

NIGERIAN RED CROSS SOCIETY RULES

RULE 1

GENERAL PROVISIONS

1. Legal Base of the National Society

- i. Nigerian Red Cross Society was established by an Act, of Parliament in 1960 and recognized by the International Committee of the Red Cross in 1961 and was admitted in the International Federation of Red Cross Crescent Societies in the same year.
- ii. The Society is the only National Society of the Red Cross in the Federal Republic of Nigeria and carries out its humanitarian activities throughout the territory of the Federation;
- iii. The Society is recognized by the Federal Government of Nigeria as a Voluntary Aid Society, auxiliary to the public authorities in the humanitarian services.

2. Mission of the National Society

The mission of the National Society mission is to alleviate the situation of the vulnerable people which include those affected by disaster, epidemics, armed conflicts and the poorest communities in both urban and rural areas amongst whom are women, children, aged, displaced and other vulnerable people.

3. Vision of the National Society

- i. To build a strong National Society that will continue to respond to both conflicts and other emergency situations with required professionalism;
- ii. To build a visible and respectable National Society in terms of activities, integrity, accountability, internal and external relations;
- iii. To develop focused and strategic systems that will enhance efficient service delivery with the required impact;
- iv. To develop the potentials in young people with the aim of mobilizing them for the purpose of service delivery to the vulnerable;
- v. To put in place human and material resources for achieving the above visions.

4. The Fundamental Principles of the National Society

The International Red Cross and Red Crescent Movement has seven fundamental principles which are binding to the National Society. These are:-

- i. Humanity.

The International Red Cross and Red Crescent Movement, out of a desire to bring assistance without discrimination to the wounded on the battlefield, endeavors, in its international and national capacity, to prevent and alleviate human suffering whenever it may be found. Its purpose is to protect life and health and to ensure respect for the human being. It promotes mutual understanding, friendship, cooperation and lasting peace amongst all peoples.

- ii. Impartiality

It makes no discrimination as to nationality, race, religious beliefs, class, or political opinions. It endeavors to relieve the suffering of individuals, being guided solely by their needs, and to give priority to the most urgent cases of distress.

- iii. Neutrality

In order to continue to enjoy the confidence of all, the Movement may not take sides in hostilities or engage at any time in controversies of a political, racial, ethnic, religious or ideological nature.

iv. Independence

The Movement is independent. The National Society, while auxiliary to public authorities and subject to the laws of the country, shall always maintain its autonomy so that it may be able at all times to act in accordance with the principles of the Movement.

v. Voluntary Services

It is a voluntary relief movement not prompted in any manner by desire for gain.

vi. Unity

There can be only one Red Cross or Red Crescent Society in any one country. It must be open to all. It must carry its humanitarian work throughout its territory.

vii. Universality

The International Red Cross and Red Crescent Movement, in which all Societies have equal status and share equal responsibilities and duties in helping each other, is worldwide.

5. Purposes of the National Society

The general purposes of the Society, without discriminating based on place of origin, race, ethnicity, nationality, class, language, gender, religious belief or political opinion, are as follows:-

- a. in time of war or armed conflict, to furnish volunteer aid to the sick and wounded both of armies and among non-belligerents, and to prisoners of war and civilian sufferers from the effects of war or armed conflict, in accordance with the spirit and conditions of the Geneva Conventions and the Additional Protocols;
- b. in time of natural, chemical, biological and technological disaster and epidemics, to provide assistance to the most affected in accordance with its statutes;
- c. to perform all duties devolved upon the National Society by each nation which has acceded to the said conventions and by the International Red Cross and Red Crescent Movement;
- d. to assist victims of internal violence and to help victims in the preservation of their physical integrity and dignity;
- e. in time of peace, war or armed conflict, to carry on and assist in work for the improvement of health, the prevention of disease and mitigation of suffering throughout the world.

6. Functions of the National Society

In promoting the general purposes of the Society, it shall be the duty of the Society:-

- a. to train personnel and maintain a permanent organization to relieve sickness, suffering and distress, especially the casualties of war, armed conflict and disaster;
- b. when engaged in relief work, to supplement official services where they exist, and in particular to be prepared to supply trained auxiliaries for the medical services of the Armed Forces, for other medical and nursing services; to provide additional stores, special equipment and extra comforts where needed and to be ready to take the initiative where an official service does not exist or is limited;
- c. to be ready in any emergency to organize relief services and supply personnel, stores and equipment as a temporary measure until the official services are ready to take over or the need cases to exist, and to co-operate with other organizations, if necessary, in organizing such services;
- d. generally to act as a channel through which the public may express their sympathy for the sick and suffering, but except in the circumstances set out in paragraphs (b) and (c) not to subsidize Government Schemes or assume responsibilities, which are the legitimate functions of the government: Provided that where the Society is informed by the Government that the Government is unable to undertake them, until such time as the Government is able to do so;

- e. to undertake work in accordance with the principles of the Movement for the improvement of health and prevention of disease, including courses of instruction open to the public;
- f. to promote and encourage the enrolment of adult and youth members in the work of the Society;
- g. to encourage, coordinate and support the work of the Branches, Divisions, and Subsidiary Units in carrying out the functions of the Society;
- h. to bring to the knowledge of the people of Nigeria the provisions of the International Humanitarian Law;
- i. to cooperate with the government to ensure respect, and protection of the Red Cross/ Red Crescent Emblems;
- j. to educate and promote the fundamental principles and ideals of the Red Cross/Red Crescent Movement among the population.

7. National Headquarters of the National Society

The National Headquarters of the Society is situated in the Federal Capital Territory, Abuja of the Federal Republic of Nigeria. All meetings of any national organ of the Society shall be held at the National Headquarters except otherwise decided by the Central Council.

RULE 2

ORGANIZATION OF THE SOCIETY

1. Central Council

The supreme governing body of the Society is the Central Council, the composition of which is set out in Rule 4.

2. Central Council Executive Committee

When the Central Council is not in session, its functions shall be carried out by Central Council Executive Committee (hereinafter "Executive Committee") particulars of which are contained in Rule 6. In such case, the Executive Committee shall have and exercise all the powers delegated to it by the Central Council, except the power of amending these Rules.

3. Branches and Branch Committees

There shall be for each State of the Federation, a branch of the Society with Branch Executive Committee having the powers and duties set out in Rule 7.

4. Divisions and Divisional Committees

a. A Branch Executive Committee shall establish a Division in any Local Government Area of the State in which there are not less than 50 members of the Society, and delegates such powers to it as may be necessary for the good management of the work of the society.

b. Every Division shall have Divisional Committee.

5. Voluntary Aid Detachments

a. Members of the Society who have the qualifications laid down in the Regulations will be organized into Voluntary Aid Detachments or such other Units, Teams or Groups for carrying out the Red Cross activities.

b. In time of emergency the Central Council may offer units of volunteers to the Federal Government for foreign services.

6. Zonal Offices

a. There shall be for each of the six geo-political zones of Nigeria, a Zonal Office.

b. Each Zonal Office shall be headed by a Branch Chairman elected from among the Branch Chairmen of the geo-political zone.

RULE 3

1. MEMBERSHIP OF THE SOCIETY

Membership of the Society shall be open to all citizens of Nigeria and to non-Nigerians resident in Nigeria irrespective of race, sex, ethnicity, class, language, religious belief or political opinion.

2. Categories of Members

The Society consists of patrons, members and volunteers as defined hereunder:-

(a) Patrons

i. Grand Patron: The President of Federal Republic of Nigeria shall be the Grant Patron of the Society except as shall otherwise be determined by the Central Council;

ii. Patron: The Governor of a State shall be the Patron of the Branch except as shall otherwise be determined by the Central Council;

iii. Divisional Patron: The Chairman of Local Government Area shall be the Divisional Patron of the Division except as shall otherwise be determined by the Central Council;

(b) Members

i. Life Member: that is to say, a member of the Nigerian Red Cross Society who has been so designated by the Central Council in recognition of exceptional services rendered to the National Society;

ii. Honorary Life Member: that is to say, a person not initially a member of the National Society but has been so designated by the Central Council in recognition of exceptional services he rendered to the National Society;

iii. Life Associate Member: that is to say, a person who pays a life subscription as laid down in the Regulations;

iv. Associate Member: that is to say, a person who pays an annual subscription to the Society or to one of its Branches;

v. Regular Member: that is to say, a person who is enrolled in the Society's Voluntary Aid Detachments in accordance with the Regulations;

vi. Junior Member: that is to say, a boy or girl of school age who is enrolled in the Society's Junior Unit.

(c) Volunteers

A Volunteer: that is to say, a person who, motivated by free will, renders such services as may be required to the Society but who is not necessarily a member or staff of the Society and is not paid as staff of the Society.

3. Rights and Duties of Members

a. Rights

Every member has the right:

i. to elect and be elected to the governing bodies;

ii. to participate and vote in the meetings of the local assembly and, if elected, in the assemblies of higher levels of the organization;

iii. to present proposals and raise issues with any authority in the National Society in accordance with channels of communication.

b. Duties

It is the duty of every member:-

- i. to adhere to and disseminate the Fundamental Principles of the National Society;
- ii. to promote the work of the National Society;
- iii. to recognize and obey the Statutes and Regulations of the Society;
- iv. to respect and protect the Emblem of the Society;
- v. to pay annual subscription;
- vi. to participate actively in the work of the National Society.

4. Loss of Membership

a. A member may give notice of his withdrawal of membership of the Society in writing at any time to his Branch Secretary or the Secretary General.

b. Membership subscription shall expire after twelve months, unless the subscription is renewed. The member shall receive a reminder of the need to renew the subscription at least one month before expiration. Failure to renew subscription for two consecutive years may lead to suspension of membership and for three years complete loss of membership.

c. The Branch Executive Committee may recommend that the Central Council Executive Committee expel a member for gross misconduct, of which the member shall be informed promptly and:-

- i. From the date of the recommendation the affected member shall be deemed to have been suspended from the Society;
- ii. Any member so suspended shall have the right to appeal to the Central Council whose decision shall be final and binding.

d. The Central Council shall make regulations of the hearing of appeals and provide for an arbitration procedure within the Society so as to ensure that no member is unjustly treated, and that the procedure is fair and in accordance with laws of the land.

e. Gross misconduct for the purpose of expulsion is the display of actions incompatible with the Seven Fundamental Principles or engagement in activities which are detrimental to the reputation and activities of the National Society: Provided that the Central Council shall provide for an external appeal committee to hear an appeal of an aggrieved person.

f. Any member including volunteer shall at the time of suspension or resignation return all Society's property in his custody to the Society.

g. A suspended member forfeits all rights enjoyed by members until the suspension is lifted.

8. Restriction of Membership

Notwithstanding anything to the contrary in these Rules, in times of war, the Central Council, after consultation with the Minister responsible for Defense, may place such restriction on the continued membership or admission to membership of a person who is not a Nigerian citizen as may deem necessary in the interest of Nigeria.

RULE 4

CENTRAL COUNCIL AND ITS OFFICERS

1. Composition

The Central Council, which is the supreme body of the Society, shall be composed of:

a. Two members from each State Branch that is to say: the Branch Chairman or his nominee and an elected member from the Branch;

b. All elected National Officers;

c. Co-opted members that is to say:

- i. Two Youth Representative elected by National Society Youth Wing;
- ii. Two Female Representative elected by National Society Mother's Club;
- iii. One representative each from relevant federal government Ministries and agencies, the Armed Forces and the Police; and

c. Branch Secretaries. Provided that Co-opted members and Branch Secretaries shall attend meetings of the Council as observers with no voting rights.

d. Members of the Council shall not be less than 80 or more than 100.

2 (1) Functions of the Central Council

- a. It formulates the mission and policies that govern the National Society.
- b. It approves the plans and activities and budgets and financial reports of the National Society.
- c. It determines the amount of membership subscriptions.
- d. It ensures that the Statutes and internal regulations are up-to-date and monitor the compatibility of relevant national laws with the objectives of the Red Cross and Red Crescent Movement.
- e. It draws up, amends and approves all regulations which are necessary in order to give effect to the present Statutes.
- f. It oversees the election of Zonal Chairmen from among the Branch Chairmen of the each geo-political zone;
- g. It appoints and dismisses the Secretary General on the recommendation of the Central Council Executive Committee.
- h. It elects the members of the Central Council Executive Committee.

2 (2) Power to make Regulations

The Central Council is hereby empowered to make Regulations for good organization of the work of the Society, and any reference in these Rules to the Regulations means the Regulations so made.

3. Officers of the Central Council

a. The following Officers shall be elected by the Central Council at its Annual General Meeting from among the members of the Central Council, and shall hold office for a term of three years and be eligible for re-election for a further term of three years and no more:-

- i. President;
- ii. Vice President;
- iii. Legal Adviser;
- iv. Finance and Planning Adviser;
- v. Health Adviser;
- vi. Disaster Management Adviser;
- vii. Fund Raising Adviser;
- viii. Youth Adviser;
- ix. Branch Relations Adviser;
- x. Information Adviser;
- xi. Training Adviser; and
- xii. Life Member.

b. The Officers of the Society shall discharge the duties which ordinarily and properly belong to the offices which they respectively hold and shall also perform such duties as may be assigned to them by the Central Council from time to time.

c. An Officer of the Society shall;

- i. be a committed and respected member of the community;
- ii. not be an adjudged bankrupt;
- iii. not have been found guilty of fraud or fraud related offence or gross misconduct;
- iv. be a registered member of the Society;
- vi. in the case of an Adviser, he shall be members of the profession relevant to his office.
- vii. not be a holder of any political party office.

4. Duties of Officers

1. President:

- i. Shall preside at all meetings of the Central Council at which he is present and shall perform all duties incidental to his office;
- ii. May summon emergency meetings of the Central Council;
- iii. Shall take actions and decisions between meetings, as delegated by the Central Council Executive Committee;
- iv. Shall be one of the signatories to the accounts of the Society;
- v. Shall represent the Society nationally and internationally;
- vi. May delegate some of his functions to the Vice President;
- vii. In meetings where he is a Chairman, he has a casting vote.

2. Vice President shall:

- i. preside over meetings in the absence of the President;
- ii. chair the Establishment Sub-Committee except when he is the Acting President; and
- iii. perform such other duties delegated to him by the President.

3. Legal Adviser shall:

- i. chair the Legal Sub-Committee;
- ii. represent the National Society nationally and internationally on constitutional and legal matters and offer advice on International Humanitarian Law.

4. Finance and Planning Adviser shall:

- i. chair the Finance and Planning Sub-Committee and the Property Management Sub-Committee;
- ii. be a signatory to the Society's Accounts.

5. Health Adviser shall:

- i. be a health professional of repute;
- ii. chair the Health Sub-Committee.

6. Disaster Management Adviser shall

chair the Disaster Management Sub-Committee.

7. Fund Raising Adviser shall:

chair the Fund Raising Sub-Committee.

8. Youth Adviser shall:

chair the Youth Sub-Committee.

9. Branch Relations Adviser shall:

chair the Branch Relations Sub-Committee.

10. Information Adviser shall:

chair the Information Sub-Committee.

11. Training Adviser shall:

- i. be a person knowledgeable in manpower development especially as it affects Red Cross training programmes;

ii. chair the Training Sub-Committee.

5. Casual Vacancies

a. Any vacancy occurring in any office during the year may be filled by the Executive Committee and if any officer is temporally absent from Nigeria the Executive Committee may authorize some other person to perform his duties during his absence;

b. In the event of a vacancy arising in the office of the President, or should the President be unable to carry out his functions, the Vice President shall serve as Acting President until the next session of the Central Council. At this session, the Central Council shall elect a President to fill the vacancy for the remaining period of the current term of office.

7. Meetings of Central Council;

a. The Central Council shall meet at least once a year in the first quarter of that year on a date to be decided by the President in consultation with the Central Council Executive Committee.

b. The President may summon a special meeting of the Central Council at any time, and shall do so on the requisition of at least thirty members of the Central Council;

c. Voting

Matter arising at any meeting of the Central Council except matters regarding the amendments of these Rules shall be decided by a simple majority of votes, and in the case of an equality of votes the President or other officer presiding shall have a casting vote.

d. Quorum

The quorum for a meeting of the Central Council shall be not less fifty percent of the total number of members of the Council at the date of the meeting.

8. Attendance at Meetings by Employees

Employees of the Society may be required or permitted by the Central Executive Council Committee to attend any meetings of the Central Council, the Central Council Executive Committee or a Sub-Committee, and may speak at any such meeting, with the permission of the member presiding, but shall not be entitled to vote.

9. Sub-Committees

a. The Central Council shall constitute the following Sub-Committees:

i. Legal

ii. Finance and Planning;

iii. Health;

iv. Disaster Management;

v. Fund Raising;

vi. Youth;

vii. Branch Relations;

viii. Information;

ix. Training;

x. Establishments, and

xi. Property Management.

b. All Sub-Committees shall collaborate with other Sub-Committees where necessary.

c. All Sub-Committees shall recommend to the Central Council Executive Committee their views on matters referred to them.

d. Persons who are not members of the Central Council may be appointed to a Sub-Committee.

e. A Sub-Committee shall consist of not less three members.

f. Every Sub-Committee shall decide its quorum.

g. The President shall be an ex-officio member of each sub-committee.

h. The Secretary General shall be the secretary of every Sub-Committee but he can assign any staff to act on his behalf.

10. Functions of the Sub-Committees

a. Legal Sub-Committee

i. The Sub-Committee shall advise the Society on all legal matters; memoranda of understanding, bilateral and multilateral agreements;

ii. The Sub-Committee shall advocate for the enactment of the Nigerian Red Cross Society amended statutes and shall cause such amendment if in the Rules to be incorporated;

iii. The Sub-Committee shall liaise with and advise the Government on the implementation of International Humanitarian Law (IHL) as contained in the Geneva Conventions and the Additional Protocols of which Nigerian Government is a party;

iv. The Sub-Committee shall interpret the Statutes and advice on issues brought to it by other Sub-Committees, Central Council Executive Committee and Central Council.

b. Finance and Planning Sub-Committee

i. The Sub-Committee shall advise the Society on all matters of policy affecting the finance of the Society with a particular view to ensuring that the policy of the Society is in accordance with the Seven Fundamental Principles of the International Red Cross / Red Crescent Movement.

ii. The Sub-Committee shall advise on the preparation of Annual accounts for submission to the Auditors.

c. Health Sub-Committee

The Sub-Committee shall advise on the coordination of the various health activities of the Society.

d. Disaster Management Sub-Committee

The Sub-Committee shall advise on the Emergency Plans for the Society.

e. Fund Raising Sub-Committee

i. The Sub-Committee shall have the responsibility to advise the Society on fund raising from co-operate organizations, individuals, governments or other agencies with a particular view that the policy or advice is in accordance with the fundamental principles of the International Red Cross and Red Crescent Movement;

ii. The Adviser shall be a signatory to the National Headquarters' accounts.

f. Youth Sub-Committee

The Sub-Committee shall advise on youth related programmes and advise on more youth participation into the society.

g. Branch Relations Sub-Committee

The sub-committee shall advise on the formulation of policies that can be used by the National Headquarters to coordinate the activities of the Branches.

h. Information Sub-Committee

i. The Sub-Committee shall advise on appropriate information dissemination strategies;

ii. The Sub-Committee shall advise on matters relating to public relations and matters related thereto.

i Training Sub-Committee

The Committee shall advise on the coordination of the various Red Cross Training Programmes.

j. Establishment Sub-Committee

- i. The Sub-committee shall advise on all personnel and human resources matters of the Society;
- ii. The Sub-Committee shall advise Central Council Executive Committee on the conditions of service and salary of staff of the Society;
- iii. Undertake work performance appraisal of staff.

k. Property Management Sub-Committee

- i. The Sub-Committee shall advise on the management of the Society's Property nationwide;
- ii. The Sub-Committee shall advise on the implementation of Central Council Executive Committee decisions on the Society's Property nationwide.

RULE 5

ELECTIONS

1. There shall be an Election Committee whose composition and functions shall be as set out hereunder.

2. Election Committee

a. The Election Committee shall be composed of the National Legal Adviser who shall be the Chairman and a representative from each of the six geo-political zones of Nigeria who shall be elected in accordance with these Rules: Provided that no member who is interested in contesting for any post shall be elected as a member of the Election Committee

b. The members of the Election Committee shall be elected by the Central Council at its Annual General Meeting.

c. Members of the Election Committee shall hold office from the conclusion of the Annual General Meeting of the Central Council during which they are elected until the conclusion of the following Annual General Meeting.

d. In the event of National Legal Adviser as the Chairman of the Election Committee being interested in elective office, he shall step down from the Committee and the Central Council shall co-opt any Branch Legal Adviser or any legal practitioner member of the Central Council who is not contesting any elective post to act as the Chairman of the Election Committee.

e. The Election Committee shall receive written nominations from the members and prepare slate of officers for elections.

f. The Election Committee shall adopt its own procedure provided it shall be in substantial compliance with basic democratic electoral process.

g The procedure hereby established shall apply to all elective positions in the Society.

g. No person shall be eligible for election or re-election for any office in the Society at any level if he is indebted to the Society or any Branch howsoever.

h. No person shall hold two elective positions simultaneously in Society;

i. Wherever, under these Rules, a person is to be nominated or elected to any office, or to membership of any Council or Committee, a postal vote shall be possible if the Election Committee so decides and prescribes the procedure.

j. In order for the Society to promote unity and command loyalty of all Nigerians, the Election Committee shall ensure that in the composition of the Central Council there shall be no predominance of persons from few states or zones or from a few ethnic or other sectional groups.

RULE 6

CENTRAL COUNCIL EXECUTIVE COMMITTEE

1. Composition

The Central Council Executive Committee shall compose of the following:-

- i. President;
- ii. Vice President;
- iii. Legal Adviser;
- iv. Finance and Planning Adviser;
- v. Health Adviser;
- vi. Disaster Management Adviser;
- vii. Fund Raising Advisers;
- viii. Youth Adviser;
- ix. Branch Relations Adviser;
- x. Information Adviser;
- xi. Training Adviser;
- xii. One Youth Representative and
- xiii. One Female Representative;
- xiv. The six (6) Zonal Chairmen
- xv. Not more than five co-opted members as observers who shall hold office from the conclusion of the meeting at which they are elected until the conclusion of the next Annual General Meeting.

2. Meeting

- i. The Executive Committee shall meet on quarterly basis at the National Headquarters or any place to be fixed by the President in consultation with at least ten Officers of the Society;
- ii. The President at his discretion may call a special meeting of the Committee at any time and shall do so on the request of at least five members;

3. Functions of the Central Council Executive Committee

- a. It recommends the appointment or dismissal of the Secretary General to the Central Council;
- b. It appoints all staff except the Junior Staff and dismisses them if necessary in accordance with the prevailing conditions of service;
- c. It adopts the budget and annual report submitted to it by the Secretary General before submitting it for final approval by the Central Council;
- d. It provides for the establishment and dissolution of the branches and approves the establishment of the Divisions;
- e. It ensures the inclusiveness and diversity of Nigerian Red Cross Society;
- f. It sets policies on staff and volunteers;
- g. It sets the pace in the fund raising effort on behalf of the Society;
- h. It oversees the financial reporting process, internal control and legal compliance of the Society's financial transactions;
- i. It holds management accountable for performance;
- j. It provides oversight for the financial stability of the Society;
- k. It provides oversight for creating the leverage of the Emblem as well as its protection;

l It establishes a culture and practice of management discipline which will facilitate the identification, investigation and appropriately sanctioning any officer or employee of the Society that is found to have misappropriated the Society's resources;

m Planning for management development and succession;

n Identifying, cultivating and soliciting donors and strategic partners support for the Society;

4. Presiding and Voting at Meeting

i. The President of the National Society or, in his absence, the Vice President, shall preside over meetings of the Committee;

ii, Matters arising at any meeting shall be decided by a majority of votes, and in the case of an equality of votes, the presiding officer shall have a second or casting vote;

iii. Fifty percentage of the members shall form a quorum.

5. Absence from meetings

Unless the Executive Committee otherwise resolves, any member of the Committee who fails to attend three consecutive meetings of the Committee, save as a result of ill health or absence from Nigeria, without written notification, shall be deemed to have resigned his membership of the Committee.

6. Removal from Office

a. An elected officer of the National Society shall be removed from office by Central Council for gross misconduct.

b. 'gross misconduct' means a grave violation or breach of the provisions of these Rule or a misconduct of such nature as amounts in the opinion of the Central Council to gross misconduct.

7. Employees

a. Appointment:

i. The Central Council shall appoint the Secretary General on the recommendation of the Central Council Executive Committee for a four (4) year term with a provision for removal or re-appointment. Provided that a person shall serve as a Secretary General for a maximum of two terms only.

ii. The Central Council Executive Committee shall appoint all staff from the position of Assistant Director and above in accordance with the prevailing conditions of service;

iii. The Secretary General shall appoint all staff from the position of Principal Officer and below with consultations of the Establishment Sub-Committee and with the approval of the Central Council Executive Committee.

b. Dismissal

i. The Central Council may suspend, terminate, dismiss or retire the Secretary General on the recommendation of the Central Council Executive Committee;

ii. The Central Council Executive Committee may suspend, terminate, dismiss or retire any staff from Assistant Director or above in accordance with the conditions of service.

13 (1) The Secretary General

i. There shall be a Secretary General who shall be the Chief Executive Officer of the Society and shall be appointed by Central Council on the recommendation of the Central Council Executive Committee;

ii. The Secretary General shall be a full time Senior Manager and shall carry out his functions under the authority of the Central Council;

iii. The Secretary General shall be the Secretary of the Central Council, Central Council Executive Committee and, unless otherwise provided, of all other bodies set up by the Central Council or the Central Council Executive Committee.

(2) The Duties of the Secretary General

- i. The Secretary General may delegate his functions to other officials of the Secretariat;
- ii. To implement the decisions of the Central Council and the Central Council Executive Committee and the mandate given to him by other bodies of the Society;
- iii. To manage and control the Secretariat and be responsible for the executing of the work entrusted to it;
- iv. To prepare budgets and quarterly and annual financial reports;
- v. To organize the different services of the Secretariat in accordance with the decisions of Central Council Executive Committee;
- vi. To appoint competent staff from Principal Officer and below and when necessary terminate such appointments is subject to the approval of Central Council Executive Committee;
- vii. To be the authorized representative of the Society in relation to other parties and courts of law for all transactions executed in notaries form relating to the acquisitions, administration and expenditure of the Society;
- viii. To implement the decisions of the Central Council or the Central Council Executive Committee. In exceptional or urgent circumstances, the Secretary General shall take all appropriate measures aims at implementing such decisions;
- ix. To carry out any other function assigned to him by the present statute or entrusted to him by the Central Council Executive Committee, the Central Council or the President;
- x. To report on the activities of the Society to the Central Council Executive Committee and the Central Council;
- xi. To attend in the sessions of the Central Council and the Central Council Executive Committee as the Secretary.

RULE 7

BRANCHES AND BRANCH EXECUTIVE COMMITTEE

1. State Branch

- a. There shall be a Branch of the Society in each State of Nigeria to be known by the name of the State in which it is situated.
- b. A Branch of the Society shall be registered and recognized by the Central Council as the State Branch if it meets the requirement as spelt out in the Nigeria Red Cross Society statutes for establishment of branches;
- c. Not more than one Branch shall be established and recognized in any one State.

2. Establishment of a Branch

- a. With the object of ensuring that the activities of the Society extend throughout the whole country, the Central Council shall establish or authorize to be established Branches in each state of the country as it thinks fit;
- b. Each Branch shall be responsible to the Central Council. The Central Council shall lay down regulations for the organization of the Branch and the conduct of its meetings and elections.

3. Annual General Meeting

- a. Each Branch shall hold an Annual General Meeting at a date and place to be fixed by the Chairman of the Branch Executive Committee.

b. A Special meeting may be called by resolution of a simple majority of the Branch Executive Committee or when requested by one-third of the Divisions in the Branch.

c. Notice of every meeting of the Branch shall be given by the Secretary of the Branch to the Secretary of each Division and to each member of the Branch Executive Committee at least seven days before the date fixed for the meeting, except in case of emergency, when such notice may be shorter.

d. All members of the Society resident within the State shall be entitled to attend the Annual General Meeting of the branch, and each member present representing a division shall have one vote, where there is a tie, the Chairman presiding shall have a casting vote.

e. Matter which may be treated at an Annual General Meeting include:

- i. Budget;
- ii. Elections when due;
- iii. Financial and General Reports;
- iv. Divisional and Units Report;
- v. Use of emblem.

4. Branch Executive Committee

The Branch Executive Committee shall comprise:-

- a. Branch Officers;
- b. Divisional Representatives;
- c. Youth Representative;
- d. Women Representative and
- e. Not more than five (5) co-opted members.

5. Duties of the Branch Executive Committee

The Branch Executive Committee shall:-

- (i) be responsible for exercising the powers and carrying out the duties conferred or imposed on it by these Rules or by the Regulations;
- (ii) have power to appoint members of Sub-Committees, whether consisting of members of the Branch Executive Committee or not;
- (iii) ensure that all work authorized to be done within its State is effectively carried out;
- (iv) not delegate its executive authority to a sub-committee;
- (v) meet at least quarterly;
- (vi) have a quorum of not less than half of the elected members of the Branch Executive Committee;
- (vii) establish a culture and practice of management discipline which will facilitate the identification, investigation and appropriate sanctioning of any member or employee of the Branch that is found to have misappropriated the Society's resources.

6. Duties of the Branch Secretary

- i. There shall be a Branch Secretary, who shall be the Chief Executive and Accounting Officer of the branch and shall be appointed by the Branch Executive Committee upon the approval of Central Council Executive Committee;
- ii. The Branch Secretary shall be a full time staff and shall carry out his functions under the authority of the Branch Executive Committee and perform the following functions:
 - a. Managing the branch office, its personnel, volunteers and members on a day-to-day basis.
 - b. Initiating and organizing Red Cross activities within the State.
 - c. Carrying out programmes and activities of the National Society.

- d. Supervising and monitoring the activities of the Divisions and through Divisional Coordinators the activities at the Community level.
- e. Recruiting members and volunteers and putting in place mechanisms to retain and motivate them.
- f. Be responsible for the implementation of the volunteering policy of the Red Cross in his Branch and develop volunteer network in the various programmes and activities of the Red Cross in the State Branch.
- g. Coordinating and supporting the activities of the various coordinators in his branch such as branch Health Coordinator, HIV/AIDS Coordinator, Branch Volunteer Coordinator, etc.
- h. Organizing fund raising activities and other income generating activities.
- i. Liaising with the State Government and other agencies to ensure the smooth running of the Branch and its operations.
- j. Ensure the safety and maintenance of the Branch's property including all relevant documents.
- k. Preparation of Branch budget with advice of the Branch Finance and Planning Adviser;
- l. Preparation of accounts for auditing.
- m. Sending quarterly and annual reports including financial reports of the Branch to the National Headquarters.

7. Revocation of Delegations

Any delegation of powers to a Subsidiary Unit may be revoked, suspended or varied by the Branch Executive Committee which made the delegation and no delegation of powers by the Branch Committee shall prevent the Branch Executive Committee from exercising those powers itself if the subsidiary unit fails to exercise those powers.

8. Jurisdiction of Branch

The Branch shall have authority over the work of the Society in the State, including the work of Divisions, subject to the general control of the Central Council;

9. Powers of Dissolution

The Central Council of the Society shall dissolve a Branch Executive Committee if and when their conduct is inconsistent with the Act or the Rules of the Society and shall set up a caretaker committee or appoint an administrator to run the affairs of such a Branch until a new committee is elected.

10. Duties of A Branch

The duties of the Branch shall be:

- a. To organize new Divisions and Units of the Society within the State;
- b. To stimulate, assist and coordinate all work of the Divisions and Units within the State;
- c. To contribute to alleviation of the situation of the vulnerable people within the State;
- d. To organize fund raising within the State in accordance with the method approved by the Branch Executive Committee;
- e. To recruit and retain members and volunteers within the State.
- f. To keep the Central Council fully informed in all work carried on within the State and to make recommendations in reference thereto.
- g. To keep minutes of all meetings of the Branch Executive Committee, and to send copies thereof to the Central Council as soon as practicable.

h. To arrange the form and methods of cooperation in matters of public health and sanitation with its State Government and Local Government authorities subject to the general policy as may be laid down from time to time by the Central Council.

i. The Branch shall submit to the Central Council:-

(i) An annual report of the work of the Society within the State during the last calendar year including the work of the Divisions;

(ii) An audited account and statement of receipts and expenditure for the last calendar year in the form prescribed by the Central Council;

(iii) A budget for the whole Branch for the current year including summaries of the budget of the Divisions within the Branch as directed by the Branch Executive Committee.

RULE 8

FINANCE

1. Sources of Funds

The funds of the Society shall consist of:-

- a. Subscription from members;
- b. Subvention and other grant-in-aid received from government;
- c. Endowments;
- d. Gifts and donations to the Society provided such are not derived directly from the revenues of activities known to be contrary to the "Fundamental Principles" of the Society;
- e. Trust funds held in the name of the Society;
- f. The proceeds of any fund raising activity organized by the Society or a branch thereof;
- g. Financial support from other partners to support the work of the Society;
- h. Such other legitimate sources not specifically mentioned above.

2. Assets held on behalf of the Society

i. The Society being a body corporate, all funds and other property coming into the control of the Society or of any Branch, Division or other subsidiary unit belong to the Society and are held on behalf of the Society as a whole except where trust funds are held on trusts which require them to be held on other terms or where a grant in aid has been accepted for the expense of a specified service in accordance with these Rules;

ii. Subject to ultimate power of control vested in the Central Council, a Branch, Division or other subsidiary unit is authorized to manage the funds and other property under its control in the way laid down in these Rules and or any other Regulation and to apply them for the purposes of the Society in accordance with any policy laid down by the Society provided that the prior approval of the National President with the consent of the Central Council Executive Committee is obtained.

3. Levies by Central Council and Branches

i. Each branch shall make available to the Central Council from its resources such sum as the Central Council may annually decide for meeting the expenditure of the Central Council;

ii. The Subsidiary units of a branch shall likewise make available to the Branch such sums as the Branch may annually decide for meeting the expenditure of the Branch;

4. Application of Assets

i. Except with the express permission of the Central Council, funds and other property held by or on behalf of the Society shall be used only for the purposes and objectives of the Society, provided that any exception permitted by the Central Council shall be with respect to a cause which is either within her fundamental principles or otherwise a noble non-violent cause;

ii. In particular, no funds shall, without the permission of the Central Council, be used for the purpose of making cash grants or loans to non-Red Cross organizations or institutions which are themselves appealing to the public for support or are entitled to support from federal, states or Local Governments Authorities.

5. Borrowing Powers

The Central Council Executive Committee of the Society may, if and when necessary, borrow money from banks, financial institutions and the like for the Society's purposes.

6. Authority for Expenditure

i. The expenditure of the Central Council shall be in accordance with an annual Budget prepared with the advice of the Finance and Planning Adviser and after being considered by the Executive Committee and approved by the Central Council;

ii. Provided funds are available, the Central Council Executive Committee may authorize the continuation of expenditure on salaries and other recurrent items between the end of one fiscal year and the approval of the Budget for the next year, and may also authorize expenditure on such items in excess of that provided for in the annual Budget, if the Committee is satisfied that the additional expenditure is unavoidable and that work of the Society will suffer if it is not authorized immediately;

iii. In case of disaster in Nigeria or elsewhere, the Central Council Executive Committee may authorize such extraordinary expenditure whether from current resources or from reserves, as may seem fit.

7. Application of Rules to Branches

The provisions under this Rule shall apply to the expenditure of a Branch as it does to that of the Central Council, except that a Branch may not incur extraordinary expenditure in respect of disaster outside Nigeria without the prior authority of the Central Council.

8. Control of Expenditure of Subsidiary Units

Each Branch shall lay down a procedure to ensure that any expenditure or financial commitment incurred by a Division or other Subsidiary Unit within the Branch has been referred to and authorized by a Committee of the unit before it is incurred. Different procedures may be laid down for different subsidiary units, according to their sizes and financial resources.

9. Audit

i. The Central Council shall appoint at each Annual General Meeting an auditor to whom all books, records, accounts and reports of the Society and its officers shall be submitted at such times as may be required. The report of the auditor shall be presented at the next following Annual General Meeting of the Council.

ii. The Accounts of each Branch and its Subsidiary Units shall be kept in the form prescribed in the Regulations, and shall be audited annually by independent auditor appointed by the Branch Committee;

ii. Provided always that no one audit firm shall audit the Society's accounts for a period of more than five years.

10. Financial Year

The financial year of the Society and its Branches and Subsidiary Units shall be from the 1st January to the 31st December in each calendar year.

11. Short-term Investments

Any funds held by the Society, or by a Branch and Subsidiary Unit, which are in excess of reasonable current requirements, may be invested in any short-term Government Securities and or in other viable ventures as shall be authorized by the Central Council Executive Committee or Branch Executive Committee.

12. Banking Arrangements

- i. All funds received by the Society (including its Branches and Subsidiary Units) shall be paid into a bank account, provided that where no Bank is reasonably available, the Branch Executive Committee may authorize a Subsidiary Unit to make use of a Local Government Treasury Safe;
- ii. A bank account shall not be opened or operated except in accordance with the law and a resolution passed by the appropriate committee and shall be in the name of the Society or of one of its Branches, in case of the Branch, a copy of the resolution and mandate shall be sent to National Headquarters;
- iii. The names of two or more persons authorized to sign cheques shall be indicated in the Resolution authorizing the opening of the account, and all cheques drawn, shall bear the signatures of not less than two of the persons so authorized;
- iv. In event of emergency, an account shall be opened in the name of the specific project but shall always be ratified by the Central Council or Branch Executive Committee as the case may be.

13. Remuneration and Loans

- a. No remuneration shall be paid to any elected officer, but an elect officer shall be entitled to a reasonable regular subsidy to enhance performance.....;
- b. No officer shall borrow money from the Society;
- c. No officer shall engage in any business that is in conflict with the interest and or objectives of the Society;
- d. No officer shall be allowed to use the Society's property for private purposes.

14. Annual Fees

Fees shall be payable annually in accordance with the schedule laid down from time to time in the Regulations.

15. Collection of Fees

Fees and subscriptions shall be collected by Branches or Divisions as laid down in the Regulations.

16. Disbursement of Subscriptions

Of the subscription paid by a member, one half shall be payable to the Division and one half shall be divided in the ratio of 3:2 between the Branch and the National Headquarters.

17. Assessment Levy on Branches

Before the end of each calendar year, the Central Council Executive Committee, with assistance of the Finance and Planning Sub-Committee, shall estimate contribution of Branches for general work in the next calendar year and shall determine the amount of money to be forwarded or made available to the Central Council by each Branch and shall give particulars of same to each Branch.

18. Consequences of Failure to Pay

If the amount due in fees or subscription or levy be owed for one year, the Branch shall lose its voting right, in addition to such other penalty as the Central Council Executive Committee may determine.

19. Budget

With the notice calling the Annual General Meeting of the Central Council, the Central Council Executive Committee shall cause to be sent the proposed Budget for the year which shall contain a statement in summary form setting out the Budget each Branch prepared under these Rules together with particulars of the sums which it is suggested the Branches should forward or make available to the Central Council, as notified to the Branches.

20. Annual Report

The Central Council Executive Committee shall approve annually a report of the proceedings of the Society for the previous calendar year, including a complete and itemized report of receipts and expenditure, together with a certified accounts duly audited and shall submit the same to the Central Council at its Annual General Meeting and may furnish a copy thereof to the appropriate Ministry or organization.

21. Authority Required for Appeals of Funds

No member or employee of the Society, either alone or in association with any other person, may issue any public appeal or take part in any public activity with object of raising funds for the Society without obtaining the approval of the Central Council Executive Committee or the Branch Executive Committee as the case may be. Any violation of this provision shall attract severe sanction to be determined by the Central Council Executive Committee or Branch Executive.

RULE 9

LAND

1. Land Vested in the Society

All land and buildings in Nigeria acquired by the Branch, Division or a Subsidiary Unit shall be vested in the Society, to be held (subject to these Rules) on behalf of the Branch, Division, or Subsidiary Unit, which shall be responsible for its management and for the payment of all expenses in connections with it: Provided that a tenancy agreement, as distinct from a lease, may be taken in the name of the Branch, Division and or Subsidiary Unit, and signed on its behalf by the Branch Chairman and the Branch Secretary under the supervision of the Legal Adviser.

2. Approval of Central Council for Acquisition of Land/Buildings

Before entering into any contract for the acquisition of land or building, or accepting any offer of a gift of land, or entering into any lease of land or building, the branch, division, or subsidiary unit shall submit details (including the Legal Adviser's report) of the proposed contract, gift or lease to the Secretary General of the Society for the approval of the Central Council Executive Committee and shall not proceed further until such approval has been given.

RULE 10

USE OF RED CROSS EMBLEM AND BADGE

1. Emblem and Badge defined

The Society is permitted by law to have and use in carrying out its purposes an emblem and badge, a red cross with vertical and horizontal arms of the same length and completely surrounded by a white background.

The Central Council shall establish appropriate binding regulations on the use of the emblem in accordance with the Geneva Conventions and appropriate protocols as well as the Nigerian Red Cross Act and the 1991 Regulations.

2. Use of Emblem on buildings or vehicles

The Emblem of the Society shall be used:

- i. On any building or other structure (whether permanent or temporary), including a tent, used by the Society for carrying out its purposes;
- ii. On any ambulance or other vehicle used by the Society for carrying out its purposes.

3. Use of Emblem on Uniform

The Emblem may be worn by members and volunteers in uniform in accordance with the Regulations on occasions when uniform is permitted to be worn, but no person other than full-time employee of the Society shall wear uniform except when actually engaged in the work of the Society or going to or from such work;

4. Prohibition of misuse of Emblem

Members, Volunteers and staff shall at all times, and especially in time of war or armed conflict, avoid using the Emblem in such a way as to suggest that any person or object is entitled to the protection of the General Conventions and its Additional Protocols when not so entitled. Members, Volunteers and staff should report any misuse of the emblem whether by a member of the Society or by any other person to the National Society and the National Society shall report to the Nigeria Police or any relevant Ministry.

5. Expulsion for misuse of Red Cross Emblem

The use of the Red Cross Emblem is regulated by law, in accordance with International Conventions, and any member, volunteer and staff contravening this rule or otherwise misusing the Emblem shall be liable to be expelled from the Society in addition to any punishment prescribed under the law.

RULE 11

RELATIONS WITH GOVERNMENT AND OTHER ORGANIZATIONS

1. Duty to Retain Independence

a. It is the duty of the Society to cooperate with Federal, State, Local Governments and other voluntary organizations engaged in similar work to that of the Society, but only on condition that the Society retains administrative control over its own funds, personnel and materials.

b. The Society shall at all times maintain its autonomy which allows it to act according to the Seven Fundamental Principles of the International Red Cross / Red Crescent Movements;

c. Public authorities shall at all times respect the adherence of the Society to the Seven Fundamental Principles of the International Red Cross / Red Crescent Movements.

2. Sharing of Name and Emblem Restricted

The use of the Red Cross name and Emblem is governed by the Regulations on the use of Emblem by National Society adopted in 1991 by the Council of Delegates, and the Society must not share for appeal or other purposes, the Red Cross name and emblem except in conformity with the said Regulations.

3. Reliance on Voluntary Subscriptions and Grants in Aids

a. The Society is required to rely for its maintenance on voluntary subscriptions.

b. The Central Council may authorize regular and specified services to be administered on the basis that those who are able and willing should contribute towards expenses.

c. The Central Council may also authorize the acceptance of grants in aid from Federal, State and Local Governments for the expenses of specified services undertaken at their request.

4. Channels of Communications

a. Branches are encouraged to communicate with one another through the National Headquarters;

b. No subsidiary unit shall communicate with the Central Council and other branches except through its Branch Executive Committee;

c. For the purpose of cohesion, all communications by individual members, Branches, Divisions, and Subsidiary Units with the Federal government, the International Committee of the Red Cross, the International Federation of the Red Cross and Red Crescent Societies and governing bodies of other Voluntary Aid Societies shall be through the National Headquarters of the Society.

5. Statement to the Press, etc.

a. No member / volunteer or employee of the Society shall make any statement to the press or broadcast any communication concerning the Society or the Red Cross / Red Crescent Movement generally, without the consent of the Central Council Executive Committee or The Branch Executive Committee;

b. This rule shall not apply to reports or notices of annual meetings, inspections, reviews, lectures or local activities of a Branch, Division or Subsidiary Unit.

RULE 12

MISCELLANEOUS, AMENDMENTS AND SAVINGS

1. Seal

a. The Seal of the Society shall be of the following design:

The concentric circles the outer one 37.5mm in diameter having the words "Nigerian Red Cross Society" inscribed between the circles and the representation of the emblem of the Society inside the inner circle.

b. The Central Council Executive Committee shall make arrangements for the safe custody of the seal.

2. Amendment of Rules

i. These Rules shall be reviewed at any time but not later than ten (10) years;

ii. These Rules may be amended or repealed by the Central Council at any time but only after due notice embodying the proposed amendment or repeal has been sent to all members and officers of the Council at least twenty one days before the date of the meeting at which the proposal is to be considered.

iii. A proposal to amend or repeal these Rules shall not be carried unless it is approved by at least two-thirds of members of the Central Council.

iv. Power to amend or repeal these Rules is not delegated to the Central Council Executive Committee.

v. Any proposal to amend or review the rule shall be first submitted to the Joint Statute Commission, Geneva before adoption by the Central Council.

3. Savings of Former Rules

In any matter for which provision is not made in these Rules, or in the Act, or by regulation, the Rules in the former statute on the date on which the Act came into operation shall, so far as they were applicable on that date continue to apply until other provision is made by the Central Council.

4. Commencement

These Rules shall come into force upon its adoption by the Central Council and signed by the National President and the Secretary General.