

**THE CONSTITUTION**

**OF**

**THE MATHEMATICAL ASSOCIATION OF NIGERIA,  
KADUNA STATE CHAPTER**



**ESTABLISHMENT ACT, 2022**

## SECTION 1: CITATION, OBJECTIVES AND FUNCTIONS

### ARTICLE 1: CITATION

- a) This association shall be known and addressed as **the Mathematical Association of Nigeria**, Kaduna State, hereafter referred to as “**The MAN– Kaduna**” or the “**ASSOCIATION**”, Kaduna State Chapter.
- b) This document shall be cited as The Constitution of **the Mathematical Association of Nigeria**, Kaduna State Chapter (MAN – Kaduna).

### ARTICLE 2: OBJECTIVES

The objectives of the MAN are:

- a) To encourage and simulate Mathematical thoughts and activities
- b) To promote effective Mathematical teaching and research
- c) To encourage the development and effective use of Mathematics in Kaduna as well as Nigeria at large
- d) To provide for a regular contact and interaction among Mathematics, Mathematics educators, teachers and users of Mathematics in Kaduna State
- e) To inspire younger ones to show interest in Mathematics and be functionally literate in the subject in Kaduna.
- f) To encourage and undertake the publication of Mathematics journals, reference books and newsletter as means of promoting the development of Mathematics and dissemination of research findings in Mathematics, Mathematics education, Science and Technology
- g) To make major contributions in curriculum review and advise the State Government in issue(s) concerning Mathematics and Mathematics education in Kaduna State.

### ARTICLE 3: DIRECTIVE PRINCIPLE

The MAN will achieve these objectives by:

- (a) Organizing annual Conferences, Mathematics workshops, seminars and symposia, as well as regular meetings of members
- (b) Organizing Mathematical contests and awarding prizes to deserving students of Mathematics at all levels in Kaduna State
- (c) Setting up task forces as the need arises to deal with specific issues
- (d) Writing and publishing Mathematics books and developing Mathematics curricula at all level of education in Kaduna State
- (e) Relating with similar associations in other State, Nigeria, ECOWAS, Africa and the rest of the world as well as with the local and international agencies and organizations
- (f) Liaising with the Federal, State, Local and other Government institutions toward the achievement of the objectives of the association

## SECTION II: MEMBERSHIP, BENEFITS AND DISCIPLINE

### ARTICLE 4: MEMBERSHIP

There shall be four (4) categories of membership namely:

#### (a) Financial Member

Register as Kaduna State member and make a payment of annual dues.

#### (b) Full Membership

Full membership (MMAN) which shall be conferred on financial member who has spent at least 5 years of financial membership and on payment of appropriate dues and levies

**(c) Life Membership**

Life membership (LMAN) which shall be open to interested financial/Full members who have spent at least 10 years and on payment of appropriate dues and levies recommended by the State Executive Council approved from time to time by the National Council in their Annual Council meeting and/or person conferred with the fellow of MAN.

**(d) Fellow membership**

Fellow membership (FMAN) which shall be open to interested financial/Full/Life members, who have spent more than 10 years and on payment of appropriate dues and levies. The candidate must have shown dedication and contribution to the development of Mathematics in the state, recommended by the State Executive Council and approved from time to time by the National Council in their Annual Council meeting.

- e) He/She shall not be a financial member of the state if
- I. Resigns, Ceases to reside/work in the State
  - II. Cease to be financial member of the registered State MAN
  - III. Is officially declared bankrupt
  - IV. Convicted of a criminal offence involving dishonesty by a court of competent jurisdiction
  - V. Becomes insane or of unsound mind
  - VI. Recommended for deregister from the state MAN by the council and ratified by annual meeting majority vote of members present at any Annual General Meeting of MAN.

**ARTICLE 5: MEMBER'S BENEFITS**

Each financial member shall be entitled to:

- (a) The right to vote and be voted for
- (b) Free Constitution at the point of registration of MAN. New/Existing member(s) are to purchase a copy of newsletter.
- (c) Purchase of other publications of MAN including ABACUS at reduced rates.

**ARTICLE 6: DISCIPLINE**

The State Executive Council of MAN shall have the power to suspend a member for offences such as:

- (a) Embezzlement of funds
- (b) Anti-association activities or
- (c) All such behaviors, that which in the opinion of the Council are capable of bringing the association to disrepute
- (d) The suspensions shall be for a specific period not exceeding twelve (12) months
- (e) All suspensions shall be reported to the next Congress General meeting for ratification or otherwise
- (f) Vote of no-confidence shall be passed on any erring officers by the council.

**ARTICLE 7: ESTABLISHMENT & COMPOSITION OF COUNCIL**

**SECTION: STRUCTURE**

**(a) STATE EXECUTIVE COUNCIL (SEC)**

The state branch shall have a State Executive Committee (SEC) of MAN which shall consist of:

- i. The Chairman
- ii. The Vice Chairman
- iii. The State Secretary
- iv. The State Assistant Secretary
- v. State Treasurer
- vi. State Financial Secretary
- vii. State Publicity Secretary
- viii. Quiz Master
- ix. Auditor
- x. Business Manager
- xi. Four (4) ex-officio members, made up of:
  - (a) The immediate past Chairman
  - (b) The immediate past State Secretary
  - (c) Two (2) other members elected who shall be designated ex-officio I and
  - (d) Ex-officio II
- xii. Other officers that make up the State Executive Committee as may be desired.

**(b) STATE BOARD OF TRUSTEES**

There shall be Board of Trustees of MAN consisting of:

- (i) All fellows of the MAN in the State
- (ii) The Chairman
- (iii) The State Secretary
- (iv) The State treasurer

**ARTICLE 8: FUNCTIONS**

**a) FUNCTIONS OF THE STATE EXECUTIVE COMMITTEE**

The State Executive Committee (SEC) shall:

- i. Implement the decision of the Council at the state level, subject to the provisions of this consideration
- ii. Take and implement decisions on behalf of the state branch of the association at the state level
- iii. See to the formation of local chapters of the association at the state level
- iv. Ensure grassroots spread of the association's activities

**b) FUNCTIONS OF THE STATE CHAIRMAN**

The state chairman is the chief executives of their state branches and shall

- i. Perform similar functions as the president at the state level
- ii. Liaise with national executive committee of the Association and the state branch
- iii. Be responsible for implementing all Councils decisions at the state
- iv. Mobilize membership and activities in their state branches
- v. Be responsible for all state actions
- vi. Present a written report of the state action to all council meetings
- vii. Present a written report of the state branch activities for the year at Annual General Meeting

- viii. Be an admin of the state's social media accounts
- ix. Be responsible for the welfare of the association.
- x. Chair the Conduct of Olympiad

**c) FUNCTIONS OF THE VICE CHAIRMAN**

The Vice Chairman shall:

- i. Assist the Chairman
- ii. Act in the absence of the Chairman
- iii. Always advice the state Chairman on decision taking

**d) FUNCTIONS OF STATE SECRETARY**

The State Secretary shall:

- i. Summon meetings of the MAN
- ii. Work closely with the Chairman and present a report to the Congress General Meeting
- iii. Be an admin of the state's social media accounts
- iv. Be an answerable to the state chairman
- v. Promote the image of the association
- vi. Produce/write minutes/report of the state branch meeting/activities.

**e) FUNCTIONS OF THE STATE TREASURER**

The State Treasurer shall:

- i. Be the custodian of the monies of the MAN
- ii. Ensure that all monies paid to him/her are deposited within 72 hours in the account of MAN
- iii. Be one of the signatories to the Association's account and
- iv. Present a report on the finances of the MAN to the Congress General Meeting.
- v. Issuance of official receipt of any payment made to the state account

**f) FUNCTIONS OF THE FINANCIAL SECRETARY**

The State Financial Secretary shall:

- i. Collect all annual and other money dues to the MAN and pay same to the State Treasurer immediately
- ii. Prepare an annual membership list in conjunction with the State Treasurer
- iii. Pay to the MAN's account within 2 working days of the collection of the money when the State Treasurer is not available
- iv. Promote the image of the Association
- v. Be a signatory to the accounts of the Association
- vi. Compile the list of members that made payment

**g) FUNCTIONS OF THE STATE PUBLICITY SECRETARY**

The State Publicity Secretary shall:

- i. Publicize the activities of the MAN

- ii. Publish the Association's newsletter
- iii. Promote the image of the association

#### **h) FUNCTIONS OF THE STATE ASSISTANT SECRETARY**

The State Assistant secretary shall:

- i. Assist the State secretary and
- ii. Act whenever the secretary is absent
- iii. Compile information for the Association's newsletter
- iv. Promote the image of the association

#### **i) FUNCTIONS OF THE BUSINESS MANAGER**

The Business Manager shall:

- I. Be responsible for the distribution, sale and advertisement of all the MAN publications to interested reading audience including libraries, institutions, etc.
- II. Device means of generating funds for the association

#### **j) FUNCTIONS OF THE AUDITOR**

The Auditor shall:

- i. Be the chairman of the audit committee of the Association.
- ii. Audit the annual financial report as presented by the **Financial Secretary** before presenting to the congress.

#### **k) FUNCTIONS OF THE QUIZ MASTER**

The Quiz Master shall:

- i. Be responsible for the publications of the books authored by MAN
- ii. Provide brief at State meetings on book(s), publications and curricula up-dates
- iii. Coordinate the Conduct Olympiad

#### **l) FUNCTIONS OF EX-OFFICIO MEMBER I & II**

Ex-officio member I and II

- i. The duties shall be assigned to them by executives at any meeting

#### **m) STATE BRANCH**

The state branch shall:

- i. Undertake membership drives at the state and local government levels to ensue wide spread support to the association's activities
- ii. Collect subscription from individuals and institutions and pay appropriate percentage to the national financial secretary

- iii. Without prejudice to the provisions of this constitution. 40% of the dues collected shall be retained by the state branches while the remaining 60% is paid to the national financial secretary. However, this percentage may be reviewed from time to time
- iv. Be responsible for sponsoring its chairman or his/her representative to meeting of the council of the MAN
- v. Present the highlights of its activities each year in a written report to the Annual General Meeting (AGM) or his/her representative

#### **n) FUNCIONS OF THE BOARD OF TRUSTEES**

The board of trustees shall:

- i. Be Trustee of the MAN
- ii. Appoint qualified auditors from among those normally nominated at annual general meeting to audit the Association's account
- iii. Generate funds for the association from sources outside the MAN's regular sources of income

#### **ARTICLE 9: COMMITTEES**

There shall be the following committee

- i. The Council of the MAN as defined in Article 7 (a) and (b)
- ii. The State Executive Committee of the MAN shall as defined in article 7(a)
- iii. Ad-hoc committees of the MAN shall be appointed as and when necessary, either by the Annual General Meeting or by the Council to carry out specific functions
- iv. Ad-hoc Committees shall have power to co-opt any member of the association for necessary service
- v. Sub – committee of the MAN shall be appointed as and when necessary by the Chairman and to be ratified by the State Executive Council
- vi. The Sub – committee shall carry out specific functions clearly defined in specific terms of references in order to avoid conflicts with existing committee

#### **ARTICLE 10: MEETING OF THE MAN AND QUORUM**

- a) Meeting of the association shall be convened by the State Secretary after due consultation with the State Chairman of the MAN
- b) Notices of the meetings except emergency meetings shall be sent to members at least four weeks before the date of the meeting
- c) There shall be an AGM of the MAN at the end of each year.
- d) An emergency general meeting shall be called by the State Secretary upon the receipt of a signed request by financial members not less than two-third (2/3) of the congress or upon the directives of the State Councils or the Chairman of the MAN.
- e) Except otherwise indicated in this constitution, all decisions of the MAN shall be by a simple majority of members present and voting in duly constituted meetings.
- f) The quorum for any general meetings shall be one-third (1/3) of the financial membership whichever is less:
  - i. In the absence of the Chairman or the vice Chairman, the members present can elect one of the State Executive member present to chair the meeting
  - ii. The quorum for council meeting is 6 (six) including the Chairman or his representative.
- g) The Board of Trustee shall meet as at when necessary
- h) The quorum for the meeting of the board of trustees shall be one-third (1/3) of the total number of trustees
- i) The Council shall meet at least three times in a year

## SECTION IV: ELECTIONS

### ARTICLE 11: ELIGIBILITY AND PROCEDURE

- a) (i) There should be a written intention to the State Secretariat by any member(s) willing to contest for a post in any election  
(ii) The written intention together with the fee for the nomination form should reach the State Secretariat on or before the election day.
- b) Any person who has been a financial member of the MAN for at least five (5) consecutive years and has attended at least one (1) conference and Annual General Meeting (AGM) be elected into any position of the State Executive Committee (SEC)
- c) The incumbent Vice Chairman automatically becomes the Chairman at the end of the tenure of the Chairman if and only if the vice Chairman has performed to the satisfaction of the members
- d) The Chairman shall nominate the State Secretary for ratification by State Executive Committee (SEC), such nominee must satisfy (11b) above
- e) Where an office becomes vacant by reason of death or resignation or vote of no confidence, the council may appoint a financial member to serve in the position until the next Annual General Meeting when the post is to be contested for.
- f) Election into the SEC shall normally be secret ballot
- g) A returning officer shall be elected by the meeting and thereafter, the incumbent SEC shall be partly dissolved
- h) The returning officer shall then preside over the election
  - i. Election shall be by Electoral College. Any person who satisfy (11b) above be qualified to elect and must be physically present at the Annual General Meeting
  - ii. All fellows that are physically present at the Annual General Meeting (AGM) are eligible to vote and shall be sufficient for election into any given office
- i) The result of the election shall be announced to the house during the same Annual General Meeting
- j) The Complete State Executive Council (SEC) shall assume duty immediately as the newly elected members are declared
- k) For the purpose of implementing Article 11, the posts to be elected in alternate years shall be:
  - i. Vice Chairman
  - ii. State Treasurer
  - iii. Business Manager
  - iv. State Publicity Secretary
  - v. State Financial Secretary
  - vi. State Assistant Secretary
  - vii. Quiz Master
  - viii. Auditor
  - ix. Ex-officio 1
  - x. Ex-officio 2
- l) The completed forms must be returned to the State Secretary on or before the election day
- m) No person can be elected to any post in absentia
- n) An elected officer, except the Chairman and Vice – Chairman, can hold a post for a maximum of 2 terms of two years each.

### ARTICLE 12: FINANCE

- a) The annual dues and other necessary fees shall from time to time be determined by Annual General Meeting of the recommendation of the council



- b) Only current financial members are entitled to the benefits of membership of the MAN.
- c) The Council shall have the power to receive donations on behalf of the MAN
- d) State branches may also raise funds or receive donations on behalf of MAN
- e) The Board of Trustees shall also have the power to raise funds for the association out of which it shall organize the annual fellows' night and pay any balance to the association's fixed deposit account
- f) The Council may execute activities to generate funds for the association and present reports on such activities at the Annual General Meeting
- g) The Chairman shall authorize all expenditure and shall either with the State Financial Secretary or with the State Treasurer sign each cheque
- h) The account of the association shall be audited annually by the external auditor and the audit reports shall be presented at the next Annual General Meeting.

## **SECTION V: HONOURS, PATRONS AND AWARDS**

### **ARTICLE 13: HONOURS, PATRONS AND AWARD**

- a) The MMAN, LMAN and fellowship of the National MAN is an honour normally conferred on individual who have been a financial member of the state MAN chapter for at least 10 years, and who have made valuable contributions either to the Mathematics Education in the state, Nigeria or elsewhere, without prejudice to the above
- b) A special award shall be conferred on a non-member recommended by the state chairman or member of SEC, who has contributed to the attainment of the MAN's objectives
- c) Such member must be from the state where he/she is a financial member

## **SECTION VI: RULES AND REGULATIONS GOVERNING THE BODY**

### **ARTICLE 15: ESTABLISHMENT OF TRUSTEES**

- a) The Trustees of the Mathematical Association of Nigeria MAN shall be as stated in Article 7(b)
- b) The Fellows of MAN shall normally be the Trustees of the Association
- c) The Chairman, the State Secretary and the State Treasurer shall be members of board of Trustees of the Association
- d) The Trustees may hold office for life but a trustee shall cease to hold office if he/she:
  - i. Resigns his/her office
  - ii. Cease to be member of the registered trustee MAN
  - iii. Is officially declared bankrupt
  - iv. Convicted of a criminal offence involving dishonesty by a court of competent jurisdiction
  - v. Becomes insane or of unsound mind
  - vi. Is recommended for removal from office by the council and ratified by annual meeting majority vote of members present at any Annual General Meeting of MAN or
  - vii. Ceases to reside/work in the State
- e) There shall be no replacement of trustee(s) for reason upon a vacancy occurring in the number of trustees
- f) The trustees shall have common seal
- g) The common seal will be kept in the custody of the secretary who shall produce it when required for use by the trustees

### **ARTICLE 16: MEMBERSHIP OF TRUSTEES AND FUNCTIONS**

- a) The membership of the Trustees shall change after every two years by which time new Chairman , secretary and treasurer will have been elected and new fellows of the association will have been honored
- b) No replacement is made for reason of death or suspension of a trustee
- c) The accounts of the association shall be audited annually and the audit reports are presented at Annual General Meeting (AGM)
- d) The auditors shall be nominated at AGM
- e) The trustee shall appoint qualified auditor(s) from those nominated at Annual General Meeting who shall audit the account of the association at least once in a calendar year
- f) For audit purposes, the fiscal year of the association begins and ends in 30<sup>th</sup> December every year of part thereof

**ARTICLE 17: THE INCOME OF THE MATHEMATICAL ASSOCIATION OF NIGERIA (MAN)**

- a) Income or whatsoever derived shall be applied solely towards the promotion of the objectives of the MAN as set forth in the CONSTITUTION and no portion thereof shall be paid or transferred directly or indirectly, by way of dividend, bonus or otherwise however by way of profit, to the members of the MAN.
- b) Provided that nothing herein shall prevent the payment, in good faith of reasonable and proper remuneration to any officer or servant of MAN for any service actually rendered to the MAN.
- c) No member of the Council management or governing body shall be appointed to any salaried office of the MAN any office of the MAN paid by fee.
- d) No remuneration other than benefit in money shall be given by MAN to any member of such Council or governing body except reimbursement of out-pocket expenses or reasonable and proper rent for premises demised, or let to the MAN provided that the provision last aforesaid shall not apply to any company to which a member of the MAN holds more than one hundredth part of the capital, and such members shall not be bound to account for any share of profits he may receive in respect of such payment.

**SECTION VII: AMENDMENT, DISSOLUTION, SUPREMACY AND ADOPTION OF CONSTITUTION**

**ARTICLE 18: AMENDMENT**

- a) Without prejudice to the provision of (b) and (c) of this article NO ADDITION, alteration, or amendment shall be made to or in this CONSTITUTION for the time being in force, unless the same have been previously submitted to and approved by the Attorney General/Minister of Justice
- b) This constitution may be amended by a resolution and approved by at least two-third of those present and voting at a General Meeting of the MAN
- c) A motion on any proposed amendment shall be circulated to members in writing by the State Secretary giving a notice of at least two weeks.
- d) At least 15 financial members from the state may propose an amendment.

**ARTICLE 19: DISSOLUTION**

- a) The MAN may be dissolved by two-thirds of the members in good standing present at a regular meeting or by the decision of its patrons following at least five years of inactivity on the part of the association
- b) In the event of a winding up or dissolution of the MAN there remains, after the satisfaction of all its debts liabilities any property whatsoever, the same shall not be paid to or distributed among the members of the MAN but shall be given or transferred to the National account of the MAN.

## **ARTICLE 20: SUPREMACY**

- a. The provisions of this constitution are supreme and shall have binding force and authority on all members of the Association and their activities generally.
- b. Any decision taken by the Executives, Legislative, Committees or Congress of the Association which is inconsistent with the provision of the constitution shall be null and void to the extent of the inconsistency.
- c. No person or group of persons shall take control of this Association except in accordance with the provisions of this constitution.
- d. This Association shall operate within rules and regulations of the MAN.

## **ARTICLE 20: ADOPTION OF CONSTITUTION**

The constitution of any part therein shall come into force by a motion or adoption sponsored by a congress member and seconded by another member in a congress.

## **ARTICLE 21: CONSTITUTION HISTORY**

This constitution was drafted by 4 man committee in 2022:

1. Ahmad Tijjani Rabiou - Chairman
2. Yusuf Muhammad Kufena - Secretary
3. Dr. Sani Sa'idu - Member
4. Dr. M. K. Dauda - Member

## **ARTICLE 22: ADOPTION**

This constitution is adopted on 30<sup>th</sup> April, 2022

.....  
**Yusuf Muhammad Kufena, MMAN**  
**Secretary Constitution Drafting Committee**

.....  
**Mallam A. T. Rabiou, FMAN**  
**Chairman, Constitution Drafting Committee**

.....  
**Dr. Sani Sa'idu, MMAN**  
**Member/ Chairman MAN Kaduna**

.....  
**Dr. M. K. Dauda, LMAN**  
**Member/Chairman MAN Kaduna**

**OATH AND INVESTITURE INSTRUMENT OF MAN EXECUTIVE COMMITTEE**

I, ..... of (Address)..... with Phone No:.....do solemnly pledge to discharge the duties of the office of .....of MAN to best of my ability, to eschew all actions and conduct that will bring the image of The Society and to guard, defend and uphold the Constitution of MAN at all times.

.....

Signature & Date

.....

Signature & Date

(Oath Administrator)