



**NIGERIAN ASSOCIATION OF
RESIDENT DOCTORS (NARD)**

NARD

CONSTITUTION

REVIEWED 2024

THE



CONSTITUTION

NIGERIAN ASSOCIATION OF RESIDENT DOCTORS (NARD)

REVIEWED SEPTEMBER 2024

WORLD MEDICAL ASSOCIATION DECLARATION OF GENEVA

The Physician's Pledge

Adopted by the 2nd General Assembly of the World Medical Association, Geneva, Switzerland, September 1948 and amended by the 22nd World Medical Assembly, Sydney, Australia, August 1968 and the 35th World Medical Assembly, Venice, Italy, October 1983 and the 46th WMA General Assembly, Stockholm, Sweden, September 1994 and editorial reviewed by the 170th WMA Council Session, Divonne-les-Bains, France, May 2025 and the 173rd WMA Council Session, Divonne-les-Bains France, May 2006 and the WMA General Assembly, Chicago, United States October 2017

AS A MEMBER OF THE MEDICAL PROFESSION:

I SOLEMNLY PLEDGE to dedicate my life to the service of humanity;

THE HEALTH AND WELL-BEING OF MY PATIENT will be my first consideration;

I WILL RESPECT the autonomy and dignity of my patients;

I WILL MAINTAIN the utmost respect for human life;

I WILL NOT PERMIT considerations of age, disease or disability, creed, ethnic origin, gender, nationality, political affiliation, race, sexual orientation, social standing, or any other factor to intervene between my duty and my patient;

I WILL RESPECT the secrets that are confided in me, even after the patient has died;

I WILL PRACTISE my profession with conscience and dignity and in accordance with good medical practice;

I WILL FOSTER the honour and noble traditions of the medical profession;

I WILL GIVE to my teachers, colleagues, and students the respect and gratitude that is their due;

I WILL SHARE my medical knowledge for the benefit of the patient and the advancement of healthcare;

I WILL ATTEND TO my own health, well-being, and abilities in order to provide care of the highest standard;

I WILL NOT USE my medical knowledge to violate human rights and civil liberties, even under threat;

I MAKE THESE PROMISES solemnly, freely, and upon my honour.

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ARTICLE 1 NAME

The name of the Association shall be the Nigerian Association of Resident Doctors (NARD), hereafter referred to as the “Association” which shall be constituted in accordance with the provisions of this constitution.

ARTICLE 2 SUPREMACY OF THE CONSTITUTION

This document shall henceforth be referred to as the Constitution. The Constitution is supreme and its provisions shall be binding on all authorities, or branches, and members of the association and when applicable on any other person(s).

ARTICLE 3 MISSION AND VISION

MISSION

Dedicated sacrifice for the welfare of doctors and the prosperity of medical practice.

The

VISION

- a. To promote the interest of and foster closer ties and relationships among Members.
- b. To consider and express its views on all proposed regulations, policies and legislations affecting the training of Medical and Dental Doctors in Nigeria and on other aspects of Medical practice.
- c. To promote improvement in Healthcare delivery in Nigeria.
- d. To cooperate with other bodies with similar aims and objectives.
- e. To maintain a close relationship with the Nigerian Medical Association (NMA) and all its affiliate bodies.

ARTICLE 4 MEMBERSHIP

Members shall be of three categories viz:

4.1 OFFICIAL MEMBERSHIP

- a. All doctors below the rank of consultant or its equivalent (principal medical officers) practicing in all Health Institutions where there is any form of residency training shall become official members of the Association;

- b. For the purpose of (a) above, doctors refer to all resident doctors, medical officers and house officers,
- c. All Medical and Dental Practitioners referred to in (a) above and have fulfilled their financial and other obligations to the Association.

4.2 TERMINATION OF OFFICIAL MEMBERSHIP

Official membership may be terminated by:

- a. Resignation or dismissal of such a member from the service of the Heath Institution where the member was employed;
- b. Failure to pay all levies and subscriptions due to the Association for a period of one (1) year. Where such member(s) after paying all outstanding levies and subscription, his/her membership shall be renewed subject to a re-registration process as provided for in Article 5.2;
- c. Expulsion based on activities contrary to the objectives of the Association and capable of bringing the Association into disrepute with such decision made by a properly constituted General Meeting of the Association.

4.3 HONORARY MEMBERSHIP

- a. This category of membership may be conferred on any member of the Medical and Dental profession or members of the public of other disciplines who have excelled in their respective areas of endeavour and distinguished themselves in protecting the interest of the Association;
- b. Honorary Membership shall be conferred after recommendation by the National Officers Committee (NOC) and ratification by the Annual General Meeting (AGM) by a simple majority vote. The nomination for Honorary Membership must be presented not later than the May Ordinary General Meeting (OGM). Such nomination(s) shall be reviewed and presented for approval by the National Officers Committee at the July National Executive Council (NEC) meeting

- preceding the AGM and subject to ratification at the AGM by a simple majority vote of delegates present;
- c. Honorary Members shall enjoy all other rights and privileges of official members excluding the right to vote or be voted for. Honorary members shall be exempted from the payment of subscription and all other levies to the Association,
 - d. Honorary Membership shall last for a period of not more than five (5) years after which it may be renewed subject to the discretion of the Association and in accordance with the provisions of Article4(3) (b) above.

4.4 TERMINATION OF HONORARY MEMBERSHIP

- a. Honorary membership shall be terminated after expiration of the five (5) year duration where it is not renewed,
- b. May be terminated prior to the expiration of the 5-year duration by a resolution taken at the General Meeting by a simple majority vote upon the recommendations of the Association's Disciplinary Committee after examining the actions or conduct of such a member.

4.5 LIFE MEMBERS

- a. Can be conferred on past official members of the Association who by reason of their past and present contribution in furtherance of the interest of the Association and/or their role in public life and are considered worthy to be appointed life members;
- b. Such persons, who have been found worthy, shall be nominated for appointment by the Association's National Officers Committee at the May OGM. Such nomination(s) shall be reviewed and presented for approval by the National Executive Council at the July NEC meeting preceding the AGM. The final confirmation of the award shall be at the AGM by a simple majority vote of delegates present,
- c. Life Members shall enjoy all other rights and privileges of the official members but shall not vote or be voted for. Life members shall be

exempted from the payment of subscription and other levies to the Association.

4.6 TERMINATION OF LIFE MEMBERSHIP

Life membership may be terminated or withdrawn by the Association, if in its opinion such a member's action(s) are inimical to the progress of the Association. Such decision shall be made at the General meeting by simple majority vote upon the recommendations of the Association's Disciplinary Committee.

ARTICLE 5 UNITS OF THE ASSOCIATION (BRANCHES)

5.1 LOCATION OF BRANCHES

The Members of the Association shall constitute themselves into units called Branches, located in all health institutions across Nigeria viz;

- a. Federal and State-owned Special Hospitals,
- b. Federal Medical Centres,
- c. Federal and State-owned Specialist Hospitals,
- d. Federal and State-owned General Hospitals,
- e. Public Health Institutions of the Federal Capital Territory,
- f. All other health institutions within States, FCT and Local Government Areas in Nigeria where there is any form of residency training including private tertiary hospitals.

5.2 REQUIREMENTS FOR BRANCH FORMATION

- a. A minimum of ten (10) members only is required to form a Branch;
- b. Branches shall be registered after consideration of a duly written and certified application by the applicants and their representatives. Such application(s) must reach the secretariat of the Association on or before the commencement of the May OGM;
- c. Ratification of such membership application shall be at the next Annual General Meeting,

- d. Such new members shall enjoy the right to vote and be voted for once application is ratified by the Annual General Meeting.

5.3 BRANCH BYE-LAW AND ANNUAL GENERAL MEETING

a. BRANCH BYE-LAW

All branches shall be bound by the Constitution and Standing Orders of the Association and shall reserve the right to make rules and regulations of their own which shall be termed BYE-LAW provided that the provisions of the Bye-Law are not in conflict with the constitution of the Association. In the event of a conflict, the constitution of the "Association" shall be supreme.

b. BRANCH ANNUAL GENERAL MEETING

Each local branch shall hold an Annual General Meeting not later than 3 months after the Annual General Meeting of the National Body. The Branch AGM shall include among other things the election of Branch Executive Members.

ARTICLE 6 ORGANS OF THE ASSOCIATION AND THEIR OF RESPONSIBILITY

The Association shall have the following organs:

6.1 THE ANNUAL GENERAL MEETING (AGM)

- a. Shall be the Supreme Authority of the Association within the limits of the Association's constitution;
- b. Shall be held once every year in September, at such and place that the National Executive Council may choose and direct;
- c. Shall be constituted by the National Officers' Committee, the National Executive Council and delegates from the Branches of the Association;
- d. Shall be the only organ of the Association that can amend or review the Constitution of the Association,
- e. Shall have the power to draw up Standing Orders, intended to provide for the good conduct and procedure of meetings and matters relating thereto, which shall be read together with the constitution of the Association.

6.2 NATIONAL OFFICERS COMMITTEE (NOC)

a. COMPOSITION AND DUTIES

- i. The NOC shall comprise of the following officers of the Association who shall be elected at the Association's Annual General Meeting; President, First Vice President, Second Vice President, Secretary-General, Assistant Secretary-General, Treasurer, Financial Secretary, Publicity and Social Secretary, Editor, Deputy Editor;
- ii. Immediate Past President and Immediate Past Secretary-General;

b. DUTIES

- i. The NOC Shall be responsible for the day to day running of the Association;
- ii. Shall keep the general membership of the Association consistently informed of its actions;
- iii. Shall convene meetings of the Association viz: Annual General Meeting, Ordinary General Meeting, National Executive Council Meetings, and Extraordinary General or Council Meetings;
- iv. Shall appoint members to standing and ad-hoc committees of the Association and other bodies where the Association is represented and also have the power to remove such members. These appointments and removal shall be ratified by a General or Council meeting;
- v. Shall coordinate the functions of all the Association's committees;
- vi. Shall nominate persons to be appointed as life members, honorary member or trustees and other awardees as deemed necessary;
- v. Shall coordinate the functions of all the Association's committees;
- vi. Shall nominate persons to be appointed as life members, honorary members or trustees and other awardees as deemed necessary;
- vii. Shall protect the integrity and image of the Association;
- viii. Shall present the annual and Supplementary budgets of the Association in writing for approval at the January NEC meeting for the Annual budget or subsequent General or Council meetings for supplementary budget;
- ix. Shall be entitled to disburse an amount not more than twenty five percent (25%) of the total proposed budget pending approval of the Association's budget by the Association at the January NEC meeting;

- x. Shall exercise control and management over the finances of the Association;
- xi. Shall appoint fit and proper persons as Administrative Secretary and other staff of the Association when and at such a time that the Association can afford to pay their salaries;
- xii. Shall employ the services of a legal practitioner when required;
- xiii. Shall express the views of the Association upon any matter of public interest or upon any matter of interest to the Association generally;
- xiv. Shall have the power to appoint one of their members or a suitable member of the Association to fill an existing vacancy on the National Officers Committee in the interim, resulting from the absence or vacation of office be the Officer occupying that office pending the replacement of that officer as stipulated by the constitution at a General Meeting;
- xv. Shall in the absence of the President, First Vice President, and Second Vice President elect one of its members to perform the duties of the President;
- xvi. Shall see to and carry out all policies and decisions of the Association which have been taken at General and National Executive Council Meetings;
- xvii. Shall carry out all other constitutionally stipulated duties collectively and individually.

c. EXTENDED NATIONAL OFFICERS COMMITTEE

- i. The Extended National Officers' committee shall comprise of the National Officers Committee Members as provided in Article 6(2)(a) and all the Caucus Leaders and Deputy Caucus Leaders.
- ii. Each Caucus shall elect its own leader and deputy who shall serve a one (1) year tenure renewable only once at a General Meeting;
- iii. The Caucus Leader or Deputy shall be a current or past President or General-Secretary of a centre in the caucus and must have attended at least one Annual General Meeting;
- iv. The Caucus Leaders shall coordinate all the activities of their caucuses;
- v. They shall convene caucus meetings at such time they deem it necessary to discuss issues germane to their caucus;
- vi. They shall perform other functions given to them by the President;
- vii. All the activities of the caucus shall be in accordance and dictate of this Constitution;

- viii. In the absence of the Caucus Leader, the Deputy shall act in his capacity,
- ix. All caucuses shall fund themselves.

6.3. THE NATIONAL EXECUTIVE COUNCIL (NEC)

- a. Shall be constituted by the National Officer' Committee and the Presidents and General Secretaries of all branches of the Association; as well as the leaders of the six Caucuses as non-voting members.
- b. Shall have two (2) meetings, each preceding a General meeting in the months of January and July respectively;
- c. Shall be responsible for implementing at their various branches, decisions of the Association taken at the Annual General Meetings and other meetings in line with the provisions of this Constitution;
- d. Shall be responsible for decisions and policies necessary for the day to day running of the Association in between and within the Association's General Meetings;
- e. Shall discharge all other duties and responsibilities stipulated in this Constitution.
- f. An individual shall not serve in the same capacity for more than two tenures in the NEC

6.4 THE NIGERIAN JOURNAL OF MEDICINE

a. STRUCTURE AND FUNCTION

- i. There shall be a Medical Journal published by the Association called the 'Nigerian Journal of Medicine' hereinafter referred to as the "Journal";
- ii. The Journal shall be run by the Journal's editorial board which shall be headed by the Editor, who shall be assisted by the Deputy Editor;
- iii. The Association shall retain absolute copyrights of the Journal;
- iv. The Editor and Deputy Editor shall act strictly within the bounds set by this Constitution;
- v. The Journal shall be moved between the Northern and Southern parts of Nigeria rotating through the six (6) geopolitical zones,
- vi. The tenure of the Editor and Deputy Editor shall be for two (2) years tenure that may be renewable only once.

b. FUNDING OF THE JOURNAL

The Journal shall be funded through the following means:

- i. A comprehensive budget system for the Journal shall be done and presented by the President at January NEC;
- ii. Publishing fees which shall be decided by the National Executive Council of the Association from time to time based on current realities;
- iii. Sponsorship by corporate organizations and individuals. Such amount will be made known to the National Executive Council or a General Meeting as at when due;
- iv. Other means as may be agreeable with the National Officers' Committee of the Association;
- v. The Journal shall maintain an independent account and the signatories to the account shall be the Editor and Deputy Editor or Associate Editor and Deputy.

6.5 ADVISORY BOARD

a. COMPOSITION AND FUNCTIONS

- i. The Association's Advisory Board shall comprise of the following: The President of the Association who shall be its Chairman, the Secretary-General who shall be its Secretary, all other members of the National Officers' Committee, all past NARD Presidents, all past NARD Secretaries-General and all life members;
- ii. The Board shall advise the National Officers' Committee on specific issues that may be referred to it;
- iii. Shall advise the President and the National officers' Committee when asked on conflicts and clarification of the Association's Constitution and other matters that the National officers' Committee may request;
- iv. Shall be convened on the request of the President and the National Officers' Committee when the need arises;
- v. Shall not act outside the limits and prescription of the Association's constitution,
- vi. Shall have at least one Statutory Meeting as part of the AGM.

6.6. NARD BOARD OF TRUSTEES

a. COMPOSITION

- i. There shall be a nine (9) man Board of Trustees which shall comprise of the President and Secretary-General of the Association, in addition to

- seven other members, who shall be Honorary or Life Members of the Association with at least one member from each of the six (6) geopolitical zones of Nigeria;
- ii. Shall deal with the properties of the Association as directed in writing by the Association's Executive council;
 - iii. Shall apply for a Certificate of Incorporation as stipulated under the Corporate Affairs Commission Act;
 - iv. Membership of the Board of Trustees shall be approved/ratified at the Annual General Meeting, following a review of nominations for its membership by the National Executive Council meeting preceding the AGM.

c. TERMINATION OF MEMBERSHIP

- i. A Trustee shall cease to hold office if he/she resigns his/her office, ceases to be an Honorary or Life member of the Association or is removed by the Association, if no longer found worthy of being a Trustee,
- ii. In the event of death, resignation or removal of a Trustee, the Association shall appoint another Trustee at the next Annual General Meeting to complete the tenure of the affected Board of Trustees member.

ARTICLE 7 COMPOSITION AND FUNCTIONS OF THE NATIONAL OFFICERS COMMITTEE (NOC)

7.1 COMPOSITION AND TENURE

- a. The National Officers Committee of the Association shall comprise of the following officers: The President, First Vice-President, Second Vice-President, Secretary-General, Assistant Secretary-General, Treasurer, Financial Secretary, Publicity/Social Secretary, Editor, Deputy Editor, Immediate Past President and Immediate Past Secretary-General,
- b. The President, SecretaryGeneral and Treasurer for the succeeding year shall be chosen from the AGM hosting branch(es),
- c. The Editor and the Deputy Editor shall come from the same branch which shall host the Editorial Office for that tenure;
- d. Not more than two centers from the same state within a geopolitical zone can jointly make up the positions of President, Secretary-General, and Treasurer.

- e. No member shall occupy the same office for more than one year except the Editor and the Deputy Editor whose terms shall be two years and renewable for another two years subject to re-election at the AGM.
- f. Any Member of the National Officers' Committee leaving the country for more than fifteen days (15) should notify the National Executive Council in writing and if leaving the country for more than three months, such officer should resign.

7.2 FUNCTIONS OF THE NATIONAL OFFICERS COMMITTEE (NOC) MEMBERS

a. PRESIDENT

- i. Shall be the Head and the Chief Accounting Officer of the Association;
- ii. Shall co-ordinate all aspects of the Association's activities;
- iii. Shall preside over proceedings of the National Officers Committee, Extended National Officers Committee, Executive Council, Ordinary General Meeting. Extraordinary General Meeting and Annual General Meeting;
- iv. Shall cause the summoning of the National Officers Committee, Extended National Officers Committee, General or Council Meetings either on his/her own initiative or in accordance with decisions of a general meeting and in line with provisions of the constitution in this respect;
- v. Shall sign the minutes of the National Officers Committee, National sign the minutes of the National Officers Committee, National Executive Council and General Meetings with the Secretary-General of the Association;
- vi. Shall present the Annual and Supplementary budgets of the Association to the National Officers Committee and National Executive Council meeting;
- vii. The President shall present a written Annual Report at the AGM;
- viii. Shall be a signatory to the Association's accounts. For the purpose, the mandate shall be: the President (A) plus the Treasurer (B) or Secretary (c);
- ix. Shall in consultation with other members of the Officers Committee interpret the Constitution, standing orders or bye-laws of the Association and decide on any doubtful points subject to approval by a

- single majority of the Executive Council. Provided that where there is a disagreement the final interpretation shall be made by the AGM;
- x. Shall sign all press releases with the Secretary-General and/or the Publicity/Social Secretary on behalf of the Association;
 - xi. Shall appoint one Liaison Officer who shall be a member of the Association, resident in the Federal Capital Territory (FCT) provided that no member of National Officers Committee comes from the FCT. The National Officers Committee comes from the FCT. The Liaison Office shall carry out duties delegated to him/her by the President and his/her tenure shall lapse with that of the appointing President. The liaison officer is not a member of the National Officers Committee and shall not have voting rights in the council;
 - xii. Shall perform all other duties that shall be assigned or directed by the National Officers Committee, Executive Council or any General Meeting.

b. FIRST VICE-PRESIDENT

- i. Shall assist the President and act in his/her absence;
- ii. The First Vice-President shall take precedence over the Second Vice President;
- iii. Shall be the Chairman of the Association's Disciplinary Committee except in a circumstance where he/she is being summoned to face the disciplinary committee. In this situation, the Second Vice President shall act as Chairman of the committee. Where the two Vice Presidents have been summoned, the NOC appoints the Chairman of the Disciplinary Committee among NOC,
- iv. Shall perform all other duties that shall be assigned or directed by the President, National Officers' Committee, Executive Council or any General Meeting.

c. SECOND VICE-PRESIDENT

- i. Shall assist the President and act in the absence of the President and the First Vice-President,
- ii. Shall be the Chairman of the Association's Medical Education Committee.

d. SECRETARY-GENERAL

- i. Shall in consultation with the President, conduct all correspondences of the "Association" both internal and external;

- ii. Shall keep proper records of all proceedings/minutes of the Association, attendance files, books of the council, correspondences and publications of the Association;
- iii. Shall in conjunction with the President convene meetings and prescribe the order for meetings in line with constitutional provisions;
- iv. Shall be a signatory to the Association's account in accordance with provisions of Article 7(2)(a) viii of the Constitution;
- v. Shall be responsible in conjunction with the Assistant Secretary-General for the arrangement of minutes of the National Officers Committee, Council and General meetings and make same available for adoption at subsequent meetings;
- vi. Shall sign the minutes of meetings of the Association with the President;
- vii. Shall keep a register of all Official, Honorary and Life members;
- viii. Shall perform all other duties that shall be assigned or directed by the President, National Officers' Committee, Executive Council or any General Meeting,
- ix. The Secretary-General shall present a written annual report at the AGM.

e. ASSISTANT SECRETARY-GENERAL

- i. Shall assist the Secretary-General and act in his/her absence;
- ii. Shall take down minutes during all meetings of the Association,
- iii. Shall perform all other duties that shall be assigned or directed by the President, National Officers' Committee, Executive Council for any General meeting.

f. TREASURER

- i. Shall keep a cash book which shall show the revenue, receipts and all payments accruing to the Association;
- ii. Shall be the custodian of the Association's funds received from every source;
- iii. Shall issue receipts for all monies received and shall deposit all monies received within 3 working days with the approved bank(s) of the Association.
- iv. Shall pay all orders drawn on him/her which are signed by the Financial Secretary and countersigned by the President;
- v. Shall be a signatory to the Association's account in accordance with provisions of Article 7(2)(a)viii of this Constitution as well as all other documents dealing with financial matters;

- vi. Shall keep an imprest account as shall be directed and decided by the council;
- vii. Shall be in custody of the Association's cheque books, receipts and other financial instruments or documents,
- viii. Shall perform all other duties that shall be assigned or directed by the President, Officers Committee, Executive Council or General Meeting.

g. FINANCIAL SECRETARY

- i. Shall keep an up to date record of the Association financial transactions;
- ii. Shall collect and account for all financial obligations accruing to the Association from all sources and hand over same to the treasurer within one week of receipt;
- iii. Shall prepare and present a financial statement of the Association's account at every General meeting;
- iv. Shall submit a written Annual Report of the financial position of the Association at the AGM;
- v. Shall submit the Association's account for the auditing as often as it is necessary by the Association,
- vi. Shall perform all other duties that shall be assigned or directed by the President, National Officers Committee, Executive Council or any General Meeting.

h. PUBLICITY/SOCIAL SECRETARY

- i. Shall direct all affairs related to publicity, sport and social and shall ensure a good public image of the Association at all times;
- ii. Shall adequately publicize the approved activities of the Association;
- iii. Shall be the Chairman of the Association's Publicity/Social Committee,
- iv. Shall perform all other duties that shall be assigned or directed by the President, National Officer Committee, Executive Council or any General meeting.

j. EDITOR

- i. Shall be responsible for publishing the Association's Journal and any other academic publication of the Association;
- ii. Shall be the Chairman of the Association's Publications Committee;
- iii. Shall constitute and head the Editorial Board of the Nigerian Journal of Medicine in consultation with the National Officers Committee;

- iv. Shall be a signatory of the Journal's accounts with the Deputy Editor and any other Associate Editor approved by the National Officers Committee. For this purpose, the mandate shall be: the Editor (A) plus the Deputy Editor (B) or Associate Editor (c);
- v. Shall in conjunction with the Editorial board appoint Editorial advisers;
- vi. Shall perform all other duties that shall be assigned or directed by the President, Officers Committee, Executive Council or any General Meeting;
- vii. Shall present Editorial Board reports at the Ordinary and Annual General Meetings.

k. DEPUTY EDITOR

- i. Shall assist the Editor in the Publication of the Association's Journal or any other academic publication of the Association;
- ii. Shall come from the same branch as the Editor;
- iii. Shall be a signatory to the Journal's accounts;
- iv. Shall act for the Editor in his absence and shall become the Editor in the event of the Editor's resignation or removal;
- v. Shall carry out any other duties which may be assigned to him by the Editor, the President, National Officers' Committee, Executive Council or any General meeting.

l. IMMEDIATE PAST PRESIDENT

- i. Shall perform advisory duties to the President, the National Officers' Committee and Council,
- ii. Shall perform any other duties that shall be assigned or directed by the President, National Officers' Committee, Executive Council or any General Meeting.

m. IMMEDIATE PAST SECRETARY GENERAL

- i. Shall perform advisory duties to the President, the National Officers Committee and the Executive Council,
- ii. Shall perform all other duties that shall be assigned or directed by the President, Officers' Committee, Executive Council or any General Meeting.

ARTICLE 8 MEETINGS

8.1. GENERAL MEETINGS

a. ANNUAL GENERAL MEETING (AGM)

- i. The AGM shall be held once every year in September, at such a time and place that the National Executive Council may choose in the course of the preceding AGM. The AGM shall rotate on yearly basis among NARD branches located within the six geopolitical zones of Nigeria and alternating between the branches in the Northern and Southern zones: For this Purpose, the Geopolitical grouping shall be as follows: Southern branches comprising of South-South, South-East and South-West zones and Northern branches comprising of North-East, North-Central and North-West zones;
- ii. The zones will be defined as: South-South (Comprising NARD branches in Rivers, Edo, Bayelsa, Delta, Cross Rivers and Akwa Ibom states), South West (Comprising NARD branches in Oyo, Osun, Ogun, Ondo, Ekiti, and Lagos states); South East (Comprising NARD branches in Anambra, Abia, Imo, Enugu, and Ebonyi states); North Central (Comprising NARD branches in FCT Abuja, Nasarawa, Plateau, Benue, Kogi, Kwara, and Niger states); North East (Comprising NARD branches in Adamawa, Taraba, Borno, Yoube, Gombe, and Bauch states) and North West (Comprising NARD branches in Sokoto, Kebbi, Zamfara, Jigawa, Katsina, Kaduna, and Kano states);
- iii. The rights for hosting of the AGM shall rotate among the zones as defined in Sub Article (a)i and ii of this Article;
- iv. The rights for hosting the AGM shall be by not more than two (2) branches within one state in the geopolitical zone;
- v. Each Branch delegation shall have a voting strength of five (5) units for the first 50 financial members or less and one (1) for each subsequent whole ten (10) registered;
- vi. In every executive year, each geopolitical zone should be represented in the National Officers Committee.

b. ORDINARY GENERAL MEETING

- i. Shall be by delegation from all the Branches of the Association;

- ii. Shall be held in May every year at such time and place that the Executive Council may direct at the preceding AGM;
- iii. Each Branch delegation shall have a voting strength as stated in Sub Article (a) iv of this Article.

8.2 NATIONAL EXECUTIVE COUNCIL (NEC) MEETING

- a. Shall consist of the National Officers' Committee, all Branch Presidents and General-Secretaries, as well as the leaders of the six Caucuses as non-voting members.
- b. Shall have two meetings, each preceding a General Meeting in the months of January and July respectively;
- c. Any other member may attend as observers;
- d. Voting in council meetings shall be done by NEC members having one voting unit i.e. NOC, Branch President, and Secretary;
- e. Shall be held in January and July every year at such time and place that the executive council may direct at the preceding AGM.

8.3 EXTRAORDINARY MEETING (COUNCIL OR GENERAL)

- a. The National *Officers* Committee may, whenever it deems necessary or upon a written request made by and duly signed by the Presidents and General-Secretaries of at least one-third (1/3) members of NARD branches spread across two-third (2/3) of the Geo-political zones, convene a Council or General Meeting for the purpose of considering specific matter;
- b. The National Officers Committee shall convene a meeting within 28 days of receipt of such a request, failing which the member NARD branched making such a request may convene a meeting for the objective specified in the request only
- c. Without prejudice to any other section of this constitution, decisions taken at the extraordinary council and General Meetings shall be binding on all NARD branches.

8.4. NOTICE OF MEETINGS

a. ANNUAL GENERAL MEETING

At least a six-week notice shall be given of the Annual General Meeting to members and auditors stating the date, time, and place of this meeting.

b. GENERAL AND COUNCIL MEETINGS

- i. At least a three-week notice shall be given for Ordinary General and Council meetings;
- ii. At least a 72-hour notice must be given for Extra-ordinary Council meetings;
- iii. At least one week's notice must be given for Extra-ordinary General meetings,
- iv. The non-receipt of notice by a person or branch entitled to receive such notice shall not invalidate the decision of such a meeting as it concerns the person or branch, provided that substantial evidence is shown that attempts were made to inform the person or branch through acceptable means i.e. print media and electronic media.

8.5. QUORUM

- a. No business shall be transacted at any General, Council or Committee meetings unless a quorum is formed at the time the meeting proceeds to business;
- b. At least one third (1/3rd) of the total number of branches shall constitute quorum for a General meeting;
- c. The quorum for Executive Council meeting shall be (1/3rd) of the total number of branches and at least five members of the National Officers Committee,
- d. The quorum for the Officers Committee meeting shall be six members inclusive of the President, Secretary-General or Assistant Secretary General;
- e. The quorum for the advisory board meetings shall be two past Presidents and Secretaries-General; the President and Secretary-General of the Association.
- f. For the purpose of (ii) and (iii) above 1/3rd shall be approximated to the higher whole number.

ARTICLE 9 ELECTION OF THE NATIONAL OFFICERS COMMITTEE

9.1. VENUE, TIMING AND COMPOSITION OF THE ELECTION

- a. Shall take place at every Annual General Meeting, except for the positions of Editor and Deputy-Editor which shall be every other year, and Immediate Past President and Immediate Past Secretary-General which are automatic.

- b. The positions in the National Officers' Committee shall be filled at the AGM; for this purpose, the positions in the National Officers Committee shall be grouped into six (6) viz:
 - i. Position of President, Secretary-General and Treasurer;
 - ii. Position of First Vice-President;
 - iii. Position of Second Vice President and Financial Secretary;
 - iv. Position of Assistant Secretary General and Publicity/Social Secretary;
 - v. Position of Editor and Deputy Editor;

These positions shall be filled via representation of branches on zonal basis with every zone as defined in Article 8(1)(a) Constitution and shall not have more than one group of positions listed above;
- c. Voting shall be as stated in Article 8(1)(a)iv of this Constitution;
- d. Nomination forms for the election into the National Officers' Committee shall be sent three (3) weeks before the May OGM;
- e. Completed Nomination Forms which shall be filled, authenticated and returned to the Association at the close of the May OGM;
- f. All complaints, clarifications and disputes from the nomination process shall be resolved at the July NEC meeting;
- g. The list of contestants shall be sent to all branches and displayed for Delegates after the July NEC meeting and at least four (4) weeks before the commencement of the AGM,
- h. Voting strength of each centre based on financial members shall be displayed 48 hours before the election;
- i. All elective positions shall be filled at the AGM;
- j. Electoral Committee members with representatives of both the North and South zones to be nominated at the AGM.

9.2. BYE- ELECTIONS

- a. In case of resignation or impeachment and subsequent to the acceptance, such position should be filled at the subsequent NEC or General Meeting following the guidelines of the Constitution,
- b. Nomination Form for bye-election shall be out within a week of acceptance of resignation, of an impeachment, incapacitation or death and closes two weeks before the subsequent NEC or Ordinary General Meeting.

9.3. ELIGIBILITY OF CANDIDATES

- a. Candidates for the posts of President and Secretary-General must have held executive positions of either President or General-Secretary in their local branch or a position in the National Officers Committee and must have attended at least three (3) General Meetings, one of which must be an Annual General meeting and two Executive Council meetings,
- b. Candidates for other positions besides President and Secretary-General must have attended at least two General Meetings, one of which must be an Annual General Meeting and one Executive Council meeting.

9.4. RETURNING OFFICER

- a. Before the commencement of the elections, the President shall appoint a Returning Officer from three members nominated by members of the Council to conduct the electoral process. After the appointment of a Returning Officer and the electoral body, the National Officers Committee shall be dissolved and voting shall commence,
- b. The Returning Officer shall conduct the elections with the assistance of the other two members of the electoral body as provided for in this Constitution.

ARTICLE 10 VOTING INTO NATIONAL OFFICERS' COMMITTEE POSITION

- a. Voting shall be by secret ballot;
- b. All elections shall be by Council vote except the election of members of the National Officers Committee which shall be by collegiate vote. The vote shall be cast by the President of each centre on behalf of the delegates, except where he delegates it to his Secretary or any other delegate from the Centre;
- c. In the event of a tie in the electoral process, there shall be a second ballot. If there is a second tie, the Returning Officer shall have the deciding vote;
- d. Except in the event of a tie after a second ballot as stated in Sub-Article 3 of this Article, the Returning Officer and other members of the electoral body shall not cast vote during the electoral process;
- e. For unopposed positions, a YES or NO vote shall be cast. If the NO vote carries a majority the post shall be declared vacant and then fresh nominations shall be called for. The candidate who has scored the "NO" vote will be eligible for nomination for a second round of voting for the above position;

- f. Where the candidate has received a NO vote after a second round of voting, that candidate shall no longer be eligible for a third round of voting for that position and shall be contested by persons who have been freshly nominated;
- g. The persons who shall be freshly nominated must meet the eligibility criteria in Article 9(3)(b) but shall be exempted from the nomination process stated in Article 10(c)-(f) of this Constitution,
- h. A delegate shall not be allowed to vote or be voted for if his/her branch has not fulfilled all financial obligations to the Association comprising of regular subscriptions and special levies for any period.

ARTICLE 11 REMOVAL OF NATIONAL OFFICER COMMITTEE MEMBERS

11.1 BASIS FOR REMOVAL

A member of the National Officers Committee of the Association may be removed from his/her position if that member resigns his position or is impeached on account of misconduct.

11.2 RESIGNATION

- a. Any member of the National Officers' Committee who wishes to resign his/her position shall express such desire in writing to the President and the Officers Committee stating the circumstances and reasons for his/her resignation. If it is the President, he or she writes the NEC.
- b. The National Officers Committee will after due deliberation recommend to the Executive Council at the next Council, General or Extraordinary meeting the acceptance or rejection of such a request by the Council.

11.3 IMPEACHMENT

- a. A member of the National Officers Committee may be impeached on account of gross misconduct resulting from any act which is found to be against the interest of the Association or brings the Association into disrepute. Impeachment proceedings shall be commenced following a written authenticated petition against such a member by at least five members of National Executive Council.
- b. Following receipt of such petition, the matter shall be presented to the National Executive Council which shall determine if the matter shall be referred to the Disciplinary Committee for hearing or be struck off on account of lack of substance and merit.

- c. If such a member is found guilty by the Disciplinary Committee, the Council shall take a vote for that Officer's impeachment which shall be carried by two thirds majority vote of Council members present.

11.4 POST-ELECTION

- a. The Presiding Officer or Legal representative shall swear in the President who will in turn swear in other members of the Executive Council at the AGM immediately after the declaration of election results;
- b. The outgoing President will hand over all the instruments of office (Staff of office, Insignia and Constitution) to the new President during handover event at the AGM venue.

ARTICLE 12 FINANCE

12.1 SUBSCRIPTION AND LEVIES

- a. The Annual Subscription shall be determined at the AGM held in September;
- b. Levies and Subscription shall be from source as at when due;
- c. Any branch which fails to pay up her subscription to the Association as at when due as stipulated shall forfeit its rights to vote and be voted for. The branch shall also be subject to any other measures as provided for in this Constitution;
- d. Payment shall be by cheque, certified bank draft or cash or other recognized means of payment as at when due,
- e. Any branch which issues a dud cheque to the Association shall pay a penalty of 100 percent of the sum on the issued cheque in addition to any other sanctions which the Association may recommend as it deems fit.

12.2 LEVIES

- a. **APPROVAL AND PAYMENT MODALITY**

Levies shall be as determined at Council or General Meetings and the mode of payment shall be as determined at such meeting.

12.3 BANKING

a. ISSUED CHEQUES

All cheques issued or other tools of transaction on the Association's bank account shall be signed or processed by the President and either the Treasurer or in his absence the Secretary-General as provided in Article 7(2)(a)viii.

12.4 AUDITORS

a. APPOINTMENT AND DUTIES OF AUDITORS

- i. The January NEC meeting shall appoint two (2) internal auditors whose duty shall be to audit the account of the preceding Annual General Meeting and shall resent their report to the May OGM;
- ii. The May OGM shall appoint two (2) internal auditors and an external auditor to audit the accounts of the Association and the NJM editorial board. The internal and external auditors shall submit their reports to the Annual General Meeting.

ARTICLE 13 DISCIPLINE

13.1. DISCIPLINARY PROCEDURE AND SANCTIONS

- a. Any member(s) or branch(es) found guilty found guilty by the Disciplinary Committee, after such a member(s) have been given an opportunity of defence may be suspended, expelled or otherwise disciplined.
- b. The Dicipinary Committee shall be composed of the First Vice-President as its Chairman, three members of the National Officers' Committee and three other members one of whom must come from the local branch as the member who is being tried and the other two selected by Council voting. Five members shall form a quorum for its sittling;
- c. Where the First Vice-President is being tried or in the absence of the First Vice-President, the Second Vice-President shall act as the Chairman of the Disciplinary Committee;
- d. The decisions and recommendations of the Disciplinary committee shall however be subject to ratification by the National Executive Council. Any member who is dissatisfied with the Council's decisioon shall have the right of appeal to a General Meeting through the National Officers

Committee for review of the decision of the Council. The decision of the General Meeting shall be final and binding;

- e. No member or Branch or group shall institute any action in any law court on any issue that is purely an Association matter without allowing the Association to first adjudicate in the matter or without exhausting all the Constitutional provisions in seeking redress within the Association.
- f. Any member or group or branch who wishes to seek redress in any law court on any issue that is purely an Association matter after fulfilling the provision of Article 13.1(e) above, shall take leave of the Association to go to a law court by writing through the Secretary-General to the President.
- g. He/She shall be free to go to court if the President agrees with him or her that the provision of Article 13.1.(e) has been fulfilled.
- h. Any member or branch that seeks redress at a law court without fulfilling Article (e) above shall be excommunicated from the Association for a period for which the case lasts and shall incur all legal expenses.
- i. Notwithstanding the above provisions, the Association may seek redress in any law court where appropriate.

ARTICLE 14 ASSOCIATION'S STANDING AND AD-HOC COMMITTEE

14.1. STANDING COMMITTEES

The Association shall have the following Standing Committees which shall be constituted at the beginning of every executive year:

- a. Medical Education Committee
- b. Publicity and Social Committee
- c. Publication Committee
- d. Disciplinary committee

14.2. TERMS OF REFERENCE FOR STANDING COMMITTEES

The composition, duties and terms of reference of the Standing Committees shall be as stated in the second schedule and as may be provided for in this Constitution.

14.3. AD-HOC COMMITTEES

- a. i. The Association shall have Ad-hoc Committees which shall be set up at the discretion of the National Officers Committee or Council for the discharge of a specific duty prescribed by the Officers Committee or Council.

- ii. Each Executive year shall not have more than 12 Ad-hoc Committees at a time with representatives from all the geopolitical zones.
- b. The tenure of the Standing or Ad-hoc Committees shall elapse at the expiration of the Executive year in which they were set up unless otherwise prescribed by the AGM.

ARTICLE 15 CONSTITUTIONAL AMENDMENT

15.1 PROCEDURE FOR AMENDMENT

- a. Notice of amendment to this Constitution by any member or group of members shall be sent in writing not later than three (3) months before the Ordinary General Meeting of the fiscal year through the Secretary-General.;
- b. The Amendment should be further reviewed at the Ordinary General Meeting, subsequent National Executive Council meeting and ratification at the Annual General Meeting;
- c. Voting shall be by delegates' votes and shall be approximated to the highest whole number;

FIRST SCHEDULE OF THE CONSTITUTION OF THE NIGERIAN ASSOCIATION OF RESIDENT DOCTORS (NARD)

1. STANDING ORDERS

Intended to provide for the conduct and procedure of all General, Executive Council and Officers Committee meetings and matters relating thereto and shall be read together with the Constitution.

2. BUSINESS

- a. The President of the Association shall occupy the Chair and preside at all meetings of the Association.
- b. The General, National Executive Council or Officers Committee meeting shall transact such business as are on the agenda or any business decided by the Officers Committee including any other business which shall not apply to Extra-Ordinary General Meetings.
- c. The agenda of the business of the meeting shall be supplied to every member. This agenda shall be adhered to till the completion of business unless a proposition to suspend the Standing Orders is made and carried by two-thirds majority, which shall be approximated to the higher whole number.

- d. No member shall commence to speak on any issue or topic until recognized to do so by the President.
- e. Any member desiring to speak shall put up his/her hand sitting in place and shall not rise to speak until recognized to do so by the President.
- f. Any member who has been recognized by the President to speak, shall do so standing, except otherwise permitted by the President.
- g. No two members shall stand up to speak simultaneously during discussions at a meeting.
- h. No member shall repeat himself or any topic except the mover of a motion or amendment that shall be permitted to wind up after the subject of the motion or amendment has been debated. Provided that a member who has spoken on a subject may be heard again at the discretion of the President to offer explanation on one material part or his/her speech, which has been misunderstood.
- i. A member must confine his observation to the subject under discussion and may not introduce irrelevant matter thereto.
- j. No member shall be permitted to reopen any specific issue upon which the meeting has come to conclusion.
- k. No member shall use offensive; insulting or disorderly language on any other member of the Association.
- l. Any member whose conduct is disorderly at any meeting or who has refused to withdraw an offensive or insulting language after being told by the President to do so may be asked to the meeting by the President.
- m. A member who has any relevant and pertinent information to give may in the course of a speech by another person plead with the President, but such a pleader shall only give his information if permitted to do so by the President.
- n. A member may raise a plea of "Point of Order" which when raised shall only be allowed where a member observes and the President accepts that there is a deviation by a speaker from the subject matter and/or according to these "Standing Order".
- o. A member may raise a plea of point of correction where there has arisen a misquotation of either a speaker or the matter under discussion.
- p. Misquotation or a misrepresentation shall be corrected firstly by the person misquoted and subsequently by the speaker who prompted the call for a point of correction.

- q. In event of a proposition to proceed to the next business or to progress being moved and seconded, unless it shall appear to the President that such notice is premature, it shall after the proposer or seconder of the resolution have been heard be put to vote. If agreed to, all propositions on the subject under discussion shall be considered as disposed of. Once a subject has been discussed and voted upon it shall not again be introduced during the meeting in accordance with clause (J) of these Standing Orders.
- r. No member shall leave any meeting except with the permission of the President.
- s. No motion or amendment shall be discussed unless it is seconded, except proposals of the National Officers Committee or the report of any Committee of the Association, which shall be taken as having been moved and seconded. Once a motion is on the floor, no matter shall be discussed until the motion is disposed of.
- t. On any issue, cause or matter, every delegate eligible to vote according to the Associations Constitution shall have the one vote at a time but the President shall have a second casting vote in the event of equality of votes. Provided that if at an election there is equality of votes the presiding electoral officer shall have casting vote.
- u. Unless the Constitution otherwise prescribes, voting on any subject shall be by show of hands.
- v. The full meeting shall have power to appoint committees for the furtherance of its business. Such committees may sit during the hours of the meeting should it be necessary for them to do so. The procedure at a meeting of any committee may be determined by that committee. It may appoint its Chairman and Secretary or Co-opt any other member(s) except in a circumstance where the National Officers Committee makes those appointments and as prescribed by the Constitution.
- w. The President may give directives or adopt measures reasonably necessary in the interest of the Association or reasonably conducive to the conduct of proceedings of any meeting.
- x. The returning officer may appoint one other ad-hoc officer to assist him/her and the other two members of the electoral committee appointed by the Council.

- y. The returning officer and the other electoral officers shall control, conduct and manage the annual Election for which they are appointed. During the election, the returning officer shall be the presiding electoral officer and shall have powers of the chairman under these standing orders.
- z. To the extent of his/her functions the returning officer shall announce the result of the election.
- aa. PROCEEDING: The validity of proceedings of an Annual General meeting or any other General meeting shall not be affected by any office vacancy or by any defect in the appointment or the election of officers or by the absence of any member.
- bb. CONFLICT: For the avoidance of doubt, the provisions of the Constitution shall have precedence and prevail over those of the Standing Orders where there is a conflict or for any other cause.
- cc. AMENDMENT: Notice of amendment to the Standing Orders by any member or group of members shall be sent in writing not later than 3months before an Annual General meeting, through the Secretary-General. The amendment shall only be ratified by two-third of delegates present at an Annual General meeting. For this purpose, voting which shall be by delegate's votes shall be approximated to the higher whole number. Voting shall be as stated in clause (t) of these Standing Orders.

SECOND SCHEDULE OF THE CONSTITUTION OF THE NIGERIAN ASSOCIATION OF RESIDENT DOCTORS (NARD): STANDING COMMITTEES

1. MEDICAL EDUCATION

a. Terms of reference

- i. To consider, advise and make recommendations on all matters affecting medical and dental education; affecting the standard in medical institutions in the country and relating to the advancement of health and allied sciences research.
- ii. To arrange workshops and in collaboration with other agencies and bodies including branches of the association for the purpose of

continuing medical education of medical practitioners in the country and to issue certificates of participation accordingly.

b. Membership

The Second Vice-President shall be its chairman; four (4) other members appointed by the Officers Committee and ratified by council shall serve as members.

2. PUBLICITY AND SOCIAL

a. Terms of reference

- i. To handle, advise and make recommendations on all matters pertaining to the publicity and image of the association and any social activity.
- ii. Shall in conjunction with the National Officers Committee arrange press releases and communiques.

b. Membership

- i. The Publicity/Social Secretary shall be its chairman.
- ii. The Secretary-General and two other members of the association nominated by the Officers Committee and ratified by council shall be members.

3. PUBLICATION

a. Terms of reference

- i. To handle, advise and make recommendations on all matters affecting the academic and other publication of the Association.

b. Membership

- i. The Editor shall be its chairman
- ii. The Deputy-Editor shall be the Secretary
- iii. Three (3) other members appointed by the Editor subject to approval of the National Officers Committee and ratification by the Executive Council shall be members.

4. DISCIPLINARY COMMITTEE

a. Terms of reference

To review and assess complaints regarding misconduct by members or centres, and make recommendations to NEC for further actions.

b. Membership

- i. The First Vice President shall be the Chairman.
- ii. Three other members of the National Officers Committee shall be members. Three other members of the association, one of whom shall be drawn from the local branch of the member who is being tried, whereas the other two (2) shall be selected by council voting.

THIRD SCHEDULE OF THE CONSTITUTION OF THE NIGERIAN ASSOCIATION OF RESIDENT DOCTORS (NARD)

OATHS OF OFFICE

I,..... (NAME OF OFFICER)
Do pledge and solemnly declare that I shall be faithful and bear true allegiance to the Nigerian Association of Resident Doctors (NARD).

That as..... (post of officer) of the Association, I will discharge my duties according to the provisions of the Constitution of the Association.

I shall protect the interest of the Association at all times and shall not allow my personal interest or other considerations influence me to act contrary to the dictates of the Association's Constitution and interest.

I shall discharge my duties with fairness and without fear, favour, affection or ill will.

I solemnly make this pledge upon my honour, so help me God.

Constitution Review Committee Members:

- | | | |
|----|--|--------------------|
| 1. | Dr. Haruna Yakub, AKTH Kano | (Chairman) |
| 2. | Dr. Adeyemo Ayodele Abdurrazag, FMC Bida | (Secretary) |
| 3. | Dr. Odunbaku Kazeem, NPH, Aro Abeokuta | (Member) |
| 4. | Dr. Ozigis Mutalib, UITH Ilorin | (Member) |
| 5. | Dr. Osondu Shalom, FTH Owerri | (Member) |

This reviewed Constitution was adopted at the 44th Annual General Meeting and Scientific Conference of the Association held at Park Inn Hotel, Abeokuta on the 28th of September 2024, it has since taken immediate effect following ratification.

All previous correspondences bearing the National Association of Resident Doctors of Nigeria remain valid.



Dr. Bele Abdullahi Olaitan
President



Dr. Anaduaka Christopher Obinna
Secretary-General

Printed by the 2024/2025 Dr. Osundara Tope Led NOC



Dr. Osundara Tope
President



Dr. Odunbaku Kazeem Oluwasola
Secretary-General