

CONSTITUTION OF THE HISTORICAL SOCIETY OF NIGERIA

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SECTION 1: PREAMBLE

We, the members of the Historical Society of Nigeria, having firmly and solemnly resolved to form a non-governmental, non-partisan and non-profit organization, do hereby make and give to ourselves the following constitution:

SECTION 2: NAME

The name of the organization shall be “**Historical Society of Nigeria**” hereafter referred to as **the Society or HSN**

SECTION 3: OFFICE ADDRESS

The secretariat of the Society shall be at the Department of History, University of Ibadan, Ibadan, NIGERIA

SECTION 4: AIMS AND OBJECTIVES

The aims and objectives of Society shall be:

- (1) To vigorously promote, support, strengthen and uphold the study of Nigerian History and Historical scholarship
- (2) To through advocacy and strategic interventions, assiduously pursue the provisions of Section 4 (1) at all levels of education in the country
- (3) To support individuals, institutions, government and non-governmental organizations in the establishment of all necessary structures that will enhance the study of History
- (4) To promote an enduring sense of history and historical consciousness amongst the citizenry
- (5) To conduct research into all aspects Nigerian History and promote the publication of such research endeavor.

SECTION 5: MEMBERSHIP

- (1) Membership shall be open to all persons genuinely interested and committed to the promotion of Historical scholarship in general and Nigerian History in particular.
- (2) Any prospective member shall be admitted only upon sponsorship by two members of HSN and the Council shall after due deliberations decide whether or not to admit such proposed members.
- (3) New members shall on admission pay the admission fee as in operation at the time of admission.
- (4) New members shall subscribe to the oath of membership as prescribed in this constitution.
- (5) With the exception of Life Members, membership of the Society shall be predicated on the payment of annual dues of the Society in any financial year.

SECTION: 6 CATEGORY OF MEMBERSHIP & QUALIFICATIONS

There shall be four categories of members:

- (1) **Student members**-undergraduates through their affiliated student organizations. They shall be entitled to all priviledges of ordinary membership except that of voting or serving in any committee of the society.
- (2) **Associate members**- council shall have the authority to admit, on recommendation, deserving members of the public and they shall be entitled to all

privileges of ordinary membership except that of voting or serving in any committee of the society.

(3) **Ordinary members-** Graduates of History and practitioners (i.e. teachers/Lecturers at all levels of education).

(4) **Life Members-** Any member who pays a stipulated bulk sum to be determined by Council. This category of membership is exempted from paying the Society's annual dues.

(5) **Fellows** –These are distinguished Ordinary members of the society elevated to the status of Fellows by the Fellows in Council after such persons have

(a) excelled in the promotion of Historical scholarship and demonstrated significant and persistent interest in the affairs of the Society.

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(b) engaged in the teaching of history in a tertiary institution and or practice other aspects of historical scholarship for at least 20 years and who must be an active member of the HSN.

(c) must have consistently paid his membership fees for at least five years preceding his/her nomination. Such payments not made in arrears. In the case of a life member, such candidate must have been a Life Member for a period of at least three years.

(d) Council shall have the authority to consider and admit into the Fellowship of the Society, after a prospective candidate; having satisfied all the constitutional provisions is recommended in writing by at least three members of Council who are Fellows, for consideration.

(6)

(a) Any member, who after having become the President of Society, should be elevated to the status of a Fellow if not already one; at the next investiture of Fellows of the Society.

6. Associate Fellow - Council shall have the authority to admit, on recommendation of three Council members, deserving members of the public who have demonstrated outstanding interest in the promotion of Historical scholarship and/or preservation of Historical knowledge. Such persons shall be entitled to all privileges of ordinary membership except that of voting or serving in any committee of the society.

7. **Corporate Members-**These are corporate bodies who identify with the aims and objectives of the Society.

SECTION 7: OATHS

There shall be two types of Oaths:

(1) Oath of allegiance and membership

I, do solemnly swear/affirm that I will be faithful and bear true allegiance to the Historical Society of Nigeria and that I will preserve, protect and defend the constitution of Historical Society of Nigeria.
So help me God.

(2) Oath of Office

I, do solemnly swear/affirm that I will be faithful and bear true allegiance to the Historical Society of Nigeria and that as of the Historical Society of Nigeria. I will discharge my duty to the best of my ability faithfully and for Historical Society of Nigeria. So help me God.

SECTION 8 RIGHTS AND RESPONSIBILITIES OF MEMBERS

1. Each member of HSN shall have the right to:
 - (a) Attend all general meetings
 - (b) Express his views as to the method(s) in which he/she feels the Society should be run.
 - (c) Vote and be voted for in line with the provisions of this constitution and other bye laws and regulations as determined by Council/ Electoral body.
 - (d) Receive the newsletter, discounts on any Society-sponsored publications, and reduced registration fee for the Society's annual conference.
2. Each member shall have the responsibility to:
 - (a) Fully exercise his right in good faith as a member of HSN.
 - (b) Loyally and humbly support all activities of the HSN.
 - (c) Attend all meetings to which he is constitutionally invited.
 - (e) Attend all conferences of the Society.
 - (f) Subscribe to all publications of the Society.

SECTION 9: BOARD OF TRUSTEES

- (1) HSN shall have a Board of Trustees consisting of SEVEN members
- (2) Such trustees shall be known as **THE INCORPORATED TRUSTEES OF HISTORICAL SOCIETY OF NIGERIA** and shall hereinafter be referred to as "Trustees".
- (3) APPOINTMENT: The trustees of HSN for the purpose of the part "Appointment" of Companies and Allied Matters Act of 1990 shall be elected at a Council meeting of HSN.
- (4) OFFICERS:

The Board of Trustees shall have;

- (a) A Chairperson
- (b) A Vice-chairperson
- (c) A Secretary
- (d) All the above officers shall be elected from and by members of the Board.

(5) **QUALIFICATION**

A person shall not be qualified to be appointed as a trustee if:

- (a) He is an infant.
- (b) He is a person of unsound mind having been so found by a court.
- (c) He is an undischarged bankrupt
- (e) He has been convicted of an offence involving fraud or dishonesty within five years of his proposed appointment.
- (f) He shall in addition to paragraphs (a) to (d) of Section 9(5) be committed to the aims and objectives of HSN.

(6) **DUTIES**

- (a) It shall be basically to advise council on all issues brought before it.

(7) **TENURE**

The Trustees may hold office for five years in the first instance and another five years term, but shall cease to hold office if he :-

- (a) Resigns his office
- (b) Ceases to be a member of the Society
- (c) Becomes insane
- (d) Is officially declared a bankrupt
- (e) Convicted of a criminal offence involving dishonesty by a court of competent jurisdiction.
- (f) Is recommended for removal from office by 2/3rd majority votes of members present at any general meeting of Society.
- (g) ceases to reside in Nigeria.
- (h) Have served for a total of ten years on the board

SECTION: 10 DUTIES OF OFFICERS OF THE BOARD OF TRUSTEES

- (1) The Chairperson of the Board of trustees shall call and preside over all meetings of the Board.
- (2) The vice-chairperson shall preside over meetings of the Board of Trustees in the absence of the chairperson.
- (3) The Secretary shall communicate the decision of the Board of Trustees to the Council for the implementation/execution.

SECTION 11: NATIONAL OFFICERS

- 1 The HSN shall have National Officers otherwise referred to as National Executive Committee which shall consist of:
 - a. National President
 - b. Six Vice Presidents for each of the geo-political zones.
 - c. General Secretary
 - d. Assistant General Secretary
 - e. Public Relations Officer
 - f. Financial Secretary
 - g. Business Manager
 - h. All Ex-Presidents of the Society as Ex-Officio members

- 2 Duties of National Officers:
 - a. The National Officers shall be responsible for running the day to day activities of HSN.
 - b. Carry out all duties that may be assigned to the HSN.
 - c. Shall be responsible for executing the programs of HSN.

3. President
 - a. shall co-ordinate all activities of the Society.
 - b. shall be the alter ego of the Society.
 - c. shall call for National Executive and Council meetings through the General Secretary.
 - d. shall be a signatory to documents, accounts and other financial objects of Society.
 - e. shall preside over all meetings of the Council and National Executive.
 - f. shall give an annual report of the Society's activities
 - g. Shall appoint the Editor of the *Journal of the Historical Society of Nigeria*, subject to the ratification of Council.

4. Vice Presidents
 - a. One of whom shall preside over all meetings of the Council/
National Executive in the absence of the President.
 - b. Will chair the meetings of the zones they represent.
 - c. Shall monitor, **co-ordinate** and report the activities of the zones to

the National Executive and Council.

- d. Shall see to the implementation of Council and National Executive decisions at the zonal level.

5. General Secretary

- a. shall be the chief scribe of Society.
- b. shall in conjunction with the President issue notices for the meetings of the Society.
- c. shall take charge of all correspondences of Society.
- e. shall see to the daily running of the secretariat.
- f. shall be a co-signatory to the Society's account.
- g. shall ensure the taking of minutes at all meetings of the Society.

6. Assistant General Secretary

- a. shall assist the General Secretary in the running of the Secretariat.
- b. shall in conjunction with the General Secretary make necessary arrangements for all the meetings of the Society
- b. shall do all duties as may be assigned to him by the General Secretary.

7. Financial Secretary

- a. shall take custody of all accounts of the Society.
- b. shall be responsible for the collection of annual dues, levies and all monies due to the Society.
- c. shall supervise and keep records of all financial transactions involving the Society.
- d. shall be the custodian of all monies belonging to the Society.
- e. shall submit all annual statement of account to the Annual General Meeting.

8. Public Relations Officer

- f. shall be the chief organizer of all activities of the Society like seminars, conferences, lectures, workshops, etc
- g. shall be the Public Relation Officer of the Society.
- h. shall see to it that the image and integrity of Society is maintained

and improved upon.

9. Business Manager
 - a. shall be the custodian of all the publications of the Society.
 - b. shall see to the sales of all the publications of the Society.
 - c. shall be the liaison officer between the Society and the publishing companies.
 - d. shall remit all monies generated from his office to the Financial Secretary.
10. Editor
 - b. Shall see to the publications of the *Journal of the Historical Society of Nigeria* and other publications as assigned by the President
 - c. Shall, with the Editorial team set up by Council edit all publications of the Society.
11. Tenure
 - a. Members of the National Executive shall hold a specific office for a period of two years in the first instance and only another two years term subsequently.
12. Vacancy
 - a. If any vacancy exists within the National Executive, such vacancy(ies) shall be filled at the next Annual General Meeting of the Society.
13. Resignation
 - a. Any officer or member willing to resign his office or membership respectively shall give notice of one month.
 - b. The letter of resignation, which shall be forwarded to the General Secretary and shall surrender all properties of the Society in such member or officer's possession.
 - c. The letter shall state the reason for resignation and after due consideration, the National Executive shall communicate with the member or officer on the acceptance or otherwise of such letter with one month.

SECTION 12 COUNCIL OF THE SOCIETY

1. There shall be a Council of the Society and it shall be the highest decision making body of the Society.
 - a. The Council shall comprise all members of the National Executive.

- b. Six representatives from each of the six geopolitical zones who shall be domiciled in the zones they represent and shall be elected at an Annual General meeting

3. Tenure

- a. Members of Council shall hold office for a period of two years in the first instance and remain eligible for re-election at the expiration of term of office.

4. Duties

- a. Shall determine the dues of the various categories of membership and revise same whenever it deems fit.
- b. Shall nominate and appoint all members of the Board of Trustee
- c. shall constitute the Editorial Committee of the Society.
- d. Shall determine annually, the conference fee for the Society.
- e. shall adopt such standing rules as it deems necessary for the good of the Society.
- f. Shall have powers to admit anybody or juristic person to membership of the Society.
- g. Shall have powers to de-list a member or apply other sanctions on the advice of its disciplinary committee.

4. Vacancy

- a. If any vacancy exists within the Council, such vacancy(ies) shall be filled at the next Annual General Meeting of the Society.

5. Qualifications to hold a National office.

A member of the Society shall be qualified to hold a National Office if:

- a. He / She is a full member of the Society and has paid his membership dues consistently for at least three consecutive years, inclusive of the year of election.
- b. For contestants for the office of President, must have held office as a Council member for not less than two years.

- c. For contestants for the office of General Secretary, must have held office as a National Executive Committee member for not less than two years.

6. Disqualifications from holding any office.

A member shall not be qualified to hold any national office in the Society if:

- a. Such a person has been found guilty of misconduct by a Committee of Council.
- b. Is indebted to the Society.
- c. Has been involved in the mismanagement and/or misappropriation of Society's fund
- d. Is a convicted felon
- e. Is not of sound mind

SECTION 13 MEETING

1. Annual General Meetings of the members shall be held at least once a year while the Board of Trustees, National Executive and Council shall hold their meetings at anytime deemed expedient and necessary.
2. A notice of thirty days shall be given to all members of the Annual General Meetings and a seven days notice for all other meetings of the Society.
3. The time and venue of meeting shall be determined in the case of the Board of Trustees by the chairperson and secretary of the Board. In the case of the National Executive and Council by the President and General Secretary.
4. Quorum shall be decided upon a consideration of the number of registered members, the fraction of members to form a quorum for Annual General Meeting shall be decided by the Council.
5. Any three members of the Board of trustees shall constitute a quorum for the purpose of taking decisions at any Trustees Meetings.
6. Decisions shall be taken by voting and a simple majority shall carry such unless this constitution provides otherwise.
8. Unless otherwise provided in this constitution, all members present at a meeting shall have a right to vote.
9. Extraordinary General Meeting shall be summoned after seven days written notice to each member and the purpose of the meeting shall

be specifically stated in the notice.

SECTION 14 COMMON SEAL

1. The Society shall have a common seal.
2. The Common seal shall be kept at all times in the secretariat of the Society and in custody of the President.
3. All documents to be executed by the Society shall be sealed with the Common seal.

SECTION 15 FINANCE

1. The funding source of Society shall be through membership dues (levies inclusive) as prescribed by Council from time to time, from grants by individuals, institutions, organizations, government and those who share the objectives of the Society and are committed to its aims and objectives whether in East, West, North and South Africa, Asia, Europe, the United States of America or other part of the world.
2. Life Membership dues and other similar endowments shall be deposited in a special account whose principal will be invested and whose earned income only shall be used for the purposes of the Society.
2. The Society shall operate accounts in Nigeria, and elsewhere as the National Executive shall deem fit.

SECTION 16 FINANCIAL YEAR

1. The financial year of Society shall commence from 1st October to 31st of September of the next year.

SECTION 17 EXPENDITURE

1. The income and property of the Society shall be applied for the purpose of the objects of the Society.
2. No salary shall be paid to any member of the Society except those appointed to any salaried office of the Society.

SECTION 18 ACCOUNTING

1. The Financial Secretary shall maintain proper records in respect of income and expenditure of the Society.

SECTION 19 LAND HOLDNG

1. The Society shall upon registration have powers to accept and hold in trust all land belonging to the Society, subject to such conditions as the Honorable Minister for Internal Affairs may for the time being impose.

SECTION 20 ELECTIONS

1. All elections of the Society shall be by secret ballot.
2. Only duly registered members shall be eligible to vote and be voted for in all Society's elections.
3. In addition to the rules made by the Electoral Committee, only members who registered the preceding year and in the new financial year of the elections shall be qualified to vote and be voted for into the Council.

SECTION 21 AMMENDMENT OF THE CONSTITUTION

1. Request for amendment of this constitution shall be made by any member of the Society to the Council, which will sit to consider the proposal.
2. The request shall be presented and debated at a General Meeting of members of the Society and if approved by 2/3 majority of members present and eligible to vote, the Council shall effect the amendment accordingly.

SECTION 22 DISSOLUTION

1. In the event of dissolution of the Society the provisions of the Companies and Allied Matters Act 1990 shall today duly be complied with.

SECTION 23 SPECIAL CLAUSE

1. The income and property of the HSN shall be applied solely towards the promotion of the objectives of the organization as set forth in this constitution,

and no portion thereof shall be howsoever by way of profit, to the members of the HSN.

2. Provided that nothing herein shall prevent the payment, in good faith or reasonable and proper remuneration to an officer or employee of the HSN in return for any service rendered to the HSN and payment of proper rent for premises let to the Society.
3. No addition, alteration or amendment shall be made to or in the constitution for the time being in force unless the same have been previously submitted to and approved by the Registrar-General of the Corporate Affairs Commission.
4. In the event of winding up or dissolution of the HSN, after the satisfaction of all its debts and liabilities, the remaining assets shall not be distributed among members of the organization but shall be given to a body or bodies that is/are prohibited from distributing its or their assets to their members as by virtue of the Special clause hereof such institution(s) to be determined by the members of Boards of Trustees before the time of dissolution and if in so far as effect cannot be given the aforesaid provision then to some other charitable object.

SECTION 24 COMMENCEMENT AND CITATION

1. This constitution may be cited as **the Constitution of the Historical Society of Nigeria.**
2. The provisions of this constitution shall come into force as from the date of its ratification by the Congress.