

NIGERIA FIRST

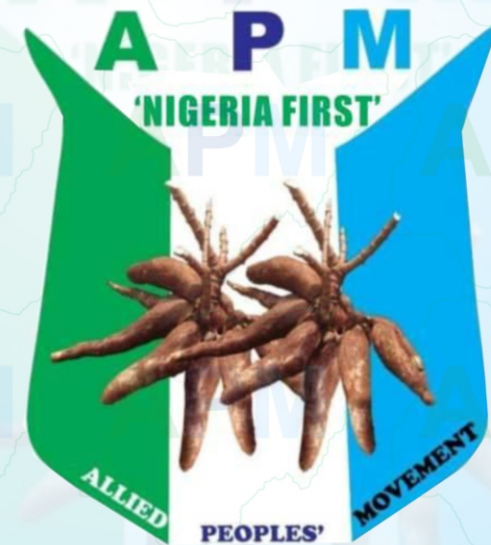
Integrity, Sacrifice And Service!

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THE CONSTITUTION

OF
ALLIED PEOPLES' MOVEMENT

A POLITICAL PARTY




PROVIDED that nothing herein shall prevent the payment, in good faith; for reasonable and proper remuneration to any officer or servant of the party in return for any service actually rendered; and that no remuneration or other benefit in money or money's worth shall be given by the party to any member of the Board of Trustees or Executive Committee except payment of out of pocket expenses or reasonable and proper rent for demised premises let to the party.

- b. **NO ADDITION, ALTERATION**, or AMMENDMENT shall be made to or in the CONSTITUTION for the time being in force, except the same have been previously submitted to and approved by the Independent National Electoral Commission (INEC).
- c. In the event of **WINDING UP OR DISSOLUTION** of the party there remains after the satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid to or distributed among the members of the party but shall be given to or transferred to some other institution (s), having objectives similar objectives with those of the party and the body (s) shall be prohibited from distributing it or their income and property amongst its or their members to an extent at least as is imposed on under or by virtue of the **SPECIAL CLAUSE** hereof. Such institution (s) to be determined BY THE MEMBERS OF ALLIED PEOPLE'S PARTY (APM) and in effect cannot be given to the aforesaid provision then they shall be put to some other charitable objectives.



YUSUF MAMMAN DANTALLE
NATIONAL PARTY CHAIRMAN



OYADEYI AYODELE ADEBAYO
NATIONAL SECRETARY

CONSTITUTION OF ALLIED PEOPLES' MOVEMENT (APM)

ARTICLE 1 – PREAMBLE

We the members of Allied Peoples' Movement (APM), a political party being desirous of achieving the aims and objectives set out hereunder make and give to ourselves the following constitution.

ARTICLE 2 NAME – ALLIED PEOPLES' MOVEMENT (APM)

The name of the party shall be Allied Peoples' Movement and the acronym shall be (APM).

ARTICLE 2 SECTION A: MOTTO

The Motto of the Political Party shall be INTEGRITY, SACRIFICE SERVICE

ARTICLE 2 SECTION B: SLOGAN:

The slogan of the Political Party shall be APM - Nigeria First
Nigeria First – APM

ARTICLE 2 SECTION C: LOGO OF THE POLITICAL PARTY

The Logo of the Political Party shall be Cassava stem/tuber spread between the colours of the party to symbolize wealth creation with inclusive participation of all citizens in peace, loving one another despite our diversity, uniting through agriculture and productivity for national development.

ARTICLE 2 SECTION D: COLOURS OF THE POLITICAL PARTY

The colours of the Political Party shall be GREEN symbolizing Agriculture and Productivity, BLUE the vast ocean of love and WHITE, representing Peace.

ARTICLE 3 – NATIONAL SECRETARIAT

The National Headquarters shall be established in Abuja, the Federal Capital Territory (FCT), with the temporary Secretariat presently located at the NULGE HOUSE, 26 Ajoose Adeogun Street, Utako, Abuja. Similarly, all state branches and the FCT must have a physical office address with complementary staff as stated in Article 12, section A-D.

ARTICLE 4 – AIMS AND OBJECTIVES

- a. To act as a Political Party with national visibility and presence in the 36 states and the FCT, as well as the 774 Local Government Areas/Area Councils and all the Wards in the country.
- b. To protect the unity of the people of Nigeria and ensure freedom of existence within the laws of Nigeria.
- c. To protect every citizen from molestation or discrimination,
- d. To establish party structures that would facilitate the establishment of a democratically elected government to institutionalize governance through systematized and transparent processes and procedures.
- e. To protect the integrity of the Nigerian people through social justice, equity and fairness irrespective of social status, religion, ethnicity, race or gender.
- f. To defend the dividends of democracy accruable to the Nigerian Citizens and promote a government freely chosen by the people.
- g. To work towards the Socio-economic, Political, Educational and Industrial Development of Nigeria.
- h. To build the capacity of Nigerian Institutions, public or private to provide systematic leadership through established processes and procedures.
- i. To facilitate access to government programmes and interventions geared towards National Development by all citizens.
- j. To advocate for appropriate legislations to enhance Good Governance for the citizens of Nigeria.
- k. To domesticate PATRIOTISM, MORAL VALUES, ETHICAL CONDUCT AND BROTHERLINESS among Nigerians while recognizing loyalty to cultural, linguistic and religious diversity as strength for Nigeria as a Corporate Entity and an egalitarian society.

ARTICLE 5: MEMBERSHIP OF THE POLITICAL PARTY

Membership of the Allied Peoples' Movement (APM) is open to all citizens of Nigeria from age 18 years, irrespective of gender,

- a. Suspension from the party
- b. Deregistration of Membership
- c. Disclaimer on National Newspaper.
- d. Prosecution in the court of law in case of fraud or criminal activity. However, every such member would be given fair hearing before the determination of relevant Disciplinary Measure is taken.

ARTICLE 24-AMENDMENT

This constitution shall not be amended except at an Annual General Meeting of the party by a two – third majority of those present and entitled to vote provided that no proposed amendment shall be put to vote unless it shall have been submitted to the Secretariat not later than the close of the proceedings on the first day of the AGM, or where the AGM is scheduled to last one day, before the meeting is called to order.

ARTICLE 25-DISSOLUTION

- a. The party may be dissolved at an Annual General Meeting of the party called for the purpose with not less than half of registered members in attendance, and the resolution to dissolve the party must be supported by not less than three quarter of members in attendance.
- b. The dissolution of the party shall take effect on the conclusion of all outstanding project of the and on the discharge of all its liabilities.
- c. The Executive Committee shall inform all donor agencies, partners and stakeholders of its decision to dissolve and seek their advice on the disposal of the fixed and other assets of the party. Before dissolution, Members must agree by simple majority on the Modalities for the disposal of all assets and liabilities for the party.
- d. All members must share equally in the liquidation of the party.

ARTICLE 26-SPECIAL CLAUSE

- a. THE INCOME AND PROPERTY OF ALLIED PEOPLE'S PARTY (APM) howsoever derived shall be applied solely towards the promotion of the objectives of the party as set forth in this CONSTITUTION; and no portion therefore shall be paid or transferred directly, by way of dividends, bonus, or by way of profit, to the members of the party.

- g. The Executive Committee shall establish guidelines and provide a staff handbook containing information on hiring and disengagement of the staff of the Secretariat.
- h. The Administrative Secretary shall assist the Party National Secretary of the Executive Committee in performing his/her functions..

ARTICLE 21-FINANCES

- a. The Party shall maintain current accounts at such reputable banks as the Executive Committees at all levels may from time to time take decision and direct
- b. There shall be three (3) signatories to the Party accounts namely; the Chairman/chairperson of the Executive Committee, Secretary and the Treasurer. However, signatories specific project accounts could be decided by the Executive Committee.
- c. The Chairman of the Executive Committee shall be the principal signatory to the Account.
- d. The Bank mandate shall be the Chairman and any of the other two signatories.

ARTICLE 22-SOURCES OF INCOME

Funding of the Party shall be by the following means:

- a. Payment of registration fees by members
- b. Annual subscription by members.
- c. Personal contribution by individual members of the Party and/or Board of Trustees members, not exceeding electoral law limits.
- d. Grants/Donation from other individuals, groups or organizations in line with electoral laws.
- e. Proceeds from Sale of publications and material of the party.
- f. 1/3 of Consultancy fees undertaken, leveraging on the party platform..
- g. Internal or external borrowing from Banks or individuals.

ARTICLE 23-DISCIPLINE

All members of the party shall be subjected to the provisions of the party constitution and other related guidelines in carrying out party activities.

Any breach of such would be subject to the following sanctions according to the gravity of the offence as contained in the party operational guide.

religion, social status or tribe with no cultural inhibition and regional bias. Membership is upon payment of N1000 annual subscription and to be provided with a membership card for proper identification.

It is also subject to appropriate documentation by the Political Party recorded from the Ward, LGA/Area Council, State and National levels and Subject to the provision of this constitution and any other conditions that may be laid down as necessary from time to time.

ARTICLE 6 – TERMINATION OF MEMBERSHIP

- a. A member of APM may withdraw membership by giving 3 months notice in writing to be addressed to the Ward Chairman of the party and be accepted also in writing following due process as would be prescribed by the party.
- b. An Elected member of APM losses his/her position at every level so elected at resignation from the membership of the party
- c. No member of the Party shall be above the provisions of the Party Constitution.
- d. The Executive Committee at all levels may accept the withdrawal of a member having satisfied herself that the member has discharged all his/her obligations to the party.
- e. A member may be suspended by the party or expelled from the party by the relevant disciplinary committee's recommendation to the members at General Meeting or Emergency meeting for the purpose.
- f. Failure to pay membership dues for three consecutive years
- g. Absence from three consecutive annual congresses at the ward level with no cogent reasons.
- h. Failure to uphold the Constitutional provisions, Code of Conduct and Manifesto of the party.
- I. Pursuing and/or carrying out acts or activities incompatible with the aims and objectives of the Party and the Constitution of the Federal Republic of Nigeria, and other guidelines as may be determined from time to time by the National Executive

Committee.

- j. Any member of APM sought to be suspended or expelled shall be given adequate opportunity to defend himself or herself of any allegations brought against him or her.

ARTICLE 7 – SUPREME AUTHORITY

The General Congress or emergency National Executive Committee Meeting of APM shall exercise the Authority of the Party with reference to the Constitution of the Party and the Federal Republic of Nigeria.

ARTICLE 8: PARTICIPATION IN GENERAL ELECTIONS BY MEMBERS OF THE PARTY

All party members participating in the general elections shall be democratically elected at party level regardless of race, ethnicity, religion, regional or gender, adhering strictly to the provisions of the Electoral Act and the Constitution of the Federal Republic.

ARTICLE 9-STRUCTURE OF THE PARTY:

The party shall have the following structure for the smooth running of the party:

1. Board of Trustees
2. National Executive Committee
3. National Working Committee
4. State Executive Committee
5. State Working Committee
6. FCT Executive Committee
7. FCT Working Committee
8. LGA Executive Committee
9. LGA Working Committee
- 10.FCT Area Council Executive Committee
- 11.FCT Area Council Working Committee
- 12.Ward Executive Committee
- 13.Ward Working Committee

All organs of the party shall be democratically elected in line with the federal character principles as stipulated in the constitution of the federal republic of Nigeria.

ARTICLE 17-PARTICIPATION AT MEETINGS

Participation and activities at all party meetings at all levels would be determined by the party guidelines.

ARTICLE 18-DUTIES OF APPOINTED STAFF OF THE PARTY

The appointed officers would be employees of the Party whose salaries would be paid from the dues and other revenues of the party for effective administration and management of the party for sustainability, continuity.

All terms and conditions would be specified in their letters of appointment according to the staff hand book. All appointments would be approved by the Chairman of the party and/or Executive Committees at all levels.

ARTICLE 19-AUDITING OF PARTY ACCOUNTS

All party accounts at all levels would be audited annually by an External Certified Audit and Accounting Firm to be appointed by the BOT. All such Audited Accounts must be approved by the Annual General Meeting at all level. However, Internal Auditors of the party will perform their duties as stipulated by the constitution and other party guidelines.

ARTICLE 20-THE SECRETARIAT

- a. There shall be a Secretariat to run the affairs of the party on a day-today basis.
- b. The Secretariat shall be headed by Administrative Secretary who shall be a full-time employee of the party.
- c. The Administrative Secretary and other staff specified in the constitution and other party guidelines shall be employed by the Party.
- d. The officers employed may be terminated by the party for incompetence or misconduct following laid down procedure and guidelines.
- e. The Administrative Secretary shall in consultation with members of the Executive Committee and his staff write proposals to stakeholders to be engaged on profitable ventures on behalf of the party for the benefit of members.
- f. The Secretariat shall implement the programmes of the party subject to guidelines and directives as may be laid down from time to time by the Executive Committee through the Chairman.

- d. The proposed candidate and the seconding person of the candidate must be qualified voters at the date of such nomination, i.e, they shall be up to date financial members with a valid Permanent Voters Card and Identity Card of the Federal Republic of Nigeria.
- e. A full list of properly nominated candidates shall be exhibited or pasted at a conspicuous place or notice board in or around meeting hall on or before second day of Annual General Congress and supplied to the electoral officers.
- f. Ballot papers, in one or different colours authenticated or identified e.g by stamping, shall be made ready before hand, and supplied to members either at meeting entrance after a break immediately preceding election or in the hall, as and when necessary and ballot containers or boxes shall be provided or made available before election time.
- g. It is only screened and qualified voters that shall be allowed in the hall during an election with accredited representing agents of candidates
- h. Ad-hoc electoral officers, a minimum of 7 and maximum of 15, one of who shall preside, shall be appointed by the members at an extra ordinary meeting 2 months before the Annual General Congress (AGC). Such electoral officers shall decide on the colour of ballot paper to be used for any office about to be contested, if ballot papers supplied are of different colours to the extent of their functions, the decision of electoral officers shall be final.
- i. All elections shall be open secret ballot.
- j. Each eligible member is entitled to 1 voting right at each of the elections for the different positions during the elections.

ARTICLE 16-CONSTITUTION OF PARTY MEETINGS AT ALL LEVELS

The following shall be the statutory meetings and gatherings of the party at all levels.

- a. Bi-annual Board of Trustees Meeting
- b. Annual General Meetings
- c. Annual General Congress
- d. Quarterly Working Committee Meetings
- e. Emergency/Ad hoc Meetings
- f. Monthly Meetings

The tenure of the BOT and elected executive committee members shall be 4 years, renewable for two terms only at party conventions.

ARTICLE 9 SECTION A1: BOARD OF TRUSTEES (BOT)

Members of the Board of Trustees shall be a representative each from the six geo-political zones and representatives of women, youths, people living with disabilities, citizens' groups, albinism and the aged, for the purpose of inclusion. Hence, 13 members shall be on the board including the chairman. The ratio shall be; 40% female and 60% male.

Board of Trustee members shall be elected by the National Working Committee and ratified by the National Executive Committee.

Similarly, the Chairman and Secretary of the BOT shall be democratically elected from among the members. Such election shall be under the supervision of the National Executive Committee and INEC.

ARTICLE 9 SECTION A2: FUNCTIONS OF THE BOARD OF TRUSTEES

The Board shall perform the following functions:

- a. Design policies to safeguard and ensure the execution of the party ideology, implementation of party programs and guidelines in line with the provision of the party constitution and such other documents of the party, as well as in consonance with the constitution of the federal republic of Nigeria.
- b. Ensure highest standard of morality in all the activities of the party by acting as the conscience of the party, with the power to bridle any officer of the party whose conduct falls below the norms.
- c. Ensure high morale of members of the party and that the party enjoys a good image before the Nigerian populace and is in good political health.
- d. Harmonize, co-ordinate, review and advice on policies, programmes and activities of the party at the national level.
- e. Co-ordinate the sourcing of party funds.
- f. Shall serve as the custodians of the party assets.
- g. Mediate in disputes between the executive and legislative arms of Government.
- h. Offer advice to the National Executive Committee on party matters.
- i. Attend meetings of any other organ of the party.

- j. Undertake all other functions and activities as may be referred to it by the National Executive Committee or the National Convention.
- k. The Board of Trustees shall regulate its own proceedings and shall draw up a code of conduct for its members.

ARTICLE 9 SECTION A3: REMOVAL AND RESIGNATION OF THE BOARD OF TRUSTEES

A member of the Board of Trustees shall:

- a. Be removed from office by a resolution of the National Convention on the recommendations of the National Executive Committee on grounds of infirmity or misconduct or if he resigns his membership of the Board of Trustees by tendering a letter to that effect to the Chairman of the party.
- b. Without prejudice to the provisions of this constitution, lose his membership of the Board if he is expelled from the party or he is removed from office under this constitution.
- c. Fresh election shall be made to fill any vacancy in the Board of Trustees where applicable.

ARTICLE 9 SECTION A4-MEETING OF THE BOARD OF TRUSTEES

1. The Board of Trustees shall meet at the instance of the BOT chairman or at the request of two-third of the members of the Board of Trustees following a resolution of the board or the National Executive Committee requesting for such meetings.
2. The quorum of the Board of Trustees shall be two third of its members drawn from at least two third of the states in the federation. A simple majority shall pass any motion.

ARTICLE 9 SECTION B1- NATIONAL EXECUTIVE COMMITTEE (NEC)

The National Executive Committee shall comprise of all elected national officers of the party whose functions would be to interpret and implement Policies, Programmes, Projects, Guidelines and Decisions of the Party leveraging on the Administrative and Managerial machinery of the party in line with the provisions in the Party Constitution and Guidelines, and in consonance with the Constitution of the Federal Republic of Nigeria. They are therefore responsible to oversee and supervise the activities of the party at the State and Local Government levels.

ARTICLE 12-SECTION C-ADMINISTRATIVE PERSONNEL

- a. Administrative Officer
- b. ICT
- c. Accounts Officer
- d. 2 Support Officers/Staff

ARTICLE 12 SECTION D-LOCAL GOVERNMENT ADMINISTRATIVE PERSONNEL

7. Administrative/Accounts Officer
8. ICT
9. 1 Support Staff

ARTICLE 13- QUALIFICATION FOR ELECTION

No person shall be eligible to hold any elective office in the party unless at the date of his/her nomination:

- i. He/she is a full member of the party that has paid as at the date of his/her nomination, his/her membership/subscription fees and other levies up to date:
- ii. He/she is not disqualified by any law for time being enforced from being appointed as Trustee for an organization, or as a Director of a company in Nigeria.

ARTICLE 14-TENURE OF OFFICE FOR ELECTED PARTY OFFICIALS

- a. The tenure of any elected office of the party shall be 4 years, Subject to renewal of 2 terms/tenure.
- b. No officer shall be eligible for election to the same office at the expiration of his/her tenure which shall be 4 years after a maximum of 2 tenures/terms

ARTICLE 15-ELECTIONS TO PARTY OFFICES

- a. Offices shall be vacant by expiration of time, death, resignation, removal or any reasonable cause determined by the party constitution, rules and regulations or guidelines and/or the provisions of the constitution of the Federal Republic of Nigeria.
- b. Any vacancy in between meeting may be filled by the Executive Committee subject to approval of the General Meeting or any other responsible organ of the party vested with such responsibility.
- c. A candidate for any election shall be nominated or proposed in writing by a member and seconded by another member after filling the prescribed form for such election.

11. There shall be an Annual General Meeting of all Board of Trustee Members, Elected party officers and party officials at all levels as well as selected members of the party and stakeholders to carry out the following business
12. Ratify proposed broad policies and programmes for the party
13. To consider the party's financial reports
14. Any other item as the Coordinating Council of the party at the various levels may deem fit.

ARTICLE 11 – OFFICERS OF THE PARTY AT NATIONAL, STATE, FCT, AREA COUNCILS, LGA AND WARD LEVELS

1. The officers of the party shall be elected only at General Congresses called for such purpose.
2. All officers elected at various levels must reflect federal character principles. (i.e, National, Zonal/State Representation; State representation by Senatorial districts or Local Government and Local Government Level FCT Area Councils by Ward Representation)

ARTICLE 12 SECTION A-ADMINISTRATIVE PERSONEL OF THE PARTY

The party shall have administrative Personnel who shall be employed by the party to provide technical support to the party secretariat and elected officers of the party, based on qualification, competence and capability. They shall be paid by the party at all levels and supervised by the Secretary of the party.

These offices shall include:

ARTICLE 12 SECTION B-NATIONALADMINISTRATIVE PERSONNEL

- a. Administrative Secretary
- b. Accountant
- c. ICT
- d. Project/Logistics Officer
- e. Programmes Development Services Officer
- f. Corporate Services and Liaison Officer
- g. Programme Officer Gender
- h. Programme Officer Youths
- i. 3 Support Staff

The composition of the National Executive Committee of APM shall reflect the federal character principles of Nigeria.

ARTICLE 9 SECTION B2- MEMBERS OF THE NATIONAL EXECUTIVE COMMITTEE

The National Officers of the Party shall be:

- a. National Chairman
- b. Deputy National Chairman
- c. 6 Vice Chairmen, 1 from each geopolitical zone
- d. National Secretary
- e. Assistant National Secretary
- f. National Treasurer
- g. Assistant National Treasurer
- h. National Financial Secretary
- i. National Youth Leader
- j. Assistant National Youth Leader
- k. National Women Leader
- l. Assistant National Women Leader
- m. National Auditor
- n. National Organizing Secretary
- o. Assistant National Organizing Secretary
- p. National Welfare Officer
- q. Assistant National Welfare Officer
- r. National Publicity Secretary
- s. Assistant National Publicity Secretary
- t. National Public Relations Officer
- u. Assistant National Public Relations Officer
- v. 6 Ex-officio members
- w. All States and FCT Chairmen

ARTICLE 9 SECTION B3: DUTIES OF ELECTED NATIONAL PARTY OFFICIAL

1. The National Chairman of the Party shall:

- i. Preside at the Annual General Meetings, Emergency Meetings, National Working Committee Meetings, National Congresses and such other gathering as

prescribed by the party constitution or other party guidelines.

- ii. Causing the summoning of meeting of the National Executive Committee either on his/her own initiative or in accordance with decisions of the National Working Committee.
- iii. Directing and coordinating officers of the National Executive Committee in the performance of their duties and management of the activities of the National Executive Committee and the Secretariat.
- iv. Act as principal spokes person for the Party
- v. Coordinate all Party Activities at all levels in liaison with other officers and organs of the party.
- vi. Performing all duties as may be assigned to him/her by the National Working Committee, National Executive Committee or the Party Constitution and guidelines.
- vii. Shall sign and authorize expenditures, meeting and minutes.
- viii. Receive, disburse funds through his personal account or any other means on behalf of the party where necessary and retire same to financial secretary and/or the National Working Committee.
- ix. Shall be the principal signatory to the Bank Accounts of the party.

2. **DEPUTY NATIONAL CHAIRMAN**

The Deputy Chairman shall perform the duties and functions of the Chairman in his absence as would be delegated by the National Chairman or according to the Rules, Regulations, Guidelines and provisions of the Constitution of the Party.

3. **NATIONAL VICE CHAIRMEN**

- I. The 6 Vice Chairmen or Zonal Chairmen of the party are to oversee the activities of the party in their respective zones and report to the National Chairman, working in close collaboration with other members of the National Executive Committee, National Working Committee and the respective FCT party officials in their zones to ensure the growth and development of

and initiatives geared towards strengthening the party's institutional capacity.

2. An extra-ordinary meeting of the BOT shall be held if requested for, by two-third of the members and a simple majority shall pass any motion. Invitation for such meeting shall be given a week's notice.
3. Annual Congresses at National, State, LGA and Ward levels shall be held to receive all reports of the party performance and also conduct elections for representation at the party level or for candidates to represent the party at general or specific elections.
4. Annual General Meetings (AGM) to be held annually to ratify administrative decisions programmes and projects in matters that concern the management of the party. Such meeting shall be at the invitation of the National Chairman, through the National Secretary. However, Failure to do so, two-third majority of the NEC can call for the Annual General Meeting.
5. Monthly Executive Committee Meetings at National, State, LGA and Ward levels shall be held to deliberate and take decisions on behalf of the party at such levels to strengthen administrative and managerial capacities of the party.
6. Emergency meetings at all levels to be held as deemed necessary and in line with the rules and regulations of the party for such matters that require urgent attention and cannot wait for the normal scheduled meeting.
7. The National, State, FCT, Area Council and Local Government Working Committees shall meet quarterly to appraise party performance and governance generally with a view to strengthening democratic processes. Such meetings shall be at the invitation of the Chairmen through the Secretaries. Two-third majority of State, FCT, Area Council, LGA and Ward Executive Committee can summon the meeting, where the chairmen fail to call the quarterly meeting. Two-third majority of the Executive Committee at all levels shall form a quorum.
8. There shall be monthly Management meeting to draw up programmes that would facilitate the successful implementation of the party policies.
9. Invitation for meetings at all levels can be by any/all of the following; letters, email, text messages and shall be with a notice of two weeks.
10. There shall be quarterly meeting of specialized units of the party's administrative machineries at all levels with the political supervisor of the unit to build capacity of participants for enhanced service delivery for the progress of the party.

21. EX-OFFICIO

- a. Shall promote the activities of the party in accordance with the party constitution, manifesto, guidelines, rules and regulations and in compliance with the constitution of the Federal Republic of Nigeria.
- b. Shall perform any other role as may be assigned by the appropriate organs of the party in accordance with the party constitution, guidelines, rules and regulations.

ARTICLE 9 SECTION G3 WARD WORKING COMMITTEE (WWC)

There Shall be Ward Working Committee of the Party Consisting of;

1. The Ward Chairman
2. The Ward Secretary
3. The Ward Treasurer
4. The Ward Auditor
5. The Deputy Ward Chairman
6. The Ward Publicity Secretary
7. The Ward Legal Advice
8. The Ward Youth Leader
9. The Ward Woman Leader
10. The Ward Organizing Secretary
11. The Ward Financial Secretary

ARTICLE 9 SECTION G4 FUNCTIONS OF THE WARD WORKING COMMITTEE

1. Be responsible for the day to day administration of the party and shall be responsible to the Ward executive committee;
2. In case of emergency, act on behalf of the Ward executive committee subject to ratification by the Ward executive committee; and
3. Perform such other functions as may be assigned to it by the Ward executive committee.

ARTICLE 10 – MEETINGS

The following meetings shall be recognized by the party as statutory meetings for the development of the party. Resolutions at such meetings must be in the best interest of the party, party members and Citizens in consonance with the Constitution of the Federal Republic of Nigeria,

1. Board of Trustees (BOT) Meeting to be held quarterly in every year to appraise policies of the party and give approvals to party policies

the party.

- ii. They are to initiate and participate in their zonal activities to provide feedback to the party hierarchy appropriately.

4. NATIONAL SECRETARY

The duties of the National Secretary shall be the following.

- i. He/she shall prepare the Minutes of Meeting of the Annual General Meeting (AGM), National Executive Committee Meeting (NEC), National Working Committee Meeting (NWC) all National Emergency or adhoc meetings, Proceedings of the Annual General Congress in consultation with the committee for the purpose, in liaison with the Administrative Secretary.
- ii. He/she shall prepare agenda of meeting in consultation with the National Chairman and collaboration with the Administrative Secretary.
- iii. He/she shall supervise the activities of the National Secretariat and oversee the activities of the FCT and Local Government Secretariats.
- iv. He/she shall ensure the circulation of minutes and notice of meetings
- v. He/she shall perform any other such duties assigned to him/her by the National Chairman, party guidelines, rules, regulations or the constitution in liaison with the Secretariat and other members of the Executive Committee/Committee at all levels.

5. ASSISTANT NATIONAL SECRETARY

The Assistant National Secretary shall perform the duties and responsibilities of the National Secretary in his/her absence or as delegated in accordance with the rules, regulations, guidelines and provisions of the party constitution

6. NATIONAL FINANCIAL SECRETARY

The Duties of the Financial Secretary shall include:

- i. Shall keep record of all party financial transactions and document all accounting procedures and processes.
- ii. Shall Supervise Receiving, Collecting and Payments into the party's Account, all monies collected for the party from any source what so ever.
- iii. Carry out any decision or directive of the Annual General Meeting

- and National Executive Committee in matters relating to budget or finances of the party in liaison with the Secretariat.
- iv. Prepare and cause to be prepared in consultation with the National Chairman and National Executive Committee, annual budgets, estimated revenues and expenditure of the party.
 - v. Cause to be prepared and circulated to every member of the National Executive Committee, the Audited Accounts and Balance Sheet of the Party.
 - vi. Perform any other task to be assigned by the National Executive Council.
 - vii. Build capacity of staff and ensure the establishment of appropriate accounting principles at the States, FCT, Local Government/Area Council and Ward levels, as well as any other organ of the party involved in financial transactions on behalf of the party.
7. **NATIONAL TREASURER**
- i. Shall maintain the Bank Accounts and all cash accruable to the party
 - ii. Provide appropriate records of income and expenditures of the party.
 - iii. Shall keep appropriate financial books in liaison and consultation with the Financial Secretary and Accountant of the party for the purpose of reporting to the National Executive Committee and other appropriate organs of the party in line with the provisions of the constitution and guidelines of the party and INEC.
 - iv. Shall be a signatory to all party accounts.
 - v. Shall disburse monies according to approvals from appropriate authority of the party.
 - vi. Shall perform any other role to be assigned by the appropriate authority of the party.
8. **ASSISTANT NATIONAL TREASURER**
Shall perform the duties and responsibilities of the treasurer in his/her absence and perform any other duties as may be assigned by the National Executive Committee.

- e. Shall perform any other function as may be directed by the Ward Executive Committee or other appropriate organs of the party in accordance with the party constitution, guidelines, rules and regulations.

18. **ASSISTANT WARD PUBLICITY SECRETARY**

- a. Shall support the Ward Publicity Secretary in performing his/her functions.
- b. Shall perform all functions of the Ward Publicity Secretary in his absence and as delegated.
- c. Shall perform any other function as would be directed by the Ward Executive Committee or other appropriate organs of the party in accordance with the party constitution, guidelines, rules and regulations.

19. **WARD PUBLIC RELATIONS OFFICER**

- a. Shall ensure that smooth and cordial relationship is maintained within and outside the party.
- b. Shall disseminate all relevant information concerning the activities of the party to party members and other relevant stakeholders at the Ward level..
- c. Shall ensure proper dissemination of party information at the Ward level in liaison with the Ward party Secretariat and Ward Executive Committee.
- d. Shall perform any other function as may be directed by the Ward Executive Committee or other appropriate organs of the party in line with party constitution, guidelines, rules and regulations.

20. **ASSISTANT WARD PUBLIC RELATIONS OFFICER**

- a. Shall support the Ward Public Relations Officer to perform his/her functions
- b. Shall perform the functions of the Ward Public Relations Officer in his absence and as may be delegated.
- c. Shall perform any other function as may be directed by the Ward Executive Committee or other appropriate organs of the party in accordance with the party constitution, guidelines, rules and regulations.

14. ASSISTANT WARD ORGANIZING SECRETARY

- a. Shall support the Ward Organizing Secretary to perform his/her functions.
- b. Shall perform the functions of the Ward Organizing Secretary in his/her absence or as may be delegated.
- c. Shall perform any other function as may be directed by other appropriate organs of the party in accordance with the party constitution, guidelines, rules and regulations.

15. WARD WELFARE OFFICER

- a. Shall ensure the welfare of all members of the party by liaising with the Party Secretariat.
- b. Shall ensure proper care is taken of all logistics of members at meetings, congresses and other party functions in liaison with party officials and the secretariat.
- c. Shall perform any other function as may be directed by the Ward Executive Committee or other appropriate organs of the party in accordance with party constitution, guidelines, rules and regulations.

16. ASSISTANT WARD WELFARE OFFICER

- a. Shall support the Ward Welfare Officer in discharging his/her functions.
- b. Shall perform the functions of the Ward Welfare Officer in his/her absence or as may be delegated.
- c. Shall perform any other function as may be directed by the Ward Executive Committee or other appropriate organs of the party in line with the party constitution, guidelines, rules and regulations.

17. WARD PUBLICITY SECRETARY

- a. Shall be the image maker of the party at the Ward level
- b. Shall in liaison with the Ward Chairman and the Executive Committee issue press release to the media and general public in respect to the activities of the party at the Ward Level.
- c. Shall from time to time in consultation with appropriate organs of the party issue statement on the position of the party in relation to development, governance, etc at the Ward level.
- d. Shall submit report of the party's performance in respect to intra and inter-party communication and publicity at the Ward level..

9. NATIONAL WOMEN LEADER

- i. Shall be responsible for initiating and coordinating all women and women programmes in liaison with the National Executive Committee and Secretariat for participation by members.
- ii. Ensure women participation in all government and stakeholders' programmes and interventions aimed at women empowerment and capacity enhancement.
- iii. Keep accurate data of registered female members of the party.
- iv. Facilitate linkage with every women focused organization or programme to establish partnership for the benefit of women in the party.
- v. Ensure the proper coordination of women in all States, FCT, LGAs/Area Councils and Wards for proper accountability of gender mainstreaming.
- vi. Perform any other duty that may be assigned from time to time by the National Executive Committee in liaison with the Secretariat.

10. ASSISTANT NATIONAL WOMEN LEADER

- i. She will assist the National Women Leader in coordinating the activities of women in the 36 states, and FCT, all the LGAs/Area Councils and Wards for effective management and participation in party activities.
- ii. She shall perform the role and responsibility of the National Women Leader in her absence and as may be delegated
- iii. Perform any other functions as may be directed by the National Women Leader or the National Executive Committee.

11. NATIONAL YOUTH LEADER

- i. Shall be responsible for initiating and coordinating all youth programmes in liaison with the Secretariat for participation by members
- ii. Shall ensure Youth participation in all government and stakeholder programmes and interventions aimed at Youth empowerment, capacity enhancement and business

- iii. Development, keeping accurate record of participation, Facilitate linkage with every Youth focused organizations or programme to establish partnership for the benefit of the youth members of the party in accordance with the guidelines, rules, regulations and constitution of the party.
 - iv. Perform any other duty that would be assigned from time to time by the Executive Committee in liaison with the Secretariat.
- 12. ASSISTANT NATIONAL YOUTH LEADER**
- i. To assist the National Youth Leader in Coordinating the youths to access and participate in party activities.
 - ii. To perform the roles, responsibilities and functions of the National Youth Leader in his absence and as would be delegated.
 - iii. Perform any other function as may be directed by the National Executive Committee for the benefit of registered youths of the party in accordance with rules, regulations, guidelines and constitution of the party.
- 13. NATIONAL AUDITOR**
- i. Shall be responsible for auditing the party's financial transactions to ensure compliance to best practices in liaison with the National Financial Secretary, Accountant and National Treasurer.
 - ii. Shall prepare Internal Audit Report of the party and submit to the National Executive Committee for appropriate decisions.
 - iii. Build capacity of States, FCT and Local Government/Area Councils party Auditors to adopt best practices for easy reporting.
 - iv. Perform any other function as would be assigned by the appropriate party machinery.
- 14. ASSISTANT NATIONAL AUDITOR**
- Shall perform the duties and responsibilities of the National Auditor in his/her absence, and shall carry out any other duties as may be assigned by the National Executive Committee.

- c. accurate record of participation Facilitate linkage with every Youth focused organization or programme to establish partnership for the benefit of the youth members of the party in accordance with the guidelines, rules, regulations and constitution of the party.
 - d. Perform any other duty that would be assigned from time to time by the Ward Executive Committee or other appropriate organs of the party in liaison with the Secretariat.
- 11. ASSISTANT WARD YOUTH LEADER:**
- a. Shall assist the Local Government Youth Leader in Coordinating the youths to access and participate in party activities.
 - b. To perform the functions of the National Youth Leader in his absence or as delegated.
 - c. Perform such other function as would be directed by the Ward Youth Leader or the Ward Executive Committee for the benefit of registered youths of the party in accordance with rules, regulations, guidelines and constitution of the party,
- 12. WARD AUDITOR**
- a. Shall be responsible for auditing the party's financial transactions to ensure compliance to best practices in liaison with the Local Government Financial Secretary, Accountant and FCT Treasurer
 - b. Shall prepare internal Audit Report of the party and submit to the Ward Executive Committee for appropriate decisions.
 - d. Perform any other function as may be assigned by other appropriate party organ in line with the party constitution, guidelines, rules and regulations.
- 13. WARD ORGANIZING SECRETARY**
- a. Shall be responsible for organizing party congresses and any other political gathering at the Ward level in liaison with the Ward Executive Committee.
 - b. Shall ensure the successful conduct and domestication of party congresses in liaison with other Ward party officials in accordance with party constitution, guidelines, rules and regulations.
 - c. Shall submit report of every congress and political activity of party to the Ward Executive Committee for appropriate decision.
 - e. Shall perform any other function as may be directed by the appropriate organ of the party in line with the party constitution, guidelines, rules and regulations.

- programmes in liaison with the Ward Executive Committee and Secretariat for participation by members.
- b. Ensure women participation in all government programmes and interventions aimed at women empowerment and capacity enhancement
 - c. keep accurate data of registered women as members of the party and record of women participation in party activities.
 - d. Facilitate linkage with every women focused organization or programme. to establish partnership for the benefit of women in the party.
 - e. Ensure the proper coordination of women at the Ward level for proper accountability of gender mainstreaming.
 - f. Perform any other functions that may be assigned from time to time by the Ward Executive Committee in liaison with the Secretariat.

9. ASSISTANT WARD WOMEN LEADER

- a. There shall be an Assistant Ward Women Leader with each representing a District for effective mainstreaming of the female gender in the party.
- b. The Assistant women leaders shall support the Ward Women Leader in performing her functions at the Ward level.
- c. They will represent the Women Leader in their respective districts for effective domestication of party ideology, constitution, manifesto and programmes at the Ward level.
- d. They shall assist the Ward Women Leader in coordinating the activities of women at the Ward level for effective management and participation in party activities.
- e. Shall perform the functions of the Ward Women Leader in her absence or as would be delegated.
- f. Shall perform any other functions as may be directed by the Ward Executive Committee and other appropriate organs of the party in line with the party constitution, guidelines, rules and regulations.

10. WARD YOUTH LEADER:

- a. Shall be responsible for initiating and coordinating all youth programmes in liaison with the Secretariat for participation by members
- b. Shall ensure Youths participation in all government programmes and interventions aimed at Youth empowerment and keeping

15. NATIONAL ORGANIZING SECRETARY

- i. Shall be responsible for organizing party congresses and any other political gathering.
- ii. Shall ensure the successful conduct and domestication of party congresses at all levels in liaison with FCTs and Local Government party officials in accordance with party constitution, guidelines, rules and regulations.
- iii. Shall build capacity of Organizing Secretaries in consultation with the party secretariat at all levels for effective service delivery.
- iv. Shall submit report of every congress and political activity of the party to the National Executive Committee for appropriate decision.
- v. Shall perform any other function as may be directed by the appropriate organ of the party.

16. ASSISTANT NATIONAL ORGANIZING SECRETARY

- i. Shall perform the functions of the National Organizing Secretary in his/her absence and as may be delegated.
- ii. Shall support the National Organizing Secretary in performing his/her responsibility.
- iii. Shall perform any other functions as may be directed by the National Executive Committee or other appropriate organs of the party.

17. NATIONAL WELFARE OFFICER

- i. Shall ensure the welfare of all members of the party at all levels by liaising with the Secretariats and party leaders at all levels.
- ii. Shall ensure proper care is taken of all logistics of members at meetings, congresses and other party functions at all levels in liaison with party officials at all levels.
- iii. Shall build capacity of Welfare Officers at all levels in liaison with the Secretariats at all levels for effective service delivery to members and stakeholders.
- iv. Shall perform any other function as may be directed by the National Executive Committee or other appropriate organs of the party.

18.ASSISTANT NATIONAL WELFARE OFFICER

- i. Shall support the National Welfare Officer in discharging his/her functions.
- ii. Shall perform the functions of the National Welfare Officer in his/her absence or as may be delegated.
- iii. Shall perform any other function as may be directed by the National Executive Committee or other appropriate organs of the party.

19.NATIONAL PUBLICITY SECRETARY

- i. Shall be the image maker of the party
- ii. Shall in liaison with the National Chairman and the National Executive Committee issue press release to the media and general public in respect to the activities of the party.
- iii. Shall from time to time in consultation with all relevant organs of the party issue statements on the position of the party on issues of national development, governance, intra party, inter party and stakeholder relationships, etc.
- iv. Shall submit report of the party's performance in respect to intra and inter-party communication and publicity.
- v. Shall build capacity of Publicity Secretaries at all levels in liaison with the Secretariat for effective service delivery.
- vi. Shall perform any other function as may be directed by the National Executive Committee or other appropriate organs of the party.

20.ASSISTANT NATIONAL PUBLICITY SECRETARY

- v. Shall support the National Publicity Secretary in performing his/her functions.
- vi. Shall perform all functions of the National Publicity Secretary in his absence and as would be delegated.
- vii. Shall perform any other function as may be directed by the National Executive Committee and other appropriate organs of the party.

21.NATIONAL PUBLIC RELATIONS OFFICER

- i. Shall ensure that smooth and cordial relationship is maintained within and outside the party at all levels.

- b. Shall perform the duties and responsibilities of the Secretary in his/her absence or as delegated by the FCT Secretary.
- c. Shall perform any other functions directed by the Ward Executive Committee or other appropriate organs of the party in accordance with the rules, regulations, guidelines and provisions of the party constitution.

6. WARD FINANCIAL SECRETARY

- a. Shall keep record of all party financial transactions and document all accounts at the Ward level.
- b. Shall Supervise Receiving, Collecting and Payments into the Party Ward Account, all monies collected for the party from any source whatsoever.
- c. Shall carry out any other directive of the Ward Executive Committee in matters relating to budget or finances of the party in liaison with the Ward Secretariat.
- d. Preparing and causing to be prepared in consultation with the Ward Chairman and Ward Executive Committee, annual budgets, estimated revenues and expenditure of the party every year.
- e. Cause to be prepared and circulated to every member of the Ward Executive Committee, the audited accounts and balance sheet of the party at Ward levels, as well as any other organ of the party involved in financial transactions on behalf of the party.

7. WARD PARTY TREASURER

- a. Shall maintain the Bank Accounts and all cash accruable to the party in the Ward
- b. Provide appropriate records of income and expenditures of the party at the Ward level.
- c. Shall keep appropriate financial books in liaison and consultation with the Financial Secretary and Accounts Officer at the Ward level in liaison with the party secretariat for the purpose of reporting to the Ward Executive Committee and other appropriate organs of the party in line with the provisions of the constitution and guidelines of the party.
- d. Shall perform any other role to be assigned by the appropriate organs of the party in accordance with the party constitution, guidelines, rules and regulations.

8. WARD WOMEN LEADER

- a. Shall be responsible for initiating and coordinating all women

3. WARD VICE CHAIRMEN

The Vice Chairmen of the party at the Ward level shall be from each of the Districts in the Local Government for the purpose of grass root inclusive participation,

- a. Shall support the Ward Chairman and his Deputy to perform their functions.
- b. Shall represent each District in the Local Government Area for effective representation.
- c. Shall oversee the activities of the party in their respective Districts and report to the Ward Chairman, working in close collaboration with other members of the Ward Executive Committee and Local Government Working Committee,
- d. Shall perform other functions as may be directed by other appropriate organs of the party for smooth domestication of party activities in their districts.
- e. Shall represent the Ward party officials in their districts to ensure the growth and development of the party.
- f. Shall initiate and participate in their District and Ward activities in consultation and collaboration with party apparatus in the ward to provide feedback to the party hierarchy appropriately.

4. WARD PARTY SECRETARY

- a. Shall prepare the Minutes of Meeting of the Ward Annual General Meeting (WAGM), Ward Executive Committee Meeting (WEC) Ward Working Committee Meeting (WWC), all Ward Emergency or adhoc meetings as prescribed by the party constitution and such other guidelines.
- b. Shall document Proceedings of the Ward Congresses in consultation with the committee for the purpose and in liaison with the Administrative Assistant for proper reporting and record keeping.
- c. Shall prepare agenda of meeting in consultation with the Ward Chairman and the Administrative Officer.
- d. Shall ensure the circulation of minutes and notice of meetings appropriately.
- e. Shall perform any other duties assigned to him/her by the Ward Executive Committee or other appropriate organ of the party according to party guidelines, rules, regulations or the constitution

5. ASSISTANT WARD PARTY SECRETARY

- a. Shall support the Ward Secretary in performing his/her functions

- ii. Shall disseminate all relevant information concerning the activities of the party to party members and other relevant stakeholders.
- iii. Shall ensure proper dissemination of party information at all levels in liaison with the Secretariat and National Executive Committee.
- iv. Shall build capacity of Publicity Secretaries at all levels in liaison with the secretariat.
- v. Shall perform any other function as may be directed by the National Executive Committee or other appropriate organs of the party.

22. ASSISTANT NATIONAL PUBLIC RELATIONS OFFICER

- i. Shall support the National Public Relations Officer to perform his functions.
- ii. Shall perform the functions of the National Public Relations Officer in his/her absence and as may be delegated by the National Public Relations Officer.
- iii. Shall perform any other function as may be directed by the National Executive Committee or other appropriate organs of the party.

23. EX-OFFICIO

- i. Shall promote the activities of the party in accordance with the party Constitution, Manifesto, Guidelines, Rules and Regulations and in compliance with the Constitution of the Federal Republic of Nigeria.
- ii. Shall perform any other role as may be assigned by the appropriate organs of the party.

ARTICLE 9 SECTION B4- NATIONAL WORKING COMMITTEE (NWC) MEMBERS

There shall be National Working Committee of the party consisting of;

- a. The National Chairman
- b. The National Secretary
- c. The National Treasurer
- d. The National Auditor

- e. The Deputy National Chairman
- f. The National Publicity Secretary
- g. The National Legal Advice
- h. The National Youth Leader
- i. The National Woman Leader
- j. The National Organizing Secretary
- k. The National Financial Secretary

ARTICLE 9 SECTION B5- FUNCTIONS OF THE NATIONAL WORKING COMMITTEE

- a. Be responsible for the day to day administration of the party and shall be responsible to the National Executive Committee;
- b. In case of emergency, act on behalf of the National Executive Committee subject to ratification by the National Executive Committee; and
- c. Perform such other functions as may be assigned to it by the National Executive Committee.

ARTICLE 9 SECTION C1: STATE EXECUTIVE COMMITTEE (SEC)

These are the elected officers of the party at the state level who are charged with the Development and Management of the party at the state level.

To domesticate all programmes and projects of the party through the utilization of administrative machinery of the party in collaboration with the national and Local Government Area Executive Committees, in compliance with the rules, regulations, guidelines and constitution of the party and the Federal Republic of Nigeria.

ARTICLE 9 SECTION C2-STATE EXECUTIVE COMMITTEE MEMBERS

The State Officers of the Party Shall be

- a. State Chairman
- b. Deputy State Chairman
- c. 3 Vice Chairmen from the Senatorial Districts
- d. State Secretary
- e. Assistant State Secretary
- f. State Treasurer

- k. 2 Ex-officio members

ARTICLE 9 SECTION G2 DUTIES OF WARD EXECUTIVE COMMITTEE

1. WARD PARTY CHAIRMEN

- a. Shall preside at the Ward Annual General Meetings, Emergency General meeting.
- b. al Meetings, Ward Working Committee Meetings and Ward party congresses, and other such meetings as prescribed by the constitution or such other party guidelines.
- c. Causing the summoning of meeting of the Ward Executive Committee either on his/her own initiative or in accordance with decision of the Ward Working Committee.
- d. Directing and coordinating officers of the Ward Executive Committee in the performance of their duties and management of the activities of the Ward Executive Committee and the Secretariat.
- e. Act as principal spokes person for the Party at the Ward level.
- f. Coordinate Party Activities at Ward and district levels in liaison with other officials and organs of the party.
- g. Performing all duties as may be assigned to him/her by the Ward Working Committee,
- h. Ward Executive Committee or other appropriate organs of the party in compliance with the party constitution, guidelines, rules and regulations.
- i. Shall sign and authorize expenditures, meetings and minutes.
- j. Shall be the principal signatory to the Bank Accounts of the party at the Ward level.

2. DEPUTY WARD CHAIRMEN

- a. Shall support the Ward Chairman in performing his/her functions.
- b. Shall perform the duties and functions of the Ward Chairman in his/her absence
- c. Shall perform other functions as would be delegated by the Ward Executive Committee
- d. Perform any other function as may be directed by other appropriate organ of the party according to the provisions of the party Constitution. Guidelines, rules and regulations.

1. The Area Council Chairman
2. The Area Council Secretary
3. The Area Council Treasurer
4. The Area Council Auditor
5. The Deputy Area Council Chairman
6. The Area Council Publicity Secretary
7. The Area Council Legal Advice
8. The Area Council Youth Leader
9. The Area Council Woman Leader
10. The Area Council Organizing Secretary
11. The Area Council Financial Secretary

ARTICLE 9 SECTION F4- FUNCTIONS OF THE AREA COUNCIL WORKING COMMITTEE

1. Be responsible for the day to day administration of the party and shall be responsible to the area Council executive committee;
2. In case of emergency, act on behalf of the area Council executive committee subject to ratification by the area Council executive committee; and
3. Perform such other functions as may be assigned to it by the area Council executive committee.

ARTICLE 9 SECTION G1 WARD EXECUTIVE COMMITTEE

- a. Ward Party Chairman
- b. District Coordinators as Deputy Ward Chairmen
- c. Ward Secretary
- d. Assistant Ward Secretary
- e. Ward Treasurer
- f. Assistant Treasurer
- g. Ward Financial Secretary
- h. Ward Organizing Secretary
- i. Ward Women Leader
- j. Ward Youth Leader

- g. Assistant State Treasurer
- h. State Financial Secretary
- i. State Women Leader
- j. 3 Assistant State Women Leaders from the Senatorial Districts
- k. State Youth Leader
- l. 3 Assistant Youth Leaders from the Senatorial Districts
- m. State Organizing Secretary
- n. Assistant State Organizing Secretary
- o. State Welfare Officer
- p. Assistant State Welfare officer
- q. State Publicity Secretary
- r. Assistant State Publicity Secretary
- s. State Public Relations Officer
- t. Assistant Public Relations Officer
- u. State Auditor
- v. 3 Ex-officio members

ARTICLE 9 SECTION C3- DUTIES OF ELECTED STATE PARTY OFFICIALS

13.1 STATE CHAIRMEN

- a. Shall Preside at the STATE Annual General Meetings, Emergency Meetings, STATE Working Committee Meetings, STATE Party Congresses and such other meetings as prescribed by the party constitution and other party guidelines.
- b. Causing the summoning of meeting of the STATE Executive Committee either on his/her own initiative or in accordance with decision of the STATE Working Committee.
- c. Directing and advising officers of the STATE Executive Committee in the performance of their duties and management of the activities of the STATE Executive Committee and the Secretariat.
- d. Act as principal spokes person for the Party
- e. Coordinating Party Activities at STATE, LGA and Ward levels in liaison with other officials and organs of the party.
- f. Performing all duties as may be assigned to him/her by the National Working Committee, National Executive Committee or STATE Working Committee or Executive Committee of the party in compliance with the party constitution.
- g. Shall sign and authorize expenditures, meetings and minutes.
- h. Shall be the principal signatory to the Bank Accounts of the party.

13.2 DEPUTY STATE CHAIRMEN

- a. Shall support the STATE Chairman in performing his/her functions.
- b. Shall perform the duties and functions of the STATE Chairmen in his/her absence or as would be delegated by the STATE Chairman.
- c. Perform any other function as may be directed by the STATE Executive Committee or other appropriate organs of the party according to the Rules, Regulations, Guidelines and provisions of the Constitution of the Party.

13.3 STATE VICE CHAIRMEN

- a. The 3 Vice Chairmen of the party shall represent each Senatorial Zone in the STATE.
- b. They shall oversee the activities of the party in their respective Senatorial Zones and report to the STATE Chairman, working in close collaboration with other members of the STATE Executive Committee, STATE Working Committee and other organs of the party for smooth domestication of party activities at their zones.
- c. They shall represent the STATE party officials in their Senatorial zones to ensure the growth and development of the party.
- d. They are to initiate and participate in their zonal activities in consultation and collaboration with STATE party apparatus in the zones to provide feedback to the party hierarchy appropriately.

13.4 STATE PARTY SECRETARY

- a. He/she shall prepare the Minutes of Meeting of the STATE Annual General Meeting (AGM), STATE Executive Committee Meeting (SEC), STATE Working Committee Meeting (SWC) and all STATE Emergency or adhoc meetings.
- b. He/She shall document Proceedings of the STATE Congresses in consultation with the committee for the purpose and in liaison with the Administrative Officer for proper reporting and record keeping.
- c. He/she shall prepare agenda of meeting in consultation with the STATE Chairman and in collaboration with the Administrative Officer.
- d. He/she shall supervise the activities of the STATE Secretariat and oversee the activities Local Government and Ward Secretariats.
- e. He/she shall ensure the circulation of minutes and notice of

ARTICLE 9 SECTION E5- FUNCTIONS OF THE LGA WORKING COMMITTEE

- a. Be responsible for the day to day administration of the party and shall be responsible to the LGA Executive Committee;
- b. In case of emergency, act on behalf of the LGA Executive Committee subject to ratification by the LGA Executive Committee; and
- c. Perform such other functions as may be assigned to it by the LGA Executive Committee.

ARTICLE 9 SECTION F1- AREA COUNCILS EXECUTIVE COMMITTEE

- a. Area Councils Party Chairman
- b. Area Councils Deputy Chairmen
- c. Area Councils Party Secretary
- d. Assistant Area Councils Party Secretary
- e. Area Councils Party Treasurer
- f. Area Councils Assistant Treasurer
- g. Area Councils Women Leader
- h. Assistant Area Councils Women Leader
- i. Area Councils Youth Leader
- j. Assistant Area Councils Youth Leader
- k. Area Councils Financial Secretary
- l. Area Councils Organizing Secretary
- m. Assistant Area Councils Organizing Secretary
- n. Area Councils Publicity Secretary
- o. Assistant Area Councils Organizing Secretary
- p. Area Councils Public Relations Officer
- q. Assistant Area Councils Public Relations Officer
- r. Area Councils Auditor
- s. 5 Ex-Officio Members

ARTICLE 9 SECTION F2- FUNCTIONS OF AREA COUNCIL EXECUTIVE COMMITTEE.

The Area Council shall perform functions as stated in the Article 17 section c of this constitution.

ARTICLE 9 SECTION F3- AREA COUNCIL WORKING COMMITTEE (ACWC)

There Shall be AREA COUNCILS Working Committee of the Party Consisting of;

- c. Shall ensure proper dissemination of party information at the Local Government level in liaison with the Local Government party Secretariat and Local Government Executive Committee.
- d. Shall perform any other function as may be directed by the Local Government Executive Committee or other appropriate organs of the party in line with party constitution, guidelines, rules and regulations.

20. ASSISTANT LOCAL GOVERNMENT PUBLIC RELATIONS OFFICER

- a. Shall support the Local Government Public Relations Officer to perform his/her functions
- b. Shall perform the functions of the Local Government Public Relations Officer in his absence and as may be delegated.
- c. Shall perform any other function as may be directed by the Local Government Executive Committee or other appropriate organs of the party in accordance with the party constitution, guidelines, rules and regulations.

21. EX-OFFICIO

- a. Shall promote the activities of the party in accordance with the party constitution, manifesto, guidelines, rules and regulations and in compliance with the constitution of the Federal Republic of Nigeria.
- b. Shall perform any other role as may be assigned by the appropriate organs of the party in accordance with the party constitution, guidelines, rules and regulations.

ARTICLE 9 SECTION E4- LOCAL GOVERNMENT WORKING COMMITTEE (LGWC)

There shall be LGA Working Committee of the party consisting of;

- a. The LGA Chairman
- b. The LGA Secretary
- c. The LGA Treasurer
- d. The LGA Auditor
- e. The Deputy LGA Chairman
- f. The LGA Publicity Secretary
- g. The LGA Legal Advice
- h. The LGA Youth Leader
- i. The LGA Woman Leader
- j. The LGA Organizing Secretary
- k. The LGA Financial Secretary

meetings appropriately.

- f. He/she shall perform any other duties assigned to him/her by the STATE Chairman or other appropriate organ of the party according to party guidelines, rules, regulations or the constitution
- g. He/She shall build capacity of secretaries at the Local Government and Ward levels for effective performance.

13.5 ASSISTANT STATE PARTY SECRETARY

- a. Shall support the STATE Secretary in performing his/her functions
- b. Shall perform the duties and responsibilities of the STATE Secretary in his/her absence or as delegated by the STATE Secretary.
- c. Shall perform any other functions directed by the STATE Executive Committee or other appropriate organs of the party in accordance with the rules, regulations, guidelines and provisions of the party constitution.

13.6 STATE FINANCIAL SECRETARY

- a. Shall keep record of all party financial transactions and document all accounts at the STATE level.
- b. Shall Supervise Receiving, Collecting and Payments into the party's Account, all monies collected for the party from any source whatsoever.
- c. Shall Carry out any decision or directive of the STATE Annual General Meeting and STATE Executive Committee in matters relating to budget or finances of the party in liaison with the STATE Secretariat.
- d. Preparing and causing to be prepared in consultation with the STATE Chairman and STATE Executive Committee, annual budgets, estimated revenues and expenditure of the party every year.
- e. Cause to be prepared and circulated to every member of the STATE Executive Committee, the audited accounts and balance sheet of the party.
- f. Perform any other task to be assigned by the STATE Executive Council or STATE Chairman.
- g. Ensure the establishment of appropriate accounting principles at the STATE, Local Government and Ward levels, as well as any other organ of the party involved in financial transactions on behalf of the party.

13.7 STATE PARTY TREASURER

Shall maintain the Bank Accounts and all cash accruable to the party in the

- a. Provide appropriate records of income and expenditures of the party in the STATE.
- b. Shall keep appropriate financial books in liaison and consultation with the STATE Financial Secretary and Accounts Officer at the STATE party secretariat for the purpose of reporting to the STATE Executive Committee and other appropriate organs of the party in line with the provisions of the constitution and guidelines of the party.
- c. Shall build capacity of Party Treasurers at the LGA level for effective performance.
- d. Shall perform any other role to be assigned by the appropriate organs of the party in accordance with the party constitution, guidelines, rules and regulations.

13.8 STATE WOMEN LEADER

- a. Shall be responsible for initiating and coordinating all women programmes in liaison with the STATE Executive Committee and Secretariat for participation by members.
- b. Ensure women participation in all government programmes and interventions aimed at women empowerment and capacity enhancement
- c. keeping accurate data of registered women as members of the party
- d. Facilitate linkage with every women focused organization or programme. to establish partnership for the benefit of women in the party.
- e. Ensure the proper coordination of women in all STATES, LGAs and Wards for proper accountability of gender mainstreaming.
- f. Perform any other functions that may be assigned from time to time by the STATE Executive Committee in liaison with the Secretariat.

13.9 ASSISTANT STATE WOMEN LEADER

There shall be 3 Assistant Women Leader with each representing a Senatorial Zone for effective main streaming of the female gender in the party.

- a. They shall support the state Women Leader in performing her functions at the state level.

- c. Shall perform any other function as may be directed by the Local Government Executive Committee or other appropriate organs of the party in line with the party constitution, guidelines, rules and regulations.

17. LOCAL GOVERNMENT PUBLICITY SECRETARY

- a. Shall be the image maker of the party at the Local Government level
- b. Shall in liaison with the Local Government Chairman and the Local Government Executive Committee issue press release to the media and general public in respect to the activities of the party at the Local Government Level.
- c. Shall from time to time in consultation with appropriate organs of the party issue FCT ments on the position of the party on issues of national development, governance, etc. at the Local Government level.
- d. Shall submit report of the party's performance in respect to intra and inter-party communication and publicity at the Local Government level..
- f. Shall perform any other function as would be directed by the Local Government Executive Committee or other appropriate organs of the party in accordance with the party constitution, guidelines, rules and regulations.

18. ASSISTANT LOCAL GOVERNMENT PUBLICITY SECRETARY

- a. Shall support the Local Government Publicity Secretary in performing his/her functions.
- b. Shall perform all functions of the Local Government Publicity Secretary in his absence and as delegated.
- c. Shall perform any other function as would be directed by the Local Government Executive Committee or other appropriate organs of the party in accordance with the party constitution, guidelines, rules and regulations.

19. LOCAL GOVERNMENT PUBLIC RELATIONS OFFICER

- a. Shall ensure that smooth and cordial relationship is maintained within and outside the party.
- b. Shall disseminate all relevant information concerning the activities of the party to party members and other relevant stakeholders at the Local Government level..

- C. Build capacity of Local Government party Auditors to adopt best practices for easy reporting.
- d. Perform any other function as would be assigned by the appropriate party machinery.

13. LOCAL GOVERNMENT ORGANIZING SECRETARY

- a. Shall be responsible for organizing party congresses and any other political gathering at the Local Government level in liaison with the Local Government Executive Committee.
- b. Shall ensure the successful conduct and domestication of party congresses in liaison with Local Government party officials in accordance with party constitution, guidelines, rules and regulations.
- c. Shall submit report of every congress and political activity or party to the Local Government Executive Committee for appropriate decision.
- e. Shall perform any other function as may be directed by the appropriate organ of the party in line with the party constitution, guidelines, rules and regulations.

14. ASSISTANT LOCAL GOVERNMENT ORGANIZING SECRETARY

- a. Shall support the Local Government Organizing Secretary to perform his/her functions.
- b. Shall perform the functions of the Local Government Organizing Secretary in his/her absence and as may be delegated.
- b. Shall perform any other function as may be directed by other appropriate organs of the party in accordance with the party constitution, guidelines, rules and regulations.

15. LOCAL GOVERNMENT WELFARE OFFICER

- a. Shall ensure the welfare of all members of the party by liaising with the Party Secretariat.
- b. Shall ensure proper care is taken of all logistics of members at meetings, congresses and other party functions in liaison with party officials and the secretariat.
- c. Shall perform any other function as may be directed by the Local Government Executive Committee or other appropriate organs of the party in accordance with party constitution, guidelines, rules and regulations.

16. ASSISTANT LOCAL GOVERNMENT WELFARE OFFICER

- a. Shall support the Local Government Welfare Officer in discharging his/her functions.
- b. Shall perform the functions of the Local Government Welfare Officer in his/her absence or as may be delegated.

- b. They will represent the Women Leader in their respective zones for effective domestication of party ideology, constitution, manifesto and programmes at the state level.
- c. They shall assist the state Women Leader in coordinating the activities of women at the states, state all the LGAs /Area Councils and Wards for effective management and participation in party activities.
- d. Shall perform the functions of the state Women Leader in her absence at functions and at the zones as would be delegated.
- e. Shall perform any other functions as may be directed by the state Women Leader, the state Executive Committee and other appropriate organs of the party in line with the party constitution, guidelines, rules and regulations.

13.10 STATE YOUTH LEADER:

- a. Shall be responsible for initiating and coordinating all youth programmes in liaison with the Secretariat for participation by members
- b. Shall ensure Youths participation in all government programmes and interventions aimed at Youth empowerment and keeping accurate record of participation
- c. Facilitate linkage with every Youth focused organization or programme to establish partnership for the benefit of the youth members of the party in accordance with the guidelines, rules, regulations and constitution of the party.
- d. Build capacity of Local Government Youth Leaders for effective performance in liaison with the Secretariat.
- e. Perform any other duty that would be assigned from time to time by the STATE Executive Committee or other appropriate organs of the party in liaison with the Secretariat.

13.11 ASSISTANT STATE YOUTH LEADER:

- a. To assist the National Youth Leader in Coordinating the youths to access and participate in party activities.
- b. To perform the roles, responsibilities and functions of the National Youth Leader in his absence.
- c. Perform such other function as would be delegated by the STATE Youth Leader or the STATE Executive Committee for the benefit of registered youths of the party in accordance with rules, regulations, guidelines and constitution of the party.

13.12 STATE AUDITOR

- a. Shall be responsible for auditing the party's financial transactions to ensure compliance to best practices in liaison with the STATE Financial Secretary, Accountant and STATE Treasurer
- b. Shall prepare internal Audit Report of the party and submit to the STATE Executive Committee for appropriate decisions.
- c. Build capacity of Local Government party Auditors to adopt best practices for easy reporting.
- d. Perform any other function as would be assigned by the appropriate party machinery.

13.13 STATE ORGANIZING SECRETARY

- a. Shall be responsible for organizing party congresses and any other political gathering at the state level in liaison with the state executive committee.
- b. Shall ensure the successful conduct and domestication of party congresses at all levels in liaison with states and local government party officials in accordance with party constitution, guidelines, rules and regulations.
- c. Shall build capacity of local government organizing secretaries in consultation with the party secretariat for effective service delivery.
- d. Shall submit report of every congress and political activity or party to the state executive committee for appropriate decision.
- e. Shall perform any other function as may be directed by the appropriate organ of the party.

13.14 ASSISTANT STATE ORGANIZING SECRETARY

- a. Shall support the state Organizing Secretary to perform his /her functions.
- b. Shall perform the functions of the state Organizing Secretary in his/her absence and as may be delegated.
- c. Shall perform any other function as may be directed by other appropriate organs of the party in accordance with the party constitution, guidelines, rules and regulations.

13.15 STATE WELFARE OFFICER

- a. Shall ensure the welfare of all members of the party by liaising with the Party Secretariat.
- B. Shall ensure proper care is taken of all logistics of members

- d. They shall assist the FCT Women Leader in coordinating the activities of women at the FCTs, FCT all the LGAs/Area Councils and Wards for effective management and participation in party activities.
- e. Shall perform the functions of the FCT Women Leader in her absence at functions and at the district level as would be delegated.
- f. Shall perform any other functions as may be directed by the Local Government Women Leader, the Local Government Executive Committee and other appropriate organs of the party in line with the party constitution, guidelines, rules and regulations.

10. LOCAL GOVERNMENT YOUTH LEADER:

- a. Shall be responsible for initiating and coordinating all youth programmes in liaison with the Secretariat for participation by members
- b. Shall ensure Youths participation in all government programmes and interventions aimed at Youth empowerment and keeping accurate record of participation
- c. Facilitate linkage with every Youth focused organization or programme to establish partnership for the benefit of the youth members of the party in accordance with the guidelines, rules, regulations and constitution of the party.
- d. Perform any other duty that would be assigned from time to time by the Local Government Executive Committee or other appropriate organs of the party in liaison with the Secretariat.

11. ASSISTANT LOCAL GOVERNMENT YOUTH LEADER:

- a. Shall assist the Local Government Youth Leader in Coordinating the youths to access and participate in party activities.
- b. To perform the roles, responsibilities and functions of the National Youth Leader in his absence.
- c. Perform such other function as would be delegated by the Local Government Youth Leader or the Local Government Executive Committee for the benefit of registered youths of the party in accordance with rules, regulations, guidelines and constitution of the party,

12. LOCAL GOVERNMENT AUDITOR

- a. Shall be responsible for auditing the party's financial transactions to ensure compliance to best practices in liaison with the Local Government Financial Secretary, Accountant and FCT Treasurer
- b. Shall prepare internal Audit Report of the party and submit to the Local Government Executive Committee for appropriate decisions.

7. LOCAL GOVERNMENT PARTY TREASURER

- a. Shall maintain the Bank Accounts and all cash accruable to the party in the FCT
- b. Provide appropriate records of income and expenditures of the party in the Local government Area.
- c. Shall keep appropriate financial books in liaison and consultation with the Financial Secretary and Accounts Officer at the Local Government level in liaison with the party secretariat for the purpose of reporting to the Local Government Executive Committee and other appropriate organs of the party in line with the provisions of the constitution and guidelines..
- d. Shall perform any other role to be assigned by the appropriate organs of the party in accordance with the party constitution, guidelines, rules and regulations.

8. LOCAL GOVERNMENT WOMEN LEADER

- i. Shall be responsible for initiating and coordinating all women programmes in liaison with the Local Government Executive Committee and Secretariat for participation by members.
- b. Ensure women participation in all government programmes and interventions aimed at women empowerment and capacity enhancement
- c. keeping accurate data of registered women as members of the party
- d. Facilitate linkage with every women focused organization or programme to establish partnership for the benefit of women in the party.
- i. Ensure the proper coordination of women in the Local Government and Wards for proper accountability of gender mainstreaming.
- j. Perform any other functions that may be assigned from time to time by the Local Government Executive Committee in liaison with the Secretariat.

9. ASSISTANT LOCAL GOVERNMENT WOMEN LEADER

- a. There shall be an Assistant Women Leader with each representing a District for effective mainstreaming of the female gender in the party.
- b. The Assistant women leaders shall support the Local Government Women Leader in performing her functions at the Local Government level.
- c. They will represent the Women Leader in their respective districts for effective domestication of party ideology, constitution, manifesto and programmes at the FCT level.

at meetings, congresses and other party functions in liaison with party officials and the secretariat.

- C. Shall build capacity of Local Government Welfare Officers in liaison with the party Secretariat for effective service delivery to members and stakeholders.
- D. Shall perform any other function as may be directed by the STATE Executive Committee or other appropriate organs of the party in accordance with party constitution, guidelines, rules and regulations.

13.16 ASSISTANT STATE WELFARE OFFICER

- a. Shall support the National Welfare Officer in discharging his/her functions.
- b. Shall perform the functions of the National Welfare Officer in his/her absence or as may be delegated.
- c. Shall perform any other function as may be directed by the state Executive Committee or other appropriate organs of the party.

13.17 STATE PUBLICITY SECRETARY

- A. Shall be the image maker of the party
- B. Shall in liaison with the state chairman and the state executive committee issue press release to the media and general public in respect to the activities of the party.
- C. Shall from time to time in consultation with all relevant organs of the party issue statements on the position of the party on issues of national development, governance, etc.
- D. Shall submit report of the party's performance in respect to intra and inter-party communication and publicity.
- E. Shall build capacity of publicity secretaries at all levels in liaison with the secretariat for effective service delivery.
- F. Shall perform any other function as would be directed by the state executive committee or other appropriate organs of the party in accordance with the party constitution, guidelines, rules and regulations.

13.18 ASSISTANT STATE PUBLICITY SECRETARY

- a. Shall support the state publicity secretary in performing his/her functions.
- B. Shall perform all functions of the state publicity secretary in his absence and as delegated.

C. Shall perform any other function as would be directed by the state executive committee or other appropriate organs of the party in accordance with the party constitution, guidelines, rules and regulations.

13.19 STATE PUBLIC RELATIONS OFFICER

- a. Shall ensure that smooth and cordial relationship is maintained within and outside the party.
- b. Shall disseminate all relevant information concerning the activities of the party to party members and other relevant stakeholders.
- c. Shall ensure proper dissemination of party information at STATE level in liaison with the STATE party Secretariat and National Executive Committee
- d. Shall build capacity of Publicity Secretaries at all levels in liaison with the secretariat.
- d. Shall perform any other function as may be directed by the STATE Executive Committee or other appropriate organs of the party.

13. 20 ASSISTANT STATE PUBLIC RELATIONS OFFICER

- a. Shall support the STATE Public Relations Officer to perform his/her functions
- b. Shall perform the functions of the STATE Public Relations Officer in his absence and as may be delegated by the STATE Executive Committee or appropriate organ of the party.
- c. Shall perform any other function as may be directed by the STATE Executive Committee or appropriate organs of the party in accordance with the party constitution, guidelines, rules and regulations.

13.21 EX-OFFICIO

- a. Shall support the implementation of party activities and publicize the activities of the party in line with the party manifesto, constitution, guidelines, rules and regulations.
- b. Shall perform any other functions as may be directed by the STATE Executive Committee or other appropriate organ of the party in accordance with the party constitution, guidelines, rules and regulations.

consultation with the committee for the purpose and in liaison with the Administrative Assistant for proper reporting and record keeping.

- c. Shall prepare agenda of meeting in consultation with the Local Government Chairman and the Administrative Officer.
- e. Shall ensure the circulation of minutes and notice of meetings appropriately.
- f. Shall perform any other duties assigned to him/her by the Local Government Executive Committee or other appropriate organ of the party according to party guidelines, rules, regulations or the constitution.

5. ASSISTANT LOCAL GOVERNMENT PARTY SECRETARY

- a. Shall support the Local Government Secretary in performing his/her functions
- g. Shall perform the duties and responsibilities of the Secretary in his/her absence or as delegated by the FCT Secretary.
- h. Shall perform any other functions directed by the Local Government Executive Committee or other appropriate organs of the party in accordance with the rules, regulations, guidelines and provisions of the party constitution.

6. LOCAL GOVERNMENT FINANCIAL SECRETARY

- a. Shall keep record of all party financial transactions and document all accounts at the Local Government level.
- b. Shall Supervise Receiving, Collecting and Payments into the party's Account, all monies collected for the party from any source whatsoever.
- c. Shall Carry out any decision or directive of the Local Government Annual General Meeting and Local Executive Committee in matters relating to budget or finances of the party in liaison with the Local Government Secretariat.
- d. Preparing and causing to be prepared in consultation with the Local Government Chairman and Local Government Executive Committee, annual budgets, estimated revenues and expenditure of the party every year.
- e. Cause to be prepared and circulated to every member of the Local Government Executive Committee, the audited accounts and balance sheet of the party at Local Government and Ward levels, as well as any other organ of the party involved in financial transactions on behalf of the party.

his/her functions.

- b. Shall perform the duties and functions of the Local Government Chairman in his/her absence.
- c. Shall perform other functions as would be delegated by the Local Government Executive Committee.
- d. Perform any other function as may be directed by other appropriate organ of the party according to the provisions of the party Constitution. Guidelines, rules and regulations.

3. LOCAL GOVERNMENT VICE CHAIRMEN

- a. The Vice Chairmen of the party at the Local Government level shall be from each of the Wards in the Local Government for the purpose of grassroot inclusive participation,
- b. Shall support the Local Government Chairman and his deputy to perform their functions.
- d. Shall represent each District in the Local Government Area for effective representation.
- e. Shall oversee the activities of the party in their respective Districts and report to the Local government Chairman, working in close collaboration with other members of the Local Government Executive Committee and Local Government Working Committee,
- f. Shall perform other functions as may be directed by other appropriate organs of the party for smooth domestication of party activities in their districts.
- g. Shall represent the Local Government party officials in their districts to ensure the growth and development of the party.
- e. Shall initiate and participate in their district activities in consultation and collaboration with party apparatus in the ward to provide feedback to the party hierarchy appropriately.

4. LOCAL GOVERNMENT PARTY SECRETARY

- a. Shall prepare the Minutes of Meeting of the Local Government Annual General Meeting (AGM), Local Government Executive Committee Meeting (LGEC), Local Government Working Committee Meeting (LGWC) and all Local Government Emergency or adhoc meetings.
- b. Shall document Proceedings of the Local Government Congresses in

ARTICLE 9 SECTION C4- STATE WORKING COMMITTEE (SWC)

There shall be State Working Committee of the party consisting of;

1. The State Chairman
2. The State Secretary
3. The State Treasurer
4. The State Auditor
5. The Deputy State Chairman
6. The State Publicity Secretary
7. The State Legal Advice
8. The State Youth Leader
9. The State Woman Leader
10. The State Organizing Secretary
11. The State Financial Secretary

ARTICLE 9 SECTION C5 FUNCTIONS OF THE STATE WORKING COMMITTEE

1. Be responsible for the day to day administration of the party and shall be responsible to the State Executive Committee;
2. In case of emergency, act on behalf of the State Executive Committee subject to ratification by the State Executive Committee; and
3. Perform such other functions as may be assigned to it by the State Executive Committee.

ARTICLE 9 SECTION D1- FCT EXECUTIVE COMMITTEE MEMBERS

The FCT Officers of the Party Shall be

- a. FCT Chairman
- b. Deputy FCT Chairman
- c. 3 Vice Chairmen from the Senatorial Districts
- d. FCT Secretary
- e. Assistant FCT Secretary
- f. FCT Treasurer
- g. Assistant FCT Treasurer
- h. FCT Financial Secretary
- i. FCT Women Leader
- j. 3 Assistant FCT Women Leaders from the Senatorial Districts
- k. FCT Youth Leader

- l. 3 Assistant Youth Leaders from the Senatorial Districts
- m. FCT Organizing Secretary
- n. Assistant FCT Organizing Secretary
- o. FCT Welfare Officer
- p. Assistant FCT Welfare officer
- q. FCT Publicity Secretary
- r. Assistant FCT Publicity Secretary
- s. FCT Public Relations Officer
- t. Assistant Public Relations Officer
- u. FCT Auditor
- v. 3 Ex-officio members

ARTICLE 9 SECTION D2 DUTIES OF ELECTED FCT PARTY OFFICIALS

9.1. FCT CHAIRMEN

- i. Shall Preside at the FCT Annual General Meetings, Emergency Meetings, FCT Working Committee Meetings, FCT Party Congresses and such other meetings as prescribed by the party constitution and other party guidelines.
- j. Causing the summoning of meeting of the FCT Executive Committee either on his/her own initiative or in accordance with decision of the FCT Working Committee.
- k. Directing and advising officers of the FCT Executive Committee in the performance of their duties and management of the activities of the FCT Executive Committee and the Secretariat.
- l. Act as principal spokes person for the Party
- m. Coordinating Party Activities at FCT, LGA and Ward levels in liaison with other officials and organs of the party.
- n. Performing all duties as may be assigned to him/her by the National Working Committee, National Executive Committee or FCT Working Committee or Executive Committee of the party in compliance with the party constitution.
- o. Shall sign and authorize expenditures, meetings and minutes.
- p. Shall be the principal signatory to the Bank Accounts of the party.

- k. LGA Financial Secretary
- l. LGA Organizing Secretary
- m. Assistant LGA Organizing Secretary
- n. LGA Publicity Secretary
- o. Assistant LGA Organizing Secretary
- p. LGA Public Relations Officer
- q. Assistant LGA Public Relations Officer
- r. LGA Auditor
- s. 5 Ex-officio Members

ARTICLE 9 SECTION E3- DUTIES OF LOCAL GOVERNMENT EXECUTIVE COMMITTEE

1. LOCAL GOVERNMENT PARTY CHAIRMEN

- 1. Shall Preside at the Local Government Annual General Meetings, Emergency Meetings and Local Government Working Committee Meetings, Local Government Party Congresses, and such other meetings as may be prescribed by the party Constitution or other party guidelines.
- b. Causing the summoning of meeting of the Local Government Executive Committee either on his/her own initiative or in accordance with decision of the FCT Working Committee.
- c. Directing and coordinating officers of the Local Government Executive Committee in the performance of their duties and management of the activities of the Local Government Executive Committee and the Secretariat.
- d. Act as principal spokes person for the Party at the Local Government level.
- e. Coordinate Party Activities at LGA and Ward levels in liaison with other officials and organs of the party.
- f. Performing all duties as may be assigned to him/her by the Local Government Working Committee, Local Government Executive Committee or other appropriate organs of the party in compliance with the party constitution, guidelines, rule and regulations.
- g. Shall sign and authorize expenditures, meetings and minutes.
- h. Shall be the principal signatory to the Bank Accounts of the party at the Local Government level.

2. DEPUTY LOCAL GOVERNMENT CHAIRMEN

- a. Shall support the Local Government Chairman in performing

- d. The FCT Auditor
- e. The Deputy FCT Chairman
- f. The FCT Publicity Secretary
- g. The FCT Legal Advice
- h. The FCT Youth Leader
- i. The FCT Woman Leader
- j. The FCT Organizing Secretary
- k. The FCT Financial Secretary

ARTICLE 9 SECTION D4-FUNCTIONS OF THE FCT WORKING COMMITTEE

- a. Be responsible for the day to day administration of the party and shall be responsible to the FCT Executive Committee;
- b. In case of emergency, act on behalf of the FCT Executive Committee subject to ratification by the FCT Executive Committee; and
- c. Perform such other functions as may be assigned to it by the FCT Executive Committee.

ARTICLE 9 SECTION E1-LOCAL GOVERNMENT EXECUTIVE COMMITTEE (LGECE)

These are elected officials of the party at the Local Government or FCT Area Council Level to domesticate the implementation of all policies, Programmes, Projects of the party at the LGA and FCT area council level, mobilizing membership across social status, gender, religion or ethnicity to register as party members in accordance to the provisions in the constitution and guidelines of the party in consultation with the state machinery of the party.

ARTICLE 9 SECTION E2- LGA EXECUTIVE COMMITTEE MEMBERS

- a. LGA Party Chairman
- b. LGA Deputy Chairmen
- c. LGA Party Secretary
- d. Assistant LGA Party Secretary
- e. LGA Party Treasurer
- f. LGA Assistant Treasurer
- g. LGA Women Leader
- h. Assistant LGA Women Leader
- i. LGA Youth Leader
- j. Assistant LGA Youth Leader

9.2.DEPUTY FCT CHAIRMEN

- d. Shall support the FCT Chairman in performing his/her functions.
- e. Shall perform the duties and functions of the FCT Chairmen in his/her absence or as would be delegated by the FCT Chairman.
- f. Perform any other function as may be directed by the FCT Executive Committee or other appropriate organs of the party according to the Rules, Regulations, Guidelines and provisions of the Constitution of the Party.

9.3.FCT VICE CHAIRMEN

- a. The 3 Vice Chairmen of the party shall represent each Senatorial Zone in the FCT.
- b. They shall oversee the activities of the party in their respective Senatorial Zones and report to the FCT Chairman, working in close collaboration with other members of the FCT Executive Committee, FCT Working Committee and other organs of the party for smooth domestication of party activities at their zones.
- c. They shall represent the FCT party officials in their Senatorial zones to ensure the growth and development of the party.
- d. They are to initiate and participate in their zonal activities in consultation and collaboration with FCT party apparatus in the zones to provide feedback to the party hierarchy appropriately.

9.4.FCT PARTY SECRETARY

- h. He/she shall prepare the Minutes of Meeting of the FCT Annual General Meeting (AGM), FCT Executive Committee Meeting (SEC), FCT Working Committee Meeting (SWC) and all FCT Emergency or adhoc meetings.
- i. He/She shall document Proceedings of the FCT Congresses in consultation with the committee for the purpose and in liaison with the Administrative Officer for proper reporting and record keeping.
- j. He/she shall prepare agenda of meeting in consultation with the FCT Chairman and in collaboration with the Administrative Officer.
- k. He/she shall supervise the activities of the FCT Secretariat and oversee the activities Local Government and Ward Secretariats.
- l. He/she shall ensure the circulation of minutes and notice of meetings appropriately.
- m. He/she shall perform any other duties assigned to him/her by the

- FCT Chairman or other appropriate organ of the party according to party guidelines, rules, regulations or the constitution
- n. He/She shall build capacity of secretaries at the Local Government and Ward levels for effective performance.

9.5.ASSISTANT FCT PARTY SECRETARY

- d. Shall support the FCT Secretary in performing his/her functions
- e. Shall perform the duties and responsibilities of the FCT Secretary in his/her absence or as delegated by the FCT Secretary.
- f. Shall perform any other functions directed by the FCT Executive Committee or other appropriate organs of the party in accordance with the rules, regulations, guidelines and provisions of the party constitution.

9.6.FCT FINANCIAL SECRETARY

- h. Shall keep record of all party financial transactions and document all accounts at the FCT level.
- i. Shall Supervise Receiving, Collecting and Payments into the party's Account, all monies collected for the party from any source whatsoever.
- j. Shall Carry out any decision or directive of the FCT Annual General Meeting and FCT Executive Committee in matters relating to budget or finances of the party in liaison with the FCT Secretariat.
- k. Preparing and causing to be prepared in consultation with the FCT Chairman and FCT Executive Committee, annual budgets, estimated revenues and expenditure of the party every year.
- l. Cause to be prepared and circulated to every member of the FCT Executive Committee, the audited accounts and balance sheet of the party.
- m. Perform any other task to be assigned by the FCT Executive Committee or FCT Chairman.
- n. Ensure the establishment of appropriate accounting principles at the FCT, Local Government and Ward levels, as well as any other organ of the party involved in financial transactions on behalf of the party.

9.7.FCT PARTY TREASURER

- f. Shall maintain the Bank Accounts and all cash accruable to the party in the FCT
- g. Provide appropriate records of income and expenditures of the

9.19. FCT PUBLIC RELATIONS OFFICER

- a. Shall ensure that smooth and cordial relationship is maintained within and outside the party.
- b. Shall disseminate all relevant information concerning the activities of the party to party members and other relevant stakeholders.
- c. Shall ensure proper dissemination of party information at FCT level in liaison with the FCT party Secretariat and National Executive Committee
- d. Shall build capacity of Publicity Secretaries at all levels in liaison with the secretariat.
- d. Shall perform any other function as may be directed by the FCT Executive Committee or other appropriate organs of the party.

9.20. ASSISTANT FCT PUBLIC RELATIONS OFFICER

- a. Shall support the FCT Public Relations Officer to perform his/her functions
- b. Shall perform the functions of the FCT Public Relations Officer in his absence and as may be delegated by the FCT Executive Committee or appropriate organ of the party.
- c. Shall perform any other function as may be directed by the FCT Executive Committee or appropriate organs of the party in accordance with the party constitution, guidelines, rules and regulations.

9.21. 2 EX-OFFICIO

- a. Shall support the implementation of party activities and publicize the activities of the party in line with the party manifesto, constitution, guidelines, rules and regulations.
- b. Shall perform any other functions as may be directed by the FCT Executive Committee or other appropriate organ of the party in accordance with the party constitution, guidelines, rules and regulations.

ARTICLE 9 SECTION D3-FCT WORKING COMMITTEE (SWC)

There shall be FCT Working Committee of the party consisting of;

- a. The FCT Chairman
- b. The FCT Secretary
- c. The FCT Treasurer

Executive Committee or other appropriate organs of the party in accordance with party constitution, guidelines, rules and regulations.

9.16. ASSISTANT FCT WELFARE OFFICER

- a. Shall support the National Welfare Officer in discharging his/her functions.
- b. Shall perform the functions of the National Welfare Officer in his/her absence or as may be delegated.
- c. Shall perform any other function as may be directed by the FCT Executive Committee or other appropriate organs of the party.

9.17. FCT PUBLICITY SECRETARY

- a. Shall be the image maker of the party
- b. Shall in liaison with the FCT Chairman and the FCT Executive Committee issue press release to the media and general public in respect to the activities of the party.
- c. Shall from time to time in consultation with all relevant organs of the party issue FCT on the position of the party on issues of national development, governance, etc.
- d. Shall submit report of the party's performance in respect to intra and inter-party communication and publicity.
- e. Shall build capacity of Publicity Secretaries at all levels in liaison with the Secretariat for effective service delivery.
- f. Shall perform any other function as would be directed by the FCT Executive Committee or other appropriate organs of the party in accordance with the party constitution, guidelines, rules and regulations.

9.18. ASSISTANT FCT PUBLICITY SECRETARY

- a. Shall support the FCT Publicity Secretary in performing his/her functions.
- b. Shall perform all functions of the FCT Publicity Secretary in his absence and as delegated.
- c. Shall perform any other function as would be directed by the FCT Executive Committee or other appropriate organs of the party in accordance with the party constitution, guidelines, rules and regulations.

- party in the FCT.
- h. Shall keep appropriate financial books in liaison and consultation with the FCT Financial Secretary and Accounts Officer at the FCT party secretariat for the purpose of reporting to the FCT Executive Committee and other appropriate organs of the party in line with the provisions of the constitution and guidelines of the party.
- i. Shall build capacity of Party Treasurers at the LGA level for effective performance.
- j. Shall perform any other role to be assigned by the appropriate organs of the party in accordance with the party constitution, guidelines, rules and regulations.

9.8.FCT WOMEN LEADER

- a. Shall be responsible for initiating and coordinating all women programmes in liaison with the FCT Executive Committee and Secretariat for participation by members.
- b. Ensure women participation in all government programmes and interventions aimed at women empowerment and capacity enhancement
- c. keeping accurate data of registered women as members of the party
- d. Facilitate linkage with every women focused organization or programme. to establish partnership for the benefit of women in the party.
- e. Ensure the proper coordination of women in all FCTs, LGAs and Wards for proper accountability of gender mainstreaming.
- f. Perform any other functions that may be assigned from time to time by the FCT Executive Committee in liaison with the Secretariat.

9.9.ASSISTANT FCT WOMEN LEADER

There shall be 3 Assistant Women Leader with each representing a Senatorial Zone for effective mainstreaming of the female gender in the party.

- a. They shall support the FCT Women Leader in performing her functions at the FCT level.
- b. They will represent the Women Leader in their respective zones for effective domestication of party ideology, constitution, manifesto and programmes at the FCT level.
- c. They shall assist the FCT Women Leader in coordinating the activities of women at the FCTs, FCT all the LGAs/Area Councils and Wards for effective management and participation in party

- activities.
- d. Shall perform the functions of the FCT Women Leader in her absence at functions and at the zones as would be delegated.
- e. Shall perform any other functions as may be directed by the FCT Women Leader, the FCT Executive Committee and other appropriate organs of the party in line with the party constitution, guidelines, rules and regulations.

9.10. FCT YOUTH LEADER:

- a. Shall be responsible for initiating and coordinating all youth programmes in liaison with the Secretariat for participation by members
- b. Shall ensure Youths participation in all government programmes and interventions aimed at Youth empowerment and keeping accurate record of participation
- c. Facilitate linkage with every Youth focused organization or programme to establish partnership for the benefit of the youth members of the party in accordance with the guidelines, rules, regulations and constitution of the party.
- d. Build capacity of Local Government Youth Leaders for effective performance in liaison with the Secretariat.
- e. Perform any other duty that would be assigned from time to time by the FCT Executive Committee or other appropriate organs of the party in liaison with the Secretariat.

9.11. ASSISTANT FCT YOUTH LEADER:

- a. To assist the National Youth Leader in Coordinating the youths to access and participate in party activities.
- b. To perform the roles, responsibilities and functions of the National Youth Leader in his absence.
- c. Perform such other function as would be delegated by the FCT Youth Leader or the FCT Executive Committee for the benefit of registered youths of the party in accordance with rules, regulations, guidelines and constitution of the party.

9.12. FCT AUDITOR

- a. Shall be responsible for auditing the party's financial transactions to ensure compliance to best practices in liaison with the FCT Financial Secretary, Accountant and FCT Treasurer
- b. Shall prepare internal Audit Report of the party and submit to the FCT Executive Committee for appropriate decisions.

- c. Build capacity of Local Government party Auditors to adopt best practices for easy reporting.
- d. Perform any other function as would be assigned by the appropriate party machinery.

9.13. FCT ORGANIZING SECRETARY

- a. Shall be responsible for organizing party congresses and any other political gathering at the FCT level in liaison with the FCT Executive Committee.
- b. Shall ensure the successful conduct and domestication of party congresses at all levels in liaison with FCTs and Local Government party officials in accordance with party constitution, guidelines, rules and regulations.
- c. Shall build capacity of Local Government Organizing Secretaries in consultation with the party Secretariat for effective service delivery.
- d. Shall submit report of every congress and political activity or party to the FCT Executive Committee for appropriate decision.
- e. Shall perform any other function as may be directed by the appropriate organ of the party.

9.14. ASSISTANT FCT ORGANIZING SECRETARY

- a. Shall support the FCT Organizing Secretary to perform his/her functions.
- b. Shall perform the functions of the FCT Organizing Secretary in his/her absence and as may be delegated.
- c. Shall perform any other function as may be directed by other appropriate organs of the party in accordance with the party constitution, guidelines, rules and regulations.

9.15. FCT WELFARE OFFICER

- a. Shall ensure the welfare of all members of the party by liaising with the Party Secretariat.
- b. Shall ensure proper care is taken of all logistics of members at meetings, congresses and other party functions in liaison with party officials and the secretariat.
- c. Shall build capacity of Local Government Welfare Officers in liaison with the party Secretariat for effective service delivery to members and stakeholders.
- d. Shall perform any other function as may be directed by the FCT