

THE CONSTITUTION

OF

THE COMFORTER REVIVAL INTERNATIONAL MISSION

CAC Number: CAC/IT/NO 79618

**THE CONSTITUTION OF
THE COMFORTER REVIVAL INTERNATIONAL MISSION**

PREAMBLE:

This constitution is made to preserve and seiner the principles of Aims and objective of this organization, preserve the liberties of each Individual member of the organization, ensure Freedom of independence own any organization, ensure Freedom of action of independence own any organization body, provide orderly conduct of internal affairs with others, and of governing organization members. Thus, the organization now know **THE COMFORTER REVIVAL INTERNATIONAL MISSION** do hereby make and enact this constitution for ourselves as guide.

ARTICLE: NAME

The name of the Mission is **THE COMFORTER REVIVAL INTERNATIONAL MISSION**

Address: The address of the Mission shall be situated in Nigeria.

ARTICLE 2: AIMS AND OBJECTIVES

The aims and objectives for which the Mission is established are

1. That all men should be save and come to the knowledge of the truth
2. Seminars and workshop for leadership training
3. To embark on Mission work within and outside country
4. To established theological institutions etc
5. To raise ministers for Mission work
6. To engage in advocacy and capacity building to promote counseling and psychosocial support for vulnerable individuals and communities.
7. To collaborate and promote interfaith dialogue for peaceful coexistence and religious tolerance.
8. To collaborate with relevance organizations and bodies including individuals to promote humanitarian response activities for development.

ARTICLE 3: MEMBERSHIP

Membership of this Mission is open to individual that are engaged or interested in the Mission.

Members must be eighteen (18) years and above

- a. Members must be of good conduct
- b. Having satisfied the basic requirements for membership of the Comforter Revival International Mission to work as a Missionary

THE TRUSTEE: (RULES AND REGULATIONS)

The trustee of **THE COMFORTER REVIVAL INTERNATIONAL MISSION** for the purpose of the companies and Allied matters by two- majority votes of members present. Such Trustee (hereinafter referred to as "The Trustee") shall be nine (9) in number and shall be known as the registered trustees of **THE COMFORTER REVIVAL INTERNATIONAL MISSION**.

A trustee may hold office for life but shall cease to hold office if he/she:-

- i. Resigns his/her office
- ii. Cease to be a member of registered Trustees of **THE COMFORTER REVIVAL INTERNATIONAL MISSION**.
- iii. Become insane
- iv. Is officially declared bankrupt
- v. Convicted of a criminal offence involving dishonesty by court or tribunal of competent jurisdiction.
- vi. Is recommended for removal from office by a board of Governors and Trustees Majority vote of members present at any General meeting of **THE COMFORTER REVIVAL INTERNATIONAL MISSION** or

3. Upon a vacancy occurring in the number of trustee's a General meeting will be held to appoint another eligible member of **THE COMFORTER REVIVAL INTERNATIONAL MISSION**.

ARTICLE 4:

BOARD OF TRUSTEES

There shall be Board of Trustees of nine (9) members appointed from amongst prominent and dedicated personalities of the Mission

1. Shall serve as an advisory organ
2. Shall come to the aid of the Mission where necessary:
3. Shall attend crucial meeting of the Mission, when invited:
4. Shall undertake an inspection of the activities of the Mission its conveniences;

ORGANS/ MANAGEMENT COUNCILS OF THE COMFORTER REVIVAL INTERNATIONAL MISSION

ARTICLE: 5

OFFICERS OF THE MISSION

The Organization shall have the following leaders:

- i. The Chairman
- ii. Secretary – General
- iii. Treasurer
- iv. Financial Secretary
- v. Auditor
- vi. Others Executive members to be appointed by the house.

GENERAL FUNCTION OF THE (Officers)

The executive and the administrative power of the Mission shall be vested on the **EXCO**. The EXCO shall execute and maintain the constitution and laws made by the Mission, provided that such powers are not exercised to endanger or impede the

right of members.

TENURE OF OFFICES:

The chairman shall preside over all **EXCO** and progress meetings where otherwise delegated. The chairman shall summon both **EXCO** and congress meeting through the secretary and **P.R.O.**, respectively. In consultation with the Financial Secretary and the Treasurer, he/ she shall ensure that all moneys meant for the Mission are saved in the Mission's account.

The chairman shall be one of the signatories to the Mission's account. Shall perform any other duties required of him/her by the **EXCO**.

SECRETARY:

- i. The secretary shall take all minutes of **EXCO** and congress meeting:
- ii. Shall be responsible for all in-coming and outgoing correspondence:
- iii. Summon **EXCO** meetings as directed by the chairman from time to time
- iv. Shall be head of the Administration Secretariat.

FINANCIAL SECRETARY

- i. Shall collect and account for all the organization money in his/her custody to the Treasurer within 12hours.
- ii. Shall keep all Financial Records.
- iii. Shall work hand in hand with the Treasurer
- iv. Shall report all financial dealings directly or indirectly to the Treasurer.

PUBLIC RELATIONS OFFICER (P.R.O)

1. Shall publish the organization activities
2. Shall disseminate information among members/**EXCO**
3. Shall invite the press when policies are to be made by the president/ chairman:
4. Shall ensure that no defamatory articles are published:
5. Shall be responsible for publication and enlightenment of the organization activities

ARTICLE 6: EXECUTIVE COUNCIL MEETINGS

1. The **EXCO** shall meet as often as the business of the Mission shall require but not less than four (4) times a year.
2. The quorum at **EXCO** meeting shall consist of:
 - a. Chairman
 - b. The Secretary
 - c. Four (4) other members of the Mission
3. The secretary shall give notice of the meeting to all members at least (4) clear days before the meeting day.

ARTICLE 7

GENERAL MEETING

1. The Mission shall in each year hold general meeting on of which shall be known as the Annual General meeting, hereinafter referred to as "the **AGM**" and shall specify the meeting as such in the notice calling it, and not more that twelve (12) months shall elapse between the date of the one annual General Meeting and that of the next.
2. All other meeting other than the AGM shall be called Extra-ordinary General meetings.
3. No business shall transacted at any general meeting unless a quorum of bonafide members is present at the time when the meeting proceeds to the business: and if within an half (130) from the time appointed for the meeting, a quorum is not present, the meeting shall stand adjourned, and reconvened at a place decided by the Executive council.
4. At any general; meeting, a resolution put to vote at the meeting shall be decided by a show of hand every member present in person shall have one vote for each all.

ANNUAL GENERAL MEETING

1. The Mission shall in each year hold a general meeting as its Annual General meeting (**AGM**) in December every year at such a time and place as may be

determined by the **EXCO**.

2. An extra ordinary meeting may be convened by the trustees at any time or shall be called by the Trustees upon a requisition of the members stating the objects of the meeting

3. Fourteen (14) days notice in writing of meeting shall be sent to the members and Cooperate Affairs Commission (**CAC**). The non receipt of notice of a meeting any person or body does not render void decision taken at that meeting or meetings.

4. Every matter shall be decided in the first place on a show of hands but the chairman may order a poll and must do so if it is required by majority of members.

5. There shall be a quorum when 7 Executive members including at least 2 Trustees are present, and decision shall be by a simple majority.

ARTICLE 8a

ELECTION

1. Nomination of candidate for the elective posts of the Executive council shall be taken at the Annual General meeting.

2. Only sums presently payable by him to the Mission, in addition to satisfying the condition in Article 5, sub-Article (3) above shall be eligible to vote and be voted for.

3. An Electoral committee of five (5) bonafide members shall be elected at the AGM to conduct the elections and it shall:

a. Organize and supervise effectively all the Mission's election and bye-elections with utmost good faith:

b. Exercise this power independently without any influence from the

Executive council but subject to the provision of this constitution.

c. Have the power to call for nomination of candidates for the elections and shall determine whether any candidate is eligible or not to contest for the elections:

d. Voting shall be by secret ballot after which counts shall be taken.

Verdict shall be simple majority:

e. The Electoral committee shall be a standing committee responsible for all and/or any election or by election in a given year.

4. An office shall become vacant if:

a. The holder tendered his writing resignation and such letter of resignation is accepted by a majority of bonafide members present at the next general meeting.

b. The holder is removed from office for gross violation of this constitution or found guilty of fraud or embezzlement by any resolution of not less than one-third (1/3) majority of bonafide members.

c. The holder is found to be or become of unsound mind or incapable of performing the functions of his office.

d. Notice of resignation shall be given to secretary or the chairman, not less than 14 days to the next general meeting.

e. The election committee shall ensure that a vacant office is filled with dispatch.

ARTICLE 8B: CODE OF ETHICS

Every member is expected in his general conduct to uphold and enhance the honor and dignity of the Mission and the reputation of Mission and to act always in the public interest.

i. A member shall make available his technical skills and knowledge and experience to the Mission

ii. A member shall not practice in dual capacity. e.g. as a welder and as an electrician

iii. It shall be considered unprofessional and inconsistent for any member of mission to:

a. To attempt to supplant another member of same skill in a particular engagement after definite steps has been taken towards him getting a job

b. To attempt to injure, falsely or maliciously the reputation, business or work of another member

c. To review the work of another member of the same client except with the knowledge of such member or unless such member engagement on the work which is subject to the review has been terminated

PENALTY FOR MISCONDUCT

- Issue on professional misconduct and default in financial obligations which can lead to the loss of membership can only be decided on by the general congress
- Disciplinary action on member is a responsibility of **EXCO** or non disciplinary committee may be setup by the chairman for further action.

FINANCE

1. The finance year of the Mission shall commence on the AGM to the next AGM
2. The finance of the Mission shall include annual dues, donations, contribution, special levies, fines, gifts, endowments and profits from commercial ventures.
3. The Mission shall maintain both savings and current accounts.
4. The signatories to the mission's account shall be the Chairman, the secretary, and treasurer while any two (2) of the three (3) signatories, one of whom shall be the chairman shall operate the accounts.

ARTICLE

SEAL AND NOTICE

1. The Secretary shall provide for the safe custody of the seal of the Mission and the Chairman and the secretary shall sign every instrument to which the seal is affixed.
2. The Mission may give a notice to a member personally or by sending it by post to his registered address, within Nigeria. Where a notice is sent by post, service of the notice shall be deemed to be effected properly by addressing and posting a letter containing the notice.

APPOINTMENT OF AUDITOR

The auditor shall be appointed by the trustees to audit the book of Account of the Mission and he/her shall work hand in hand with the treasurer thereby assisting him/her and the Auditor shall attend Annual General meeting (AGM) of the Mission and also help in preparation of financial report of the Mission as required by the trustees.

GENERAL PROVISIONS

1. The appropriation on the benefits of the initiative shall be made by the Trustees at a meeting of the body and not separately by any individual Trustee or Trustees.
2. No Trustees shall take or hold any interest in property belonging to the Mission other than as Trustees for the purpose thereof, and Trustees shall receive remuneration other than sitting allowances, and out of pocket expenses properly incurred in the performance of his/her duties as trustee of the Mission.

SPECIAL CLAUSE

THE INCOME AND PROPERTY of THE COMFORTER REVIVAL INTERNATIONAL MISSION when so ever derived shall be applied solely toward the promotion of the objectives of **THE COMFORTER REVIVAL INTERNATIONAL MISSION** as set forth in this **CONSTITUTION**, and so 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 Mission except probably on the ground of incentive if need arises.

1. **PROVIDED** that nothing herein shall prevent the payment in good faith, or reasonable and proper remuneration to any officer or servant of **THE COMFORTER REVIVAL INTERNATIONAL MISSION** in return for any service actually rendered to **THE COMFORTER REVIVAL INTERNATIONAL MISSION**.

AMENDMENT

2. **NO ADDITION:** alteration, **OR AMENDMENT SHALL BE MADE TO OR IN THE CONSTITUTION** for the being in force, unless the same have been previously submitted to and approved by the Registrar General CAC Abuja.
3. In the even of the **WINDING UP** or **DISSOLUTION** of the satisfaction of all its depts. And liabilities, any property whatsoever, the same shall not be paid to or distributed

among the members of **THE COMFORTER REVIVAL INTERNATIONAL MISSION** but shall be given or transferred to some other institution or having objects similar to the object of **THE COMFORTER REVIVAL INTERNATIONAL MISSION** and the body or bodies are prohibited from distributing it's or their income and property amongst their members to an extent at least as great as is imposed on **THE COMFORTER REVIVAL INTERNATIONAL MISSION** under or by virtue of **SPECIAL CLAUSE** hereof, such institution or organization to be determined, than to some charitable object's.

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Chairman

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Secretary