

Draft

**NON-GOVERNMENTAL
ASSOCIATION FOR LITERACY SUPPORT SERVICES
NOGALSS**

NATIONAL

**MEMBERSHIP WELFARE
BYE-LAW**

"IMPROVING LIVES THROUGH COOPERATION"

SECTIONS

1. Title
2. Commencement
3. Welfare Committee
4. Objectives
5. Membership
6. Officers of the Committee
7. Sources of Funds
8. Safety (Custody) of Money
9. Finance Books
10. Functions of Committee Members
11. Appointment of Committee Members
12. Term of Committee Members
13. Meetings of Committee Members
14. Benefits to NOGALSS Members
15. Financial Reports of Account

1. PREAMBLE

We the Members of Non-Governmental Association For Literacy Support Services, (NOGALSS) haven firmly and solemnly resolved to live in love and unity hereby agree to take care of our Members Welfare activities for the purpose of promoting the spirit of collective aspiration in NOGALSS.

2. NOW THEREFORE, NOGALSS HEREBY AFFIRMS:

- a) That this document shall be known and called "NOGALSS Welfare Bye Law" for the NOGALSS Welfare Members.
- b) That, this Bye Law shall come into effect on the 1st of January 2018.
- c) There shall be a NOGALSS Welfare Committee not less than 7 Members at the National and 5 Members at all other levels of the Association to handle Welfare of NOGALSS Members.

3. **OBJECTIVES**

The objectives of this Bye Law are to demonstrate love and care among NOGALSS Members whenever he/she is in need.

4. **MEMBERSHIP**

Membership shall include all interested NOGALSS Members who are duly registered through Welfare Membership Application Form.

5. **ADMINISTRATION**

For administrative purposes, the following officers are required to manage and coordinate the affairs of the Welfare activities in NOGALSS.

- a) Chairman
- b) Deputy Chairman
- c) Secretary
- d) Assistant Secretary
- e) Treasurer
- f) Financial secretary
- g) Public Relation Officer (PRO)
- h) Legal Representative
- i) Member(s)

6. **SOURCES OF FUNDS:**

To manage the Welfare Scheme, sources of money shall be from the following:

- a) Each Member shall contribute yearly the sum of which shall be put in place by the National Welfare Committee to be ratified by the National Executive Council of NOGALSS.
- b) Each serving NOGALSS facilitator (literacy teacher) shall contribute yearly Five Thousand Naira (N5,000.00) only to the Central Welfare account.
- c) Source for funds from International Development Partners and Philanthropic Organizations/Individuals

7. COMMENCEMENT:

All payment shall commence from January and end in June of every year. Failure to pay within this period will attract N500 surcharge.

8. SIGNATORIES TO THE WELFARE ACCOUNT:

- a) There shall be opening of NOGALSS WELFARE Account with First Bank Plc or as the National Executive Council may decide.
- b) The Chairman, Treasurer and secretary shall be signatories to the Welfare Account.
- c) The National President of NOGALSS shall be a Signatory to the Welfare Account.
- d) The National President with any of the other signatories above shall withdraw money from the Welfare account.
- e) All transactions shall be duly approved by the National President.
- f) All monies realized from Welfare Members shall be deposited in NOGALSS Welfare Account within 24 hours of reception.
- g) There shall be an external auditor to the Welfare account as the National Executive Council shall appoint.

9. THE FOLLOWING FINANCIAL DOCUMENT SHALL BE IN USE.

- a) Financial records of all monies collected shall be kept in the custody of the Financial Secretary
- b) Cashbook for all monies handed over to the Treasurer
- c) All monies collected shall be deposited into designated NOGALSS Welfare Account within 24 hours, and all tellers shall be kept for auditing purpose.
- d) There shall be a comprehensive database of Welfare financial activities documentation.

10. FUNCTIONS OF THE WELFARE COMMITTEE:

- a) The National Welfare Committee shall work in conjunction with the NOGALSS National Executive Council for developing Welfare Policies and the operational guidelines.
- b) The Welfare Committee shall invest available funds to generate more funds as may be approved by NEC.
- c) The Welfare Committee shall register the NOGALSS Welfare Scheme with a reputable Insurance Organization.
- d) The National Welfare Committee shall ensure the functionality of the Welfare Committee at all levels.
- e) The National Welfare Committee in conjunction with the National Executive Council of NOGALSS shall decide on the appropriation of net surplus if any.

11. FUNCTION OF THE COMMITTEE EXECUTIVES MEMBERS:

A. Chairman

- I. Shall chair all the committee meetings that he/she is a Member.
- II. Shall convene all emergency meetings when necessary.
- III. Shall give reports of all Welfare activities to the NOGALSS Executives at their various levels (National, State, and LGA).
- IV. Every decision taken shall be in consultation with the President/Chairman for approval.
- V. Shall be a signatory to the account.

B. Treasurer

- I. Shall receive all monies/financial documents collected by the financial secretary and deposit same in NOGALSS Welfare Account.
- II. Shall, in conjunction with financial secretary, submit financial report to the Welfare committee on demand.
- III. Shall be a Signatory to the account

C. Secretary

- I. Shall record all minutes of the meetings convened by the chairman.
- II. Shall be signatory to the account.
- III. Shall carry out any function assigned by the Chairman.
- IV. Shall keep the database of all financial members.

D. Financial Secretary

- I. Shall record all monies from Welfare Members.
- II. Shall remit all monies collected in conjunction with the treasurer to the NOGALSS Welfare account.
- III. Shall keep the list of all financial registered Members.
- IV. Shall keep a comprehensive database of all financial activities documentation.

12. APPOINTMENT OF COMMITTEE MEMBERS:

The NOGALSS Executives at all levels shall appoint all Committee Members.

13. OFFICE OF COMMITTEE MEMBERS:

Office of the Committee Members shall be by the office held in NOGALSS and it is subject to satisfactory performance and strict compliance to NOGALSS rules and regulations. The Executive Council can appoint more people to be in the committee if the need arises.

14. COMMITTEE MEETINGS:

The Welfare Committee Members shall meet at least biannually to deliberate on crucial issues when necessary or as scheduled by the committee at their various levels.

15a. There shall be a meeting to review all financial transactions

15. At the end of every financial year, rewards shall be given to the contributors of the Welfare Scheme.

16. Categories of Membership

- a. Standard Members - N5,000.00 Per Annum.
- b. Golden Members - N10,000.00 Per Annum.
- c. Prime Members: - N20,000.00 Per Annum.
- d. Zenith Members: - N40,000.00 per Annum

Benefits depend on the category that you belong to.

17. BENEFITS TO MEMBERS: Benefits accrue to up-to-date Financial Members only.

a. Weddings (Each Member shall have only one slot)

- I. There shall be N20,000.00/N40,000.00/N60,000.00/N100,000.00 (according to the category of Membership) support for any registered Member of NOGALSS from the Central Purse.
- II. In addition to the above, each Member of NOGALSS Working Committee at the National, Zone, State, and LGA where the beneficiary is a Member shall contribute the sum of two thousand naira (N2,000.00) to the beneficiary.
- III. The notice of the wedding should not be less than three months to NOGALSS Working Committee at his/her level.
- IV. There shall be a delegate of at least 5 Members to attend the wedding or as the Level (National, State, Zonal and LGA) in conjunction with the State Chairman of Welfare Committee deems fit.

b. Anniversaries, Ordinations, Birthdays and Awards (Every Member shall have three slots maximum)

- I. There shall be N20,000.00/N40,000.00/N60,000.00/N100,000.00 (according to the category of Membership) support for any registered Member of NOGALSS from the Central Purse.
- II. In addition, Each Level (State, Zonal and LGA) Member to which the beneficiary is a Member shall contribute the sum of one thousand naira (N1000.00) to the beneficiary.

III. The notice of the anniversaries should not be less than 3 months to the Level.

IV. There shall be a delegate of at least 5 Members to attend the anniversary or as the level deems fit.

c. Severe Sickness and Disease That Has Gone Beyond One Month:

A financial Member of the NOGALSS Welfare scheme shall receive financial assistance not less than N10,000.00 or additional support as may be determined by the NEC.

d. Death of a Member/Member's Relation

I. A deceased Member's family shall be provided with casket/coffin worth N50,000.00 for the burial.

II. If the casket/coffin is already provided by the deceased family the amount stated above shall be handed over the deceased family during burial ceremony.

III. Each NOGALSS Member shall contribute the sum of N2,000.00 to the burial of such a diseased Member.

IV. In addition, every other level of the NOGALSS Working Committee is to decide on additional benefits.

V. The Welfare Committee at all levels shall liaise with NOGALSS Executives for the burial of the deceased Member.

VI. All NOGALSS Members in his/her Level (State, Zonal and LGA) shall attend the burial ceremony or delegates of not less than five Members shall pay condolence visit to the family.

VII. Benefits to financial Members over the demise of his/her biological father, mother, Children (not more than two) shall be given a sum of 50% of the Member's annual contribution.

18. The minimum balance of the welfare account should at no time be less than 30% of the total amount contributed by Members for the previous Welfare year.

NOTE:

- a) Every Member of the Membership Welfare Scheme of all Category shall have five (5) maximum life's benefits of his/her choice. Any Member whose benefits are not contemplated/covered as above shall choose five benefits of his/her choice over his/her life time.
- b) The said five life's benefits shall be at interval of not less than three years each.

19. Financial Report

Financial report of the Membership Welfare activities shall be given to NOGALSS Executives once in a year, i.e. every December.

20. Auditing: Auditing shall be done once in a year by a professional auditing firm as may be appointed by the NEC

21. Beneficiaries shall be up to date financial members of the Welfare Scheme.

22. RESIGNATION OF MEMBERSHIP

Any Member who has received any or all of the Organisation's life benefit shall not resign from the Organisation until after the following conditions are met:

- a) He/she shall send a notice of resignation to the Organisation at least three months before the resignation can take effect.
- b) He/she should have obtained clearance from the Welfare Committee.
- c) He shall surrender all properties of the Organisation in his possession.