

THE CONSTITUTION OF FAHSANU

PREAMBLE:

We the Scholars of Faculties of Arts and Humanities in Universities in Nigeria have resolved to form the Association known as Faculties of Arts and Humanities Scholars Association of Nigerian Universities (FAHSANU) to promote interaction among Scholars in Faculties of Arts and Humanities in Nigerian Universities through Conferences, workshops and symposia and do hereby make this constitution the guiding document of the Association.

ARTICLE 1: NAME AND OFFICE

- i. The name of the Association shall be known as Faculties of Arts and Humanities Scholars' Association of Nigerian Universities (FAHSANU).
- ii. The Administrative Headquarters and National office of the Association shall be situated at the Faculty of Arts building, University of Calabar, Calabar.

ARTICLE 2: OBJECTIVES

The objectives of the Association shall include the following:

- i. To act as an umbrella association of Faculties of Arts'/Humanities' Scholars in Nigerian universities.
- ii. To promote Unity among Faculties of Arts and Humanities in Nigerian Universities.
- iii. To speak, press for and defend the interests of the Arts/ Humanities as these pertain to policy issues in Nigeria.
- iv. To liaise with Faculties of Arts/Humanities in organizing conferences in Universities in Nigeria.
- v. To encourage individual departments of Arts and Humanities to organize Conferences, symposia and other related activities through partnership and collaboration.
- vi. To build capacities of its members to be able to respond to professional challenges through workshops, seminars, symposia and conferences.
- vii. To provide and disseminate information on grants and other necessary assistance to its members.
- viii. To articulate other objectives which are legitimate and lawful for the members of the Association.

ARTICLE 3: MEMBERSHIP

- i. The membership of the Association shall be voluntary.
- ii. Any person who is a scholar in the Faculties of Arts and Humanities across Nigerian Universities is eligible to be a member.
- iii. Any person who is a Graduate student of Arts and Humanities shall be accorded an Associate membership status.
- iv. Any person who shares the ideals and values of the Association shall also be recognized as a member on the condition that such a person is duly registered and is ready and willing to promote such ideals and values openly without reservation. Other categories of membership include honorary members and foreign partnership.
- v. Each member of the Association shall be expected to provide on time his/her contact address, e-mail address and phone numbers to enable the secretariat contact such a person for purposes of information dissemination and other related events.
- vi. A member may resign his or her membership by giving (1) month notice to the secretariat of his or her intention to do so in writing.

ARTICLE 4: REGISTRATION FEE AND FINANCE

- i. Each member of FAHSANU shall pay **Ten thousand Naira (#10,000.00)** only as registration fee, subject to review.
- ii. Monies shall be paid into the association's First Bank account: 2033516550
- iii. Each member shall pay annual dues of **three thousand (N10,000.00)** only.

ARTICLE 5: MEETINGS

The Executive Committee of the Association shall meet at least **twice in a year**. There shall be general meeting once in two years. The executive Committee has the primary but not the exclusive power to convoke a meeting of the association. If there is a pressing need for the association to meet and the executive does not convene such, the General assembly shall take steps to convene such a meeting. The General House shall decide and determine the time and venue of the meeting. Emergency meetings can be called virtually.

ARTICLE 6: SPECIAL RULES AND REGULATIONS

- i.(a) Membership of FAHSANU is voluntary. (b) Each person becomes a bona-fide member after duly filling the membership/application form obtained from the secretariat or downloaded on line.
- ii.(a) Members are at liberty to withdraw their membership. (b) A member who chooses to withdraw his/her membership shall surrender all the properties of the Association in his/her possession before the withdrawal is approved by the Executive Committee.
- iii.Each member of the Association is encouraged to promote the ideals of the Association.
- iv.Members are prohibited from engaging in acts likely to undermine the integrity, goals and objectives of the Association.

ARTICLE 7: General House of the Association shall refer to registered members of the Association.

ARTICLE 8: GOVERNANCE

- i. The affairs of the Association shall be governed by the Board of Trustees (BOT) and the Executive Committee.
- ii. The Board of Trustees shall consist of seven (7) members chosen by the General House from the Faculties of Arts Universities in the 6 geo-political zones of Nigeria.
- iii. The Board of Trustees (BOT) shall consist of the Chairperson and six (6) other members.
- iv. The tenure of the BOT members shall be five years.
- v. (a) The BOT members shall be elected by nomination/recommendations of the General House. (b) The nominees/recommended trustees shall be duly considered for the interests and advancement of the Association and shall hold office at the pleasure of the Association.
- vi. (a) The BOT shall be vested with the powers of supervision and overseeing the ideals, values and interest of the Association. (b) It may also advise and direct the National Executive committee for the progress of the Association.
- vii. A member of BOT will vacate office on the grounds of ill-health, unsoundness of mind, relocation to another country or any medical condition that may incapacitate the trustee from carrying out his/her duties. The replacement should come from the same geo-political zone. If a BOT member does anything inimical to the association, such should be dropped.
- viii. The vacancy herein created shall be filled by the appointment of a replacement of trustee as the National Executive Committee may deem fit.

ARTICLE 9: EXECUTIVE COMMITTEE

Administration of FAHSANU shall be performed by the following offices:

- a. The President.
- b. Vice-President.
- c. General Secretary
- d. Editor-in-Chief
- e. Assistant Secretary.
- f. Treasurer.
- g. Financial Secretary.
- h. Auditor.
- i. Publicity Secretary.
- j. Legal Adviser.
- k. Welfare Officer.
- l. Ex-Officio- this includes past presidents of FAHSANU.

ARTICLE 10: PRESIDENT

- i. The President shall be elected through a delegate conference.
- ii. The President shall serve for a period of two (2) years at the first term and another two (2) years at the second term.
- iii. The President shall serve a maximum of four (4) years term.
- iv. An incumbent Dean of Faculty or an Ex-Dean of a Faculty of Arts or Humanities or serving active professor shall be qualified to contest for the office of the President, and only if such a person has reached the status of Professor.
- v. A retired Dean/Professor shall not be qualified for the position of FAHSANU President.
- vi. Any person who aspires or intends to contest for the office of the President shall be active in FAHSANU'S conference activities.

ARTICLE 11: DUTIES OF THE PRESIDENT

- i. The President shall ensure that the affairs of the Association are conducted in accordance with the provisions of the FAHSANU constitution and relevant laws of Nigeria.
- ii. The President shall co-ordinate and network extensively FAHSANU activities with other organizations as much as possible.
- iii. The President shall source for funding from donor and funding institutions for its members and equally strive to spotlight the Association across the globe.
- iv. The President shall be the voice of the Association regarding Government policies as they relate to education.

- v. The President shall seek to promote academic excellence in the Faculties of Arts and Humanities through awards and prizes which are duly recommended by the General House of the members.
- vi. The President shall pursue linkages/affiliations for the benefits of active financial members.

ARTICLE 12: DUTIES OF THE VICE-PRESIDENT

- i. The Vice-President shall generally assist the president in the performance of his /her duties.
- ii. Shall act for the president whenever he/she is absent and/or unable to perform the duties of the president.
- iii. Any other duties assigned to him/her by the president.

ARTICLE 13: THE GENERAL SECRETARY AND DUTIES

- i. The Secretary of the Association shall be a member of FAHSANU.
- ii. Shall be in charge of the secretariat and take minutes and proper updates of all the proceedings of FAHSANU activities.
- iii. Shall perform duties as may be assigned by the President.
- iv. To give reports of the activities of FAHSANU during general meetings.

ARTICLE 14: ASSISTANT SECRETARY

- i. The Assistant Secretary shall assist the Secretary in his/her duties especially in his/her absence.
- ii. He/she shall perform any other duties assigned to him/her by the Secretary.

ARTICLE 15: TREASURER

- i. The Treasurer of the Association shall be a financial member of FAHSANU
- ii. Shall be signatory to the account.
- iii. Shall pay any funds collected on behalf of the Association into the Association's Account.
- v. Shall disburse funds as approved by the President.

ARTICLE 16: FINANCIAL SECRETARY

- i. The Financial Secretary shall keep the financial records of the Association.
- ii. Shall present financial report, quarterly or annually and as the need arises.
- iii. Shall collect money (dues, fees and other revenues) when the treasurer is absent and shall handover the money so collected to the Treasurer.
- iv. Shall be signatory to the account.
- v. Shall obtain statement of account from the bank and liaise with the Treasurer to keep financial records up to date.

ARTICLE 17: AUDITOR

- i. Shall be a member of the Association.
- ii. Shall have access to all the books of accounts and financial records which are necessary to the running of the affairs of the Association.
- iii. Shall prepare an audit report on the financial position of the association and submit same to the General House.
- iv. Advise the President on financial standings in accordance with the financial regulations of the Association.

ARTICLE 18: PUBLICITY SECRETARY

- i. The Publicity Secretary of the Association shall be a member of FAHSANU.
- ii. Shall handle all publicity matters of the Association and other duties assigned by the President as deemed necessary.

ARTICLE 19: LEGAL ADVISER

- i. Shall be a member of FAHSANU
- ii. (a) Shall advise the Association on legal matters and related matters thereon.
(b) Perform other duties that may be assigned to him/her by the President.

ARTICLE 20: EDITOR-IN-CHIEF

1. Shall be a Fahsanu member

2. Shall coordinate the process of publication for the association

- 3. Shall advise the exco on editorial board membership appointment**
- 4. Shall call for papers**
- 5. Shall coordinate the association website**

ARTICLE 21: EX-OFFICIO

- i. Former presidents shall be ex-officio members.
- ii. They shall perform duties as assigned by the Association

ARTICLE 22: BRANCH OFFICES OF THE ASSOCIATION

Branch coordinators will be appointed or elected when the need arises.

ARTICLE 23: SIGNATORIES TO ASSOCIATION'S ACCOUNT

The following officers shall be signatories to the Association's account namely, the President, the Treasurer and Financial Secretary. The Association shall only operate a current account in a designated bank approved by the EXCO.

ARTICLE 24: CORRESPONDENCE

All correspondence shall be addressed to the President and the Secretary of FAHSANU. All editorial and publication matters should be addressed to the Editor-in-Chief

ARTICLE 25: DECISION MAKING

- i. The General House shall be the highest decision making Body of the Association.
- ii. The executive committee can take decision on behalf of the Association. However, such decision must be ratified by the General House in subsequent meeting.

ARTICLE 26: AMENDMENT OF CONSTITUTION

- i. This constitution shall be amended when the need arises.
- ii. No new rules shall be made and/ or no section of this constitution shall be altered or amended, without the approval of the General House (Registered members).

ARTICLE 27: INFRACTIONS/OFFENCES

(i) Executive- Grievances and Procedures

- Where there are grievances and complaints against the executive committee, the aggrieved member and/complainant shall clearly present such in a written form and submit to the president. If it is against the President, then the Board of Trustees shall be promptly notified.
- If the complaint of misconduct is against an individual member, such should be forwarded to the President and the National Executive Committee.
- Where the complaint is received by the President, a committee shall be constituted to discipline the erring member.

(ii) Disciplinary measures

- This shall be determined by the President and Executive committee and shall be based on the gravity of the misconduct.
- The measure shall be imposition of fines, suspension or written warning based on the discretion of the EXCO.
- The amount to be paid must be based on the stipulation of the constitution. It shall not be arbitrarily determined.

ARTICLE 28: AWARD

Individuals who have distinguished themselves in the Arts and Humanities, Social and Economic Development can receive several degrees as awards as prescribed by the Executives.