

*THE*  
**CONSTITUTION**

**OF  
MAJLIS FOR SADAQAH  
ZAKAT AND  
WAQF IN KWARA**

**CONSTITUTION**

**OF THE INCORPORATED TRUSTEE OF**

**MAJLIS FOR SADAQAH ZAKAT AND WAQF IN**

**KWARA**

**PREAMBLE**

We, member of the above named Organisation, a non-profit and non-political Organisation do provide for ourselves a Constitution and hereby resolve to be governed by provisions herein contained.

**ARTICLE 1: CITATIONS**

1. This Constitution shall be cited as **the constitution of MAJLIS FOR SADAQAH ZAKAT AND WAQF IN KWARA**
2. **Commencement:** The constitution shall come to effect from the date of registration of the Organisation.

**ARTICLE 2: NAME**

1. The name of the Organisation shall be “**MAJLIS FOR SADAQAH ZAKAT AND WAQF IN KWARA**”.

**ARTICLE 3: REGISTERED OFFICE**

The registered Office address of the ORGANISATION shall be situated in Nigeria

## **ARTICLE 4: SUPREMACY**

This Constitution shall be binding on the Trustees and the Management Team of the Organisation

## **ARTICLE 5: AIMS AND OBJECTS**

The Aims and Objective of the Center shall be:

1. To collect Zakat (Poor Due), Sadaqat (Voluntary Donation), gift (in cash) and Kind) from Muslims who are well to do.
2. To disburse and distribute whatever is collected in (a) above to the poor, the needy and to assist with it the sick who are not financially capable of funding their medical bills or / and purchase o drugs to treat their ailments
3. To rehabilitate poor converts to Islam
4. To execute Da'wah (Propagation) programmes
5. To do all other legal and lawful activities aimed at the growth and development of Islam

## **ARTICLE 6: MEMBERSHIP**

The membership of the Organisation, upon application in a prescribed form in this constitution, shall be open to all persons whose doctrine and beliefs are acceptable to the Organisation

## **MEMBERSHIP FORM**

Membership application form shall be designed by the executive council.

## **RIGHTS AND OBLIGATIONS OF THE MEMBERSHIP**

Membership shall be accorded the recognition due to members and shall enjoy all rights and privileges of membership

- a. He shall equally Endeavor to fulfill at all times all corresponding obligations imposed by his membership of the organisation.
- b. A member shall pay his/her contributions to the funds of the Organisation regularly.
- c. A member shall endeavor to participate fully in the affairs of Organisation in all ramifications.
- d. A member shall refrain from any action, which may bring the Organisation into disrepute.

### **ARTICLE 7: TRUSTEES**

- A. The Trustees of **MAJLIS FOR SADAQAH ZAKAT AND WAQF IN KWARA** for the purpose of the Companies and Allied Matters Act CAP C20 LFN 2004, shall be elected at a General Meeting charged with responsibility of selecting the Trustees with 2/3 majority votes of members present.
- B. Such Trutees (Hereinafter referred to as, “The Trustees”) shall not be less than 2 and more than 15 in number.

- C. A Trustee may hold office for 5 years but shall cease to hold office if he:
1. Resigns his office
  2. Ceases to be a member of the registered Trustees of the body.
  3. Becomes insane
  4. Is officially declared bankrupt
  5. Is convicted of a criminal offence involving dishonesty by a Court of competent jurisdiction
  6. Is recommended for removal from office by a board of Governors and Trustees majority vote of members present at any General Meeting of the body
  7. Ceases to reside in Nigeria
- D. Upon a vacancy occurring in the number of Trustees a General Meeting will be held to appoint another eligible member of the Association.

### **ARTICLE 8: COMMON SEAL**

- A. The Trustees shall have a Common seal.
- B. Such seal will be kept in the custody of the SECRETARY who shall produce it when required for use by the Trustees.
- C. All documents to be executed by the Trustees shall be signed by such number of them and sealed with the Common seal

### **ARTICLE 9: MEETINGS**

For the purpose of effective administration of the Foundation there shall be the following meetings.

- a. Annual General meeting
  - b. Executive Meeting
  - c. Emergency Meeting
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- a. **Annual General Meeting:** The annual general meeting shall be held once in a year at the registered office of the Foundation or such other venue, as the executive shall decide.
  - b. **Executive Meeting:** This may be at such time and place as may be deemed convenient by the executive.
  - c. **Emergency Meeting:** Shall be convened at such time and place as the need arises.

## QUORUM

The quorum for such meeting shall be:

- I. Simple majority of members present at the weekly Meeting
- ii. 2/3 of the members present at the Board of Trustees Meeting.
- iii. 2/3 of members present at the Executive Meeting.
- iv. 2/3 of members present at the Annual General Meeting

## **ARTICLE 10: GOVERNING BODY**

- i. The Organisation shall have the following structure to run the affairs of the entrepreneur:
  - a. **CHAIRMAN:** He shall be the leader of the Organisation and charged with the responsibilities of controlling all activities of the entrepreneur.
  - b. **VICE CHAIRMAN:** He/she shall assist the Chairman in running the affairs of the Organisation. He/she is expected to act for the chairman if the chairman is unable to perform his duties by whatever reasons.
  - c. **SECRETARY:**
    - (I) He/she shall be in charge of all administrative works of the Organisation
    - (ii) He/she shall summon any meeting of the Organisation at the instance of chairman and conduct same.
    - (iii) He/she shall attend to all correspondence of the Organisation.
    - (iv) He/she ensure that all records of the Organisation are property kept and must always be with a copy of the Constitution
  - d. **ASST. SECRETARY:** He/she shall act on behalf of the secretary as at when necessary.
  - e. **TREASURER**
    - (i) He/she shall be responsible for the Organisation money and financial records.

(ii) He/she shall pay to the bank all money in his care within 24 hours of collection.

f. **FINANCIAL SECRETARY:**

(i) He shall keep adequate record of all monies due to the Organisation.

(ii) He/she shall collect all monies due to the Organisation and pay them to the Treasurer.

g. **P.R.O:** He/she shall be responsible for passing any kind of information on behalf of the general public.

h. **AUDITOR:**

(i) The Organisation account shall be audit report annually to the general meeting of the members

## **ARTICLE 11: SOURCES OF FUNDS**

The funds of the Organisation shall be derived from the following sources:

i. **LEVIES**

a. The Organisation's Executive shall have the power to impose levies on members as it shall apply for the purpose of carrying out Foundation's activities.

ii. **DONATION AND CONTRIBUTION**

The Organisation's reserves the power to receive, accept and collect donations, pledge and other contributions from its members and non-members for the purpose of carrying our Organisation's aims and objectives/aactivities.



## **ARTICLE 12: DISBURSEMENT AND APPLICATION OF FUNDS**

The Organisation funds shall be made available and applied to achieve the aims and objectives of the Organisation.

## **ARTICLE 13: KEEPING OF ACCOUNT**

The Organisation shall ensure accurate keeping of record of all income and expenditure.

## **ARTICLE 14: APPOINTMENT OF AUDITOR(S)**

1. Independent, qualified and licensed Auditors shall be appointed by the general meeting to audit the financial records of the association annually and submit an audited report to the Annual General Meeting of the Association.
2. The audited financial statements (balance sheet and income and expenditure account) duly certified by independent auditors shall be annexed to the annual returns and file with the Corporate Affairs Commission.

## **ARTICLE 15: AMENDMENT**

The provisions of this constitution may be amended, altered repealed, added to or replaced in whole or part. The amendment of the constitution shall take place at the meeting of central executive council provided that such any appeal, alteration or, additions or amendment to be valid, must be by motion supported by two- third majority of votes entitled to be cast by members present at the Annual General Meeting.



## **ARTICLE 16: SPECIAL CLAUSE**

- 1. THE INCOME AND PROPERTY of the MAJLIS FOR SADAQAH ZAKAT AND WAQAF IN KWARA** whosoever derived shall be applied solely to the promotion of the objects of the **MAJLIS FOR SADAQAH ZAKAT AND WAQAF IN KWARA** has set forth in this **RULES AND REGULATIONS/ CONSTITUTION**: and no portion thereof shall be paid or transferred directly or indirectly by way or dividend. Bonus, or otherwise howsoever by way of profit, to the members of the **MAJLIS FOR SADAQAH ZAKAT AND WAQAF IN KWARA** PROVIDED that nothing herein shall prevent the payment, in good faith, or reasonable and proper remuneration to any officer or servant of the **MAJLIS FOR SADAQAH ZAKAT AND WAQAF IN KWARA** in return for any service actually rendered to the **MAJLIS FOR SADAQAH ZAKAT AND WAQAF IN KWARA** but so that no member of the Council of Management or Governing body shall be appointed to any salaried office of the **MAJLIS FOR SADAQAH ZAKAT AND WAQAF IN KWARA** to any member of such council or Governing Body except repayment out-of-pocket expenses or reasonable and proper rent for premises demised, or let to the **MAJLIS FOR SADAQAH ZAKAT AND WAQAF IN KWARA** provided that the provision last aforesaid shall not apply to any payment of any Company to a member of the **MAJLIS FOR SADAQAH ZAKAT AND WAQAF IN KWARA** may be a Company which such member shall not hold more than one-hundereth pan of the capital, and such member shall not be bound to account for any share of profits he may receive in respect of any such payment.

1. NO ADDITION, alteration, or amendment shall be made to or in the REGULATIONS / CONSTITUTION for the time being in force, unless the same have been previously submitted to and approved by the Registrar General.
  
2. IN the event of a winding up or dissolution of the **MAJLIS FOR SADAQAH ZAKAT AND WAQAF IN KWARA** there remains, after the satisfaction of all it's debts and liabilities, any property whatsoever, the same shall not be aid to or distributed among the members of the **MAJLISFPR SADAQAH ZAKAT AND WAQF IN KWARA** but shall be given or transferred to some other institution or institutions, having objects similar to the objects of **MAJLISFPR SADAQAH ZAKAT AND WAQF IN KWARA** and the body or bodies are prohibited from distributing it's or their income and property amongst it's or their members to an extent at least as great as is imposed on the **MAJLISFPR SADAQAH ZAKAT AND WAQF IN KWARA** under or by virtue of the SPECIAL CLAUSE hereof, such institution or institutes to be determined by the member of **MAJLISFPR SADAQAH ZAKAT AND WAQF IN KWARA** effect cannot of given to the aforesaid provision then to some charitable object.

.....  
*Secretary*

.....  
*Chairman*

