, occupation and a list of their works (published and unpublished) in prose fiction and non-fiction, poetry and drama.
  - (iii) A list of fifty (50) members or more resident in the state where that Chapter is located who may be approached to finance, patronize or support the activities of the Association.

7. The maintenance of the Chapter offices shall be funded with monies procured by its members from whatever sources other than the National body.

8. No Chapter shall enter into any lending or other financial arrangement beyond two hundred thousand naira [200,000] without the express approval of the President of the National EXCO first had and received, provided that in the event that the provisions of this section have been flouted, the Members responsible shall fully indemnify the Association for any loss incurred.

9. A Chapter shall be subordinate to the National Executive Council.

10. Any Chapter seeking to organize any event outside the state where it operates shall only do so with the permission of the National Executive Council.

11. No Chapter shall organize any fund-raising outside its state unless and only unless with the permission of the National Executive Council OTHERWISE it shall forfeit the funds to the Chapter of that state and where there is no such Chapter, to the NEC and shall be declared persona non grata, to the extent of that fund-raising.

## **ARTICLE 23**

### **SUB-CHAPTERS**

1. There shall always be Sub-Chapters of the Association in the country, where circumstances permit.

2. Only one Sub-Chapter shall exist in a local government area.

3. A Sub-Chapter shall have its office in the local government headquarters.

4. A Sub-Chapter may be started by any person or group of persons whether or not they are members of the Association.

5. Upon formation, such a Sub-Chapter shall apply to the State Executive Committee for accreditation.

6. To be accredited, the Sub-Chapter shall provide the following for scrutiny, assessment, consideration and approval namely:

(i) All writers in that Sub-Chapter, their addresses and list of their published works in prose fiction and non-fiction, poetry and drama;

(ii) All financial members, their addresses, occupations and a list of their works (published and unpublished) in prose fiction and non-fiction, poetry and drama.

(iii) A list of fifteen (15) members or more resident in the local government area where that Sub-Chapter is located who may be approached to finance, patronize or support the activities of the Association.

7. The maintenance of the Sub-Chapter office shall be funded with monies procured by its members from whatever sources other than the national and state bodies.

8. Any Sub-Chapter seeking to organize any event outside the local government area where it operates shall only do so with the permission of the State Executive Committee.

9. No Sub-Chapter shall organize any fund-raising in another local government area unless and only unless with the permission of the State Executive Committee..

#### **ARTICLE 24**

##### CHAPTER EXECUTIVE COMMITTEE

1. There shall always be an executive committee for every Chapter and Sub-Chapter respectively.

2. Other than the executive head and his vice who shall be designated Chairman and Vice-Chairman respectively, other designations and attendant functions in respect of all offices (including that of the President and Vice-President) of the National Executive Council and particularly those provided for in ARTICLES 10-22 of this constitution shall remain the same with alterations to be done mutatis mutandis PROVIDED ALWAYS that such alterations shall not be against the spirit of this constitution or in conflict with any of its provisions, as to render the alteration void and of no effect whatsoever.

#### **ARTICLE 25**

##### ANNUAL NATIONAL CONVENTION

1. There shall always be an Annual National Convention of the Association, which shall be attended by all members of the Association, with special emphasis on new members.

2. Elections into the National Executive Council shall be conducted every two years at the convention.
3. Any state where there is a Chapter that desires to host a convention shall offer its bid at the National convention preceding the one it desires to host.
4. Where there are other bids, the ANA General Assembly and members of the National Executive Council shall vote and the winner to host shall be decided by a simple majority of those present at the time of voting.
5. The President shall have a casting vote.
6. Where there is no other bid other than one, the ANA General Assembly shall adopt the only available one.
7. Where there is no bid at all, the ANA General Assembly may decide on which option may best suit the interests of the Association.
8. The state that holds the hosting right shall liaise with the National Executive Council for all preparations towards the convention.
9. Modalities for fund-raising shall be jointly put in place by the state's own Local Organizing Committee (LOC) and the National Executive Council.
10. The Local Organizing Committee shall prepare the budget for the convention and send it to the National Executive Council at least three months after winning the hosting right for consideration and, if need be, approval.
11. After hosting the convention, the hosting State Chapter shall prepare a comprehensive report to that effect to include but not restricted to sources of funds raised, expenditures, outstanding indebtedness, unredeemed pledges, properties hired, liabilities incurred, assets gained or procured, funds left and related matters.
12. All post-convention proceeds shall be shared between the National body and the State body on a 60 percent for the former and 40 percent for the latter basis.
13. Such proceeds shall be used to effect national assignments by the National Executive Council and state assignments by the State Executive Committee respectively.
14. The National Executive Council shall be responsible for providing conference materials, publicity (nationwide and internationally), ANA REVIEW, invitation cards and related things.

15. The State Executive Committee shall be responsible for providing venue, accommodation, logistics, opening cocktail, general entertainment, convention play or drama and related things.

## **ARTICLE 26**

### **STATE CONVENTIONS**

1. There shall always be an Annual State Convention of the Association, which shall be organized by the Chapters at their own convenience PROVIDED such convention shall be held before August every year.

2. Officers of State Executive Committee shall be elected during such conventions.

3. The rules governing the organization of such conventions and the election thereat as provided for by this constitution in respect of the Annual National Convention and particularly in ARTICLE 25 shall also apply to the Annual State Conventions mutatis mutandis i.e. as local circumstances and peculiar situations may permit.

4. The auditing of the members of Chapters who desire to attend the Annual National Convention shall be done at the Annual State Conventions and the list forwarded to the National Secretariat.

5. A Chapter that desires accreditation by ANA General Assembly must hold an Annual State Convention and election if such is due, where after it shall deliver a comprehensive report on the convention and a list of its elected officers to the National Executive Council for consideration by the ANA General Assembly.

6. They shall each forward their individual observations by way of reports independently to the National Secretariat within twenty one (21) days after the convention.

7. Where there is crisis or disagreements in the convention, such representatives shall mediate between the parties or factions and must not only be impartial but must be seen as impartial.

8. The decision of the representatives shall be final and the convention shall proceed with its agenda or programme of events EXCEPT for purposes of peace, it will be better to call it off entirely or postpone it to a future date but not later than September of that same year.

9. At the end of an Annual State Convention, the newly-elected Executive Committee shall present a programme of activities to the National Executive Council which shall then liaise with



the hosting State Executive Committee for inclusion in the programme of events for the Annual National Convention.

10. Such programme may include but not restricted to the following:

- (i) annual prizes for the best writer in prose fiction and non-fiction, poetry, drama and children literature in English and indigenous languages;
- (ii) a school outreach programme;
- (iii) a quarterly (or annual) journal or newsletter without prejudice to the necessity for members to still contribute to the ANA REVIEW;
- (iv) a monthly reading to which writers from outside the Chapter and the general public may be invited;
- (v) an annual conference; and
- (vi) participation in the Book Foundation Week.

## **ARTICLE 27**

### **MEMBERSHIP**

1. Official membership of the Association shall be open to only the following categories of persons, namely:

- (i) any Nigerian author of prose fiction and non-fiction, poetry, drama and children literature who subscribes to the aims and objectives of the Association ; and
- (ii) any literary institution, organization, foundation, society or association that subscribes to the aims and objectives of the Association PROVIDED that body is registered under the laws of the Federal Republic of Nigeria and thereby conferred with a juristic personality and upon being admitted into the Association, such a body shall be entitled to only one vote irrespective of the number of its members at any meeting of the Association.

2. A prospective member must be sponsored by at least two (2) registered members of the Association.

3. Any Nigerian writer based abroad who desires to be a member of the Association shall register with a Chapter or Sub-Chapter, whichever is convenient for him.

4. Honorary membership may be conferred by the Association on any person, institution or group of persons who demonstrates outstanding interest in Nigerian literature.

5. Candidates due for honorary and life membership shall be nominated by the Chapters, screened by the National Executive Council and their conferment ratified by a simple majority of the ANA General Assembly at an AGM.

6. Life membership may be conferred on such present and past members of the Association, who have made substantial, meaningful and positive contributions to the advancement of the ideals of the Association and the entire Nigerian literary community.

7. Honorary and life members of the Association shall enjoy the rights and privileges of official members but shall not be eligible to vote or be voted for.

## **ARTICLE 28**

### **BANKING**

1. The Association shall operate a Current Account at all times and some fixed deposit accounts from time to time.

2. The fixed deposit accounts shall specifically be for special funds that may come into its possession from time to time including but not restricted to the Niger Delta Development (NDDC) Prize money, and the Atiku Abubakar Prize money.

3. No fixed deposit account shall be touched by anybody other than the National Executive Council with the approval of the ANA General Assembly at an AGM.

4. The Association shall have its cheques, drafts, promissory notes or any other kind of negotiable instruments issued on its behalf endorsed or signed by the President and the Treasurer or Financial Secretary.

5. The above provisions (1) – (4) of this constitution shall apply to the Chapters mutatis mutandis i.e. as local circumstances and peculiar situations may permit.

## **ARTICLE 29**

### **EXTERNAL AUDITORS**

1. They shall be appointed by the National Executive Council with the ratification of the ANA General Assembly at an AGM a firm of external auditors for the Association.

2. It shall serve for such duration as the National Executive Council may decide as part of its policies.

3. It shall carry out the general audit of the accounts of the Association for every year ended with such professional skills as is required of qualified and licensed auditors with the understanding that such accounts shall form part of the documents to be filed at the Corporate Affairs Commission as required by relevant sections of the Companies & Allied Matters Act 1990 in respect of organizations such as the Association registered under Part C of the Act.

4. It shall present a report on the accounts of the Association showing any discrepancies, irregularities or inconsistencies of whatever nature may be discovered in the process.

5. It shall put in place a solid, modern and fraud-proof system to be followed by financial and accounting officers of the Association at any point in time.

### **ARTICLE 30 FUNDING**

1. The Association shall be funded through the following sources:

(i) Monthly and annual dues by members;

(ii) Development and special levies;

(iii) Subscriptions for newsletters, journals and Periodicals;

(iv) Registration fees;

(v) Pledges, donations and gifts; and

(vi) Grants and endorsement.

(vii) Other activities carried out by the Association in accordance with its powers under the law.

2. The amount to be paid as fees, dues, levies and subscriptions shall be pronounced by the National Executive Council from time to time with an option of upward or downward review as a matter of policy.

3. Such amounts may vary from regime to regime depending on the nature of its needs or financial commitments in piloting the affairs of the Association.
4. The National Executive Council shall have powers to raise loans and related credit facilities for the Association with or without collateral PROVIDED ALWAYS that where such amount is above N500, 000.00 (five hundred thousand naira) only, it shall be with the ratification of a simple majority of the ANA General Assembly at an AGM;
  - (i) except where the need for exigency indicates otherwise in which case such actions will be ratified at the next Annual General Meeting.
5. The above provisions (1) – (4) of this Chapter shall apply to the State Chapters mutatis mutandis i.e. as local circumstances or peculiar situations may permit.

### **ARTICLE 31**

#### **MEETINGS**

1. There shall be an Annual General Meeting (AGM) of the Association, which shall hold during every annual convention period.
2. There shall be an Ordinary General Meeting (OGM) which shall hold at least twice a year as the schedule of the Association may permit but shall be spaced between quarters of a particular meeting year.
3. There shall be an Emergency General Meeting (EGM) which shall hold when any contingency arises and it is inexpedient or practically impossible to wait for an Ordinary General Meeting to be reconvened.
4. There shall be meetings of the National Executive Council from time to time as its schedule may permit PROVIDED ALWAYS that at least two (2) are held within a particular meeting year.
5. The Chairmen and Secretaries of all the Chapters shall be eligible to attend all NEC meetings PROVIDED they shall only do so in observer capacities and shall not be entitled to vote or be voted for.
6. At the Chapter level, the Chairmen and Secretaries of all the chapters in the State where that Chapter is shall be eligible to attend all meetings of the State Executive Committee (SEC) PROVIDED they shall only do so in observer capacities and shall not be entitled to vote or be voted for.

7. Meetings shall be regulated by the Standing Order in this constitution.

#### **ARTICLE 32**

##### **QUORUM**

1. No business shall be transacted at any meeting unless a quorum of those eligible to attend that meeting is formed at the time the meeting proceeds to business.
2. There shall be at least fifteen (15) members of the Association with representatives from at least 10 Chapters for a quorum to be formed for an AGM, OGM and EGM.
3. There shall be at least five (5) members of the National Executive Council for a quorum to be formed for any NEC meeting.

#### **ARTICLE 33**

##### **NOTICE OF MEETINGS**

1. There shall be at least one month notice from the National Secretariat stating date, time and place for the meetings provided for in this constitution and particularly in ARTICLE 32 above EXCEPT that at least one week notice shall suffice in an Emergency General Meeting (EGM).
2. The non-receipt of notice by any person entitled to receive such a notice shall not Invalidate the proceedings of such meetings as far as a quorum is formed for the meeting to proceed to business.

#### **ARTICLE 34**

##### **VOTING**

1. Voting shall be by show of hands unless a poll or referendum is demanded.
2. Such demand of a poll or a referendum shall be made before or on the declaration of a show of hand by a majority of those present PROVIDED a quorum has been formed

**ARTICLE 35**  
**DISCIPLINE**

1. There shall be set up a Disciplinary Committee by a Chapter or Sub-Chapter, whichever is applicable, to look into any allegation of misconduct levelled against any member.
2. The Disciplinary Committee shall be made up of only three members including one woman.
3. It shall have a chairman, secretary and member.
4. The chairman shall have a casting vote.
5. All applicable rules and doctrines on fair hearing, equity, good conscience, impartiality and moral uprightness provided for in the constitution of the Federal Republic of Nigeria and/or any existing law as at the time the misconduct was alleged in that regard shall regulate all proceedings of the Disciplinary Committee.
6. Every complaint shall be by way of 5 original copies of a petition sent to the Chapter Executive Committee to which the allegedly erring member is immediately responsible to.
7. The said Executive Committee shall then forward four out of the 5 copies of the petition to the Disciplinary Committee, which shall acknowledge receipt in writing and give one copy each to its members to study and shall send the fourth copy with a covering letter signed by the chairman to the allegedly erring member requesting for reaction within fourteen (14) days from the day of the receipt of the copy of the petition.
8. The Disciplinary Committee shall upon considering the complaint and make recommendations to the Executive Committee.
9. The Disciplinary Committee shall have clear thirty (30) days to finish its assignment and submit its report excluding the 14 days to be given to the alleged offender to react.
10. The Disciplinary Committee may extend time by only 7 days upon application from the alleged offender to react, if in its opinion the 14 days requirement by this constitution is not enough OTHERWISE it shall proceed to write its report and submit same within the time stipulated.
11. The Executive Committee may in the same token extend time by only 15 days for the Disciplinary Committee to complete its assignment, if in its opinion it is inexpedient or

practically impossible for the Disciplinary Committee to complete its assignment within the time stipulated by this constitution.

12. The Executive Committee shall implement the recommendation(s) of the Disciplinary Committee within 7 days unless an appeal is lodged either by the alleged erring member or the petitioner or both with the National Executive Council, which shall operate as a stay of the implementation.

13. Upon receiving such an appeal, the National Executive Council shall set up an Appeal Disciplinary Committee of 3 members made of the National Legal Adviser as chairman, a secretary and a member and either of the last two shall be a woman, where the chairman is not a woman.

14. The procedures on the composition and powers of the Appeal Disciplinary Committee, number of copies of the appeal and all accompanying annexures; distribution of same; time for reaction to the appeal; time for disposition of the appeal; extension of time to react and/or to submit report; and the implementation of the recommendation(s) of the Appeal Disciplinary Committee shall be the same as applicable to the Disciplinary Committee of first instance.

15. The recommendation(s) of the Appeal Disciplinary Committee shall be final and shall be implemented within 7 days.

16. A petition can lie against a member from anybody or quarters who need not be a member of the Association or can be from the Association itself against a member of the Association and must be considered one way or other.

## **ARTICLE 36**

### **AMENDMENT OF CONSTITUTION**

1. Notice of amendment of the constitution shall be sent in writing not less than three months to the National Executive Council which shall set up a Constitution Review Committee with the National Legal Adviser as chairman to look into the areas recommended for amendment.

2. Upon such consideration, the committee shall send its reports and recommendation(s), if any to the National Executive Council, which shall table it before the ANA General Assembly for ratification by a simple majority.

**ARTICLE 37**  
**SPECIAL CLAUSE**

The Association's special clause shall be as follows:

1. The income and property of the ASSOCIATION OF NIGERIAN AUTHORS from whomsoever derived shall be employed solely toward the pursuit of the aims and objectives and the mission statement of the Association as set down in this constitution and no portion thereof shall be paid or transferred directly or indirectly by way of dividends, loans or profits to anybody working for the Association PROVIDED that nothing therein shall prevent the payment in good faith of reasonable and proper remuneration to any officer or servant of the Association in return for any service actually rendered for the Association.
2. No official of the Association shall be appointed to any salaried office of the Association or shall any of the offices of the Association paid by fees or other benefit in money to be given to any member of the National Executive Council 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 of any share of profit he may receive in respect of any such payment.
3. In the event of the winding up or dissolution of the ASSOCIATION OF NIGERIAN AUTHORS, the remains of any property whatsoever after due satisfaction of all its debts and liabilities shall not be paid to or distributed among the officials or workers of the Association but shall be given or transferred to some other organization, institution or agency having similar aims and shall be prohibited from distributing its income and property among its members to the extent at least as great as imposed on the Association under or by virtue of the special clause hereof.
4. Such institution shall be determined by the Association before or at the time of dissolution and effect cannot be given to the aforesaid provision than to some charitable organizations.

**ARTICLE 38**  
**PROCEEDINGS**

The validity of the proceedings of an Annual General Meeting, a National Executive Council meeting or any meeting at all shall not be affected by any office vacancy or by any defect in the appointment of any officer or by any irregularity in the proceedings.



**ARTICLE 39  
CONFLICT**

For the avoidance of doubt, the provisions of this Constitution shall have precedence and prevail over those of the standing orders where there is a conflict or for any other cause.

**ARTICLE 45**

**STANDING ORDERS**

1. There shall be standing orders intended to provide for the conduct and proceedings of all meetings of the National Executive Council, the Annual General Meetings and all other meetings and matters related hereby and shall be read together with this constitution.
2. The President shall occupy the chair and preside at such meetings as the case may be.
3. The National Executive Council meeting shall transact such businesses as are on its agenda or any business decided by the National Executive Council including any other business provided it shall not apply to the Annual General Meeting, Ordinary General Meeting and Emergency General Meeting.
4. The agenda of the business of the meeting shall be supplied to every member. This agenda shall be adhered to till the completion of business unless a proposition to suspend the standing order is made and carried by a simple majority of the members present.
5. Nobody shall commence to speak on any topic until recognized to so by the President.
6. Anybody desiring to speak shall put up his hand, sitting in his place and shall not rise or speak until he is called upon by the President.
7. No two persons shall stand or speak simultaneously during discussions at a meeting.
8. Nobody shall repeat himself on any topic except the mover of a motion or amendment who shall be permitted to wind up after the subject of such motion or amendment has been debated PROVIDED that any person who has spoken on a subject may again be heard at the discretion of the President to offer explanation on some material part of his speech which has been misunderstood.
9. Every person shall confirm his observation to the subject matter under deliberation and shall not introduce irrelevant issue thereunto.

10. Nobody shall be permitted to re-open any specific question upon which the meeting has come to conclusion.
11. Nobody shall use offensive, insulting and disorderly language about any other member, officer or worker of the Association.
12. Anybody whose conduct is disorderly at any meeting or who refuses to withdraw any offensive or insulting language after he or she has been told by the President to do so may be asked to leave the meeting by a resolution of the ANA General Assembly.
13. Anybody who has any relevant and pertinent information to give may in the course of a speech by another person do so after being granted permission to do so by the President but a person shall only give such information, if permitted to do so by the President.
14. A person may raise a plea of 'point of order,' which shall only be allowed where a member observes and the President accepts that there is a deviation by a speaker from the subject matter and/or reckoning with these 'Standing Orders'.
15. A person may raise the plea on point of correction where there has arisen a misquotation of a speaker or a misrepresentation of either a speaker or the matter under discussion.
16. A misquotation or a misrepresentation shall be corrected firstly by the person misquoted or by the President.
17. On any issue, cause or matter, every person eligible to vote according to the Association's constitution shall have one vote at a time but the President shall have a second or casting vote in the event of equality of votes.
18. Unless the constitution otherwise provides, voting on any subject shall be by show of hands.
19. The President may give directives or adopt measures reasonably necessary in the interest of the Association or reasonably conducive to the conduct of proceedings of any meeting.

**ARTICLE 41**  
**INTERPRETATION**

In this constitution, unless it is otherwise expressly provided or the context otherwise requires 'He' 'his' or 'him' means or refers to male and female. 'Shall' means must or compulsory. 'May' means optional.

**ARTICLE 42**  
**APPLICABILITY**

Where not specifically so stated or unless where the contrary is specifically so stated, all sections of this constitution shall apply to all State Chapters and Sub-Chapters mutatis mutandis i.e. with necessary alterations to suit local circumstances and peculiar situations as the case may be.

**ARTICLE 43**  
**PRIZES/AWARDS**

1. There shall always be prizes, awards and related matters at the national, state and local government levels for the recognition, celebration, elevation and enhancement of literary excellence in the Association and these prizes, awards and related matters shall be presented at the Annual or State Conventions as the conditions for their presentation shall stipulate; that is to say
  - (i) Chapter and Sub-Chapter awards shall be at the State Conventions.
2. There shall always be a standing panel of judges to adjudge the best literary works to clinch these prizes, awards and related matters and their number shall not be below ten and not exceed fifteen for any prize or award year, with not less than five being women where they are fifteen and not less than three where they are ten.
3. The panel shall in conjunction with or without the Publicity Secretaries publicise its guidelines for the submission of entries all over the Chapters one month to the calling for entries PROVIDED where such publicity is done through a national or widely-read daily or newspaper, it shall be deemed as sufficient publicity.
4. The panellists shall formulate their operational rules and standing orders for every prize or award year or adopt any existing ones PROVIDED they are not inconsistent with the provisions of this constitution otherwise they shall be void to the extent of that inconsistency.

5. No panellist shall serve for more than two years or upon renewal of his tenure by the General Assembly for not more than another two years; that is to say a total of four years or two tenures.

6. A panellist shall be disqualified from the panel or from further taking part in any prize or award process, if, even before the expiration of his 2 year tenure, it is discovered by the General Assembly that his conduct is inimical to the well-being of members of the Association.

7. A panellist need not be a Nigerian or a member of the Association but must be versed in Nigerian or African literature; be a person of character; be upright and just; be a published writer; be experienced in the fields of literary editing, assessment, promotion and related matters.

8. The panel shall be independent and impartial and must not only be fair in its assessments of materials but must be seen to be fair.

9. The panel shall reserve the power to disqualify any entry, writer, and institution, group of persons or category of writers from any contest, competition, prize, award or related matters under its control and shall not be subjected to any explanation for its action PROVIDED such an action is in substantial compliance or conformity with the rules of natural justice, equity and good conscience OTHERWISE it shall be answerable to the ANA General Assembly for any despicable conduct.

10. Subject to (9) above, the verdict of the panel shall be final during any particular prize or award year in relation to any prize, award or related matters at stake.

## **1ST SCHEDULE**

### **OATH OF ALLEGIANCE**

I, \_\_\_\_\_ do solemnly swear/affirm that I will be faithful and bear true allegiance to the NATIONAL ASSOCIATION OF NIGERIAN AUTHORS and that I will preserve, protect and defend the constitution of the NATIONAL ASSOCIATION OF NIGERIAN AUTHORS. So help me, God.

## **2ND SCHEDULE**

### **OATH OF OFFICE**

I, \_\_\_\_\_ do solemnly swear/affirm that I will be faithful and bear true allegiance to the National Association of Nigerian Authors; that as an officer in the National Executive Council, I will discharge my duties to the best of my ability, faithfully and in accordance with the constitution of the National Association of Nigerian Authors and the law and always in the interest of the independence, integrity, dignity, solidarity, well-being and prosperity of the National Association of Nigerian Authors; that I will strive to satisfy the Fundamental Aims and Objectives of the National Association of Nigerian Authors; that I will not allow my personal interest to influence my official conduct or my official decisions; that I will to the best of my ability preserve, protect and defend the constitution of the National Association of Nigerian Authors; that I will abide by the standing orders contained in the constitution of the National Association of Nigerian Authors; that in all circumstances, I will do right to all manners of people according to law, without fear or favour, affection or ill-will; that I will not directly or indirectly communicate or reveal to any person any matter which shall be made known to me as an officer in the National Executive Council of the National Association Of Nigerian Authors; except as may be required for the due discharge of my duties; and that I will devote myself to the service and well-being of all humanity. So help me, God.

RATIFIED AND DATED at Uyo this 10<sup>th</sup> day of November, 2012.

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Professor Remi Raji  
President, 2011/13 EXCO

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Ahmed Maiwada, Esq.  
National Legal Adviser  
Chairman, Constitution Review Committee.