



THE CONSTITUTION

OF

ASSOCIATION OF MICRO

ENTREPRENEURS OF NIGERIA

(AMEN)

PREAMBLE:-

The small scale producers desirous of empowering its members and other members of the populace had through its general meeting (GM) set up this Association as a way of attaining this goal, now hereby set out these constitution which shall be known and called “The constitution of Association of Micro Entrepreneurs of Nigerians (Amen).

SECTION I **INTERPRETATIONS**

All words and expressions used in these constitution shall have the meaning respectively as agreed by the members of (AMEN). In particular, the following words or expression shall have the meaning respectively assigned to them below.

- a. “Financial year” means the period of twelve months beginning on 1st January and ending on 31st December, the same year.
- b. “Constitution” means the registered rules and regulation made by the association in exercise of any power conferred by this law and it includes a registered amendment of the Constitution.
- c. “Executives” includes the president, vice president secretary, Treasure, members of the committee or other persons empowered under the regulations or bye-laws to give directions with regards to the business of a registered body.
- d. “Staff” employed personnel of the association who are so engaged either for a short period or permanent, on specific or general duties.
- e. “Persons” include any company or association or body of person corporate or un-incorporate
- f. “Regulation” means regulations made under this law as amended from time to time.
- g. “Exco's /officers:- Means the governing body of the association to whom the general management of its affairs is entrusted.
- h. “Functional Committee” Means an elected/appointed body of persons within the association to whom specific duties are delegated by the association.
- i. “Dues” Specified amount of money to be paid by each member during general meetings.
- j. Savings/contribution: Any amount a member agreed to save either weekly, monthly for a particular purpose.
- k. “Children/Child” means a member who enrolled in accordance with these bye laws or heir of a deceased member but whose ages at the time is below 18 years.
- l. “Operational manual” means a member's manual to be produced and review from time to time for the purpose of laying down operational procedures for the running of the activities of this association.
- m. Registration fees:- A stated amount of money any person who wants to join the association as a member must pay.
- ii. Any word(s)/ or expression (s) referring to the masculine gender in this constitution shall also include the feminine gender and vice versa unless otherwise stated.
- iii. The byelaws can also be called the association constitution. If there shall arise, any doubt regarding the meaning or intention of these bye-laws/constitutions, the matter shall be referred to the executives or a competent court for interpretation.

SECTION II

NAME, ADDRESS AND AREA OF OPERATIONS

NAME: The name of the association shall be Association of Micro Entrepreneurs of Nigeria

ADDRESS: 554/556 Ikorodu Road Ketu Lagos

EMAIL:-amenmicro@yahoo.com

WEBSITE:- <http://www.amenmicro.com>.

Area of Operation: Lagos state and any other areas the association might have chapters or branches in Nigeria.

SECTION III A

The objective of AMEN include:-

1. To promote our members products and occupation.
2. Giving information to our members on the government rules and regulation on their field of occupations.
3. To assist or help our members who need financial assistance to promote their business.
4. Generally to promote our members well being.
5. To ensure that our members produce quality Goods.
6. To be assistance to government agencies such as; NAFDAC, SON, NDLEA, etc in fighting against sub standard products and fake product in the Nigeria market by reporting to the appropriate agencies.
7. Creating employment opportunities for Nigeria populace through micro production.
8. To empower the youth in order to be self. reliant
9. To expose members to local and foreign markets through trade fairs/exhibitions.
10. To participate actively on government policy or issues affecting our members business and through dialogue get the best out of it.
11. To partner with institutions in both public and private sectors towards promoting our members business.
12. Promoting export of our members product globally through information technology.
13. To promote good standard of living for members
14. Linking our members to internal and external donor agencies for sources of finance and appropriate technology and technical skill for the advancement of their business.
15. To organize seminars for members and non members across the nation.
16. Amen carry out research works on behalf of members. The results are made available to them at a little cost or sometimes free.
17. To ensure that members improve on the indigenous or traditional techniques of production which are labour intensive, time consuming and unable to meet the modern market demand of their products.
18. To offer industrial extension services to members both in manufacturing and agriculture.
19. Amen also educate its members on writing Business plan, project implementation management, Ad-hoc consultancy services by writing to organization who are specialist to come for presentation during its monthly meetings.
20. Amen also settle disputes among members and non members if such issues will adversely affect their business.

SECTION 111 B
BENEFITS FOR MEMBERS OF AMEN

1. Amen assists members to register their product with appropriate agencies like NAFDAC, SON,, CAC, TRADEMARKS etc by giving them appropriate information and document requires as well as register them.
2. Provide production facility with basic amenities for members at a subsidized rate.
3. Organizes free training for advancement of members product.
4. Promoting members product and turnover through provision of selling outlets for members in various Nigerian Markets and abroad.
5. Conduct regular stakeholders forum for members product.
6. Assist members to get credit facilities to expand their business through our partnering financial Institution
7. Organizing dinner and picnic for members relaxation from time to time.
8. Group export facilities for exporting members product abroad.
9. Source, process and disseminate business information to our members.
10. Amen visits production centers of its members from time to time and give advise/suggestion towards ensuring standard.
11. Amen carry out research works for members at little or no cost
12. Amen organizes distributors forum for members product from time to time.
13. Amen also carry out collective advertising for members product at a subsidized rate through print media and Electronic media.
14. Saving culture:- Amen members enjoy saving habit through a product called “Target account” money is contributed monthly by members and cash paid immediately to the bank through the officials who are assigned to collect the cash in order to meet the needs of individual members.

SECTION 1V C

OUR MAJOR PARTNERS/ASSISTANCE.

1. Small and Medium Enterprises Development Agency of Nigeria (SMEDAN)
2. National Agency for food and Drugs, Administration and Control (NAFDAC)
3. Nigerian Export Promotion Council (NEPC)
4. Ministry of commerce and Industry Lagos.
5. Federal Ministry of commerce and Industry.
6. Standard Organization of Nigeria (SON)
7. Kellow West Africa (Nigeria) Limited
8. Lagos State Traditional Medicine Board.
9. National Association of Nigerian Traditional Medicine Practitioners.
10. Religious Organizations
11. Non government organizations.
12. Financial Institutions.

SECTION V D

MEMBERSHIP

1. Must be a mature person and not less than twenty-five years.
 2. Must be honest, responsible and without criminal records.
 3. Must be person(s) of unquestionable character and, to engage in one line of production, retail or wholesale business. etc.
 4. Must pay attendance fee of N1,000 that is application form and return it with the sum of five thousand Naira (5000.00) with two passport.
- N.B This amount is subject to change as the association progresses.

5. Attendance of meeting is compulsory, absence from meeting without notice to the executives attracts a penalty to be specified by members.
6. Must have a referee to vouch for his or her character, though it is stated in the admission form.
7. Must ensure that his/her products are of the good quality.
8. Must not produce goods prohibited by Government, international connection or environmental constraints.
9. Must agree to abide by the rules and regulations governing the association.
10. Must be able to speak and write in English and one Nigeria language, other language such as French is a big advantage.

SECTION VI E
HOW TO BECOME A MEMBER OF AMEN

1. Buy a membership form for N1,000=
2. Fill the form and return to the secretariat with a copy of your business registration certificate
3. The form should be accompanied with a registration fee of N5,000 payable to any Diamond Bank with the account number 0992350003610
4. The screening committee headed by president shall conduct an interview for such intending member.
5. After satisfactory performance, the intending member shall attend three consecutive meeting before he/she becomes a member.

SECTION VII F
TERMINATION OF MEMBERSHIP

Membership of any member of Association of Micro Entrepreneurs of Nigeria can be terminated under any of the following, conditions.

- i. Three months absent without prior notice to the house.
 - ii. Non payment of dues, interest and charges by any member for the period above.
 - iii. Involvement in any criminal acts that can drag the name of Association of Micro Entrepreneurs of Nigeria into dispute.
 - iv. Should any membership is terminated on an account of “ Anti Association activities 50% of the members investment worth shall be forfeited to the Association
 - v. In a case voluntary withdrawal 30% of member's value worth of investment shall be forfeited.
 - vi. In case of death, member's full financial value shall be drawn by his next of kin.

SECTION VIII G
OBLIGATION OF THE MEMBERS TO THE ASSOCIATION

1. All members shall pay subscription, levy and due promptly.
2. It is incumbent on member to acquaint himself/herself with the provisions of the constitution of the Association.
3. All members shall be bound by the majority decision of the Association.
4. Must pass information that will bring progress to the association.

SECTION IX H
RESPONSIBILITIES:

- i. FINANCIAL COMMITMENT FOR THE ASSOCIATION.
 - ii. Monthly Dues As stipulated
 - Donations
 - Contribution.
 - Any other fees agreed by members of the association.

ARTICLE 4
TRUSTEES

1. The trustees of Association of Micro Entrepreneurs of Nigeria (for the purpose of the Companies and Allied Matters Act. NO 1 of 1990. Part C shall be appointed at a General Meeting by at least not less than two-third majority of members present charged with the responsibility of selecting the trustees.
2. Such trustees (hereinafter referred in as "The Trustees") shall not be less than FIVE (5) in number and shall be known as the Registered Trustees of "Association of Micro Entrepreneurs of Nigeria".
3. The Trustees may hold office for life but a trustee shall cease to hold office if he:-
 - i. Resigns his office.
 - ii. Cease to be a member of the registered trustees of Association of Micro Entrepreneurs of Nigeria
 - iii. Becomes insane
 - iv. Is officially declared bankrupt
 - v. Convicted of a criminal offence involving dishonesty by a court of competent jurisdiction.
 - vi. Is recommended for removal from office by a majority of the Board of Trustees or two-third majority vote of members present at any General Meeting of the Association.
 - vii. Ceases to reside in Nigeria.
4. Upon a vacancy occurring in the number of Trustees, a General meeting will be held to appoint another eligible member of the Association to fill such, vacancy with at least two-third of the members in attendance at the general meeting to form quorum.
 - (a) The Trustees shall apply in prescribed manner of the Corporate Affairs Commission for the Certificate of Registration of the ASSOCIATION under Companies and Allied Matters Decree, No, 1 of 1990 Part C.
 - viii. (b) If such Certificate is granted, the Trustees shall have power to accept and hold in trust, all land belonging to Association of Micro Entrepreneurs of Nigeria,
 - ix. And to acquired land on behalf of Association of Micro Entrepreneurs of Nigeria to such conditions as the Commission may impose.

ARTICLE 5
EXECUTIVE COUNCIL

1. The followings shall be the recognized officer of the Association and shall operate as the Executives of the Association.
 - a. The President
 - b. Vice President
 - c. General Secretary
 - d. Assist. General Secretary
 - e. Treasurer
 - f. Financial Secretary
 - g. Social/ Publicity Secretary .
 - h. Legal Adviser

- i. Provost
- j. Ex-officio (4 members).
- k. Disciplinary committee Chairman

N.B: Other executive officers may be created in future if the need be, and will depend on the expansion of the association.

ARTICLE 6

EXECUTIVE MEMBER/TENURE OF OFFICE

Association of Micro Entrepreneurs of Nigeria calendar year shall be between January and December (12 months)

The tenure of office for elected official shall be three years Any serving officer seeking for re-election is free to do so.

Any member seeking for election in any post must be a member for at least two years and must be active in attendance and punctuality.

Must possess a minimum of Senior School Certificate.

Must win 2/3 majority of votes of members.

Must be over the age of twenty-five years (25yr)

Must not have been indicted for once by the members of the association.

Must be industrious, resourceful and initiative.

He/She must show leadership and readiness to accept responsibility.

Must have contributed more to the upliftment of the association.

Election of officials shall be through open ballot system.

REMOVAL OF OFFICIAL FROM OFFICE:-

The following procedures must be followed when removing any serving officer from office:-

- a. Voluntary resignation
- b. Misappropriation of funds
- c. Death of serving officer
- d. If the officer is incapacitated
- e. Non performance of duty assigned to him or her in the office
- f. Breach of the constitution.
- g. If occupy position of another association whose primary objectives are the same
- h. Insanity of member.
- i. Anti-Association activities.

ARTICLE 7

ELECTION OF OFFICERS

1. All officers shall be elected into various offices through voting by simple majority.
2. All financial members shall be eligible to vote and be voted for
3. A members shall be disqualified from contesting an office if he had been found guilty of gross misconduct by the disciplinary committee or under club's suspicion.
4. Every member shall have a voting right during election period except the election officer.
5. Honorary member are not allowed to contest or vote during election.

ARTICLE 8
DUTIES OF OFFICERS

A. PRESIDENT

1. The President shall preside over all general meetings.
2. Shall control and coordinate all the activities of the association and shall delegate activities of the Association duties as need arise.
3. Shall advise the General Secretary to summon the meetings.
4. Shall be one of the signatories of all official documents.
5. The President is Vested with power to suspend argument or any controversial in the meeting.
6. Shall have a decisive vote during meetings.

B. VICE PRESIDENT

1. Shall carry out the duties of the President when President is absent.
2. The Vice President can be assigned some responsibilities by the President as the president deems it fit.

C. GENERAL SECRETARY

1. He shall be in charge of the Association Secretariat
2. He shall summon meetings on the advice of the President or as scheduled.
3. He shall pass notice of meetings at least week before the meeting and prepare the agenda except on emergency meeting.
4. He shall take an accurate minutes held and distribute same to members.
5. He shall be one of the signatories of the official documents.
6. All correspondence shall be addressed to the General Secretary.

D. ASSISTANT GENERAL SECRETARY

He shall assist the General Secretary and perform the same functions as that of the General Secretary when he is not around.

E. TREASURER

1. Shall be responsible for the keeping of the association's imprest.
2. Shall be signatories to the Association's account.
3. He shall keep imprest account of stipulated amount in hand.
4. He may be asked to present the cash account of the Association when necessary
5. He shall release money or cheque for the association expenditure as may be approved.
6. He shall have the custody of all financial instrument of the Association e.g cheque book, Teller, passbook, Stamp etc.

F. FINANCIAL SECRETARY

1. He shall collect dues and levies form members and hand over such to the Treasurer.
2. He shall keep records of account of the Association.
3. He shall be in consultation with the Treasurer and prepare an annual budget for the Association

at the end of the financial year.

4. He shall present the statement of account of the association at the end of the financial year.

G. SOCIAL/PUBLICITY SECRETARY/ PRO.

1. He shall be in charge of publicity' in consultant with the executive.
2. He shall be in charge of all social functions of the Association.
3. He shall preside over all social committee activities.

H. LEGAL ADVISER

1. He shall deal with legal matters concerning the Association.
2. He shall give legal advise to the Association.

J. EX OFFICIO

1. He shall be an observer at all executive meeting with no voting right, but can contribute to the deliberation of the executive.

ARTICLE 9
COMMITTEES

1. Executive Committee: This shall comprise all the Association's executive members.
2. Social Committee: This shall assist the social / public relation officer and shall comprise of 3 members.
3. Disciplinary Committee: This shall be set up by the Association when the need arises.
4. Screening Committee: This shall be set up when need arises. The committee shall consist of members appointed by the executive.

ARTICLE 10
QUORUM AT GENERAL MEETING

1. Quorum at the meeting shall be two third (2/3) or simple majority of members and their deliberation will be valid and binding on all members.
2. If a quorum could not be formed, those present at the meeting shall fix another date for the meeting.

ARTICLE 11
EMERGENCY MEETINGS

1. The President shall have the power to summon emergency meetings of the association whenever he deems it fit, in the interest of the association.
2. Notice of an emergency meeting shall be conveyed to all" members by the General Secretary.
3. Two third (2/3) or simple majority of entire membership of the association shall Constitute a quorum at its emergency meetings.
4. Procedure of any emergency meeting may not be necessarily following that of the general meeting of the association.

ARTICLE 12
RULES OF DEBATES

1. A member when speaking shall address the President and the house.
2. Debate shall be limited to the immediate pending matters.
3. If two or more members rise at a time, the President shall determine to whom attention shall be given.

RULES AND REGULATION:

The following rules and regulation should govern the association.

- (a.) Disclosure of vital information: No member should disclose the relevant information to non members,
- (b.) Member is not allowed to give false information to the association.
- (c.) Members are allowed to inform the public especially Micro manufacturers on the need to join the association and the benefits thereon.
For the above purpose, any member who is guilty of this offence and liable on conviction a fine of N1000.00.

DISCIPLINE:

- i. It is the bed-rock on which the orderly programs of an individual, association and a nation rest. Any act of indiscipline from any member shall be visited with appropriate and immediate sanction.
- ii. Misappropriation/looting of association fund. Any member who misappropriate the association funds with the consent or connivance of or to be attribute to any neglect is guilty of an offence and liable on conviction to refund the money, may be prosecuted accordingly. If this happens, such member will forfeit all his benefits from the association.
- iii. Fighting, Quarreling, back-biting, Hatred is prohibited from the association and any member that violates such law shall pay a fine of N5,000.00 or be dismissed from the association.
- iv. The official language to be used in the floor of the association is **ENGLISH LANGUAGE**. All members are advised to adhere to it.
- v. No member is allowed to use the name of the association to defraud the public whoever does that shall be sanction accordingly/fine double amount of money for violating law of the association.

ARTICLES 13

A. MOTION AND RESOLUTION OF THE ASSOCIATION

1. All matters upon which the decision of the association is required shall be presented to the meeting in form of a motion.
2. All decision taken at meetings of the association shall be by way of resolution by simple majority of those members present and voted in person.
3. All motions shall be stated in definite terms, free from any ambiguity.
4. If the motion is duly carried, it becomes a resolution of the association.
5. Motion for adjournment.
6. Motion to alter procedure of business
7. Motion to limit or extend time to debate

B. RECESS

The Governor may allow ten to twenty minutes short break during any meeting.

ARTICLES 14

AUDITOR

- x. An auditor shall be appointed Annually at the general meeting to audit the account of the Association and present report to the members of Association of Micro Entrepreneurs of Nigeria.

ARTICLES 15

THE COMMON SEAL

The Association shall have a common seal. Such common seal shall be kept in the custody of the General Secretary who shall produce it when required for use by the Trustee/Trustees. All documents to be executed by the Trustee/Trustees shall be signed by him/each of them and sealed with the common seal.

ARTICLES 16

AMENDMENTS

1. The amendments shall be amended or reviewed in part or whole by the Board of trustees.
2. The General meeting shall require here 2/3- of majority of members before the constitution shall be amended in good faith and with final approval from **REGISTRAR GENERAL** of corporate affairs commission. "CAC"

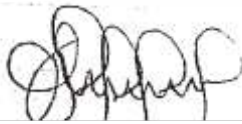
SPECIAL CLAUSE

1. The income and property of Association of Micro Entrepreneurs of Nigeria whosoever derived shall be applied solely toward the promotion of the objects Association of Micro Entrepreneurs of Nigeria set forth in this **RULES AND REGULATIONS/CONSTITUTION**, and no portion thereof shall be paid or transferred directly or indirectly, by way of dividend bonus or otherwise howsoever by way of profit to the members of Association of Micro Entrepreneurs of Nigeria that nothing herein shall prevent the payment, in good faith for reasonable and proper remuneration to any officer or servant of Association of Micro Entrepreneurs of Nigeria but so that no member of the council management to governing body shall be appointed to any salaried office Association of Micro Entrepreneurs of Nigeria paid by fees: and that no remuneration or other benefit in money member of such Governing Body except repayment if out of pocket expenses or reserve and proper rent for premises, or let to the society provided that the provision least offered shall not apply to any payment of any Company to Association of Micro Entrepreneurs of Nigeria be a company which such member shall not hold more than one hundred part of the capital and such members shall not be bound to account for any share of profits he may receive in respects of any such payment.
2. No addition, alteration, or amendment shall be made to or in the **RULE AND REGULATION/CONTITUTION** for the time in force, unless the same have been previously submitted to and approved by the Registrar-General.
In the event of a winding up or dissolution of Association of Micro Entrepreneurs of Nigeria there remains after the satisfaction of all its debts and liabilities any property whatsoever, the same shall not

be paid to, distributed among the members of Association of Micro Entrepreneurs of Nigeria but shall be given or transferred to some other institutions, having object similar to Association of Micro Entrepreneurs of Nigeria and the body or bodies are prohibited from distrusting its or least as great as is imposed by **Association of Micro Entrepreneurs of Nigeria**. This remain in the event of a winding up or dissolution of association The Association under or by virtue of the **SPECIAL CLAUSE** hereof such institution or institution to be the members of Association of Micro Entrepreneurs of Nigeria. Effect cannot be given to the aforesaid provision, then to some charitable object.



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PRESIDENT



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GENERAL SECRETARY