

**CONSTITUTION OF NIGERIAN
SCHOLARS IN GERMANY
(NISIG)**

TABLE OF CONTENTS

ARTICLE 1	5
1.1. NAME	
1.2. NON-PROFIT ORGANISATION	
<u>ARTICLE 2</u>	
2.1. AIMS AND OBJECTIVES	5
2.2. CORE ACTIVITIES	6
<u>ARTICLE 3</u>	
3.1. MEMBERSHIP	6
3.2. FULL, OBSERVER AND HONORARY MEMBERSHIP	6
3.3. ELEGIBILITY	6
3.4. PRIVILEGES/RIGHTS OF FULL MEMBERSHIP	7
<u>ARTICLE 4</u>	7
4.1. BOARD OF TRUSTEES (B _o T)	
<u>ARTICLE 5</u>	
5.1. NATIONAL EXECUTIVE BOARD	7
5.2. THE GENERAL FUNCTIONS OF THE NATIONAL EXECUTIVE BOARD	8
5.3. TENURE OF OFFICE	8
5.4. FUNCTIONS OF THE NATIONAL EXECUTIVE BOARD OFFICERS	
5.4.1. THE PRESIDENT	8
5.4.2. THE VICE PRESIDENT	9

5.4.3. SECRETARY GENERAL	9
5.4.4. TREASURER	10
5.4.5. FININCIAL DIRECTOR	10
5.4.6. DIRECTOR OF PUBLIC RELATIONS/WBMASTER	11
5.4.7. DIRECTOR OF SOCIALS AND SPORTS	11
ARTICLE 6	
6.1. GENERAL ASSEMBLY	12
6.2. ANNUAL GENERAL MEETING	12
ARTICLE 7	12
7.1. ADMINISTRATIVE ZONES OF THE ORGANISATION	
7.2. SELECTION OF ZONAL COORDINATORS	
7.3. FUNCTION OF ZONAL COORDINATORS	
ARTICLE 8	13
8.1. CHAPTERS OF ORGANISATION	
8.2. MEMBERSHIP	
8.3. PURPOSE AND DUTIES	
ARTICLE 9	
9.1. ELECTION OF NATIONAL EXECUTIVE OFFICERS	14
9.2. ELECTORAL COMMITTEE MEMBERSHIP	15
9.3. HANDING OVER TO ELECTED OFFICERS	15

9.4. TO RECALL AN ELECTED OFFICER	15
ARTICLE 10	15
10.1. THE ORGANISATION BANK ACCOUNT	
ARTICLE 11	16
11.1. FINANCE	
ARTICLE 12	
12.1. AWARDS COMMITTEE FORMATION	16
12.2. AWARDS COMMITTEE MEMBERSHIP	16
12.3. AWARDS FORMS	17
ARTICLE 13	17
13.1. CONSTITUTIONAL AMENDMENT	
ARTICLE 14	17
14.1. DISSOLUTION OF THE ORGANISATION	
ARTICLE 15	18
15.1. LIMITATION OF LIABILITY	

ARTICLE 16 **18**

16.1. SALVATORIC CLAUSE

ARTICLE 17 **18**

17.1. FINAL PROVISION

ARTICLE 1

1.1. NAME

The organisation shall be known as the “Nigerian Scholars in Germany e.V.” This association is registered in Bayreuth with registration number 200516. A scholar is someone who resides in Germany and is receiving or has received a formal/university education within or outside Germany. The organisation shall be the mother organisation of all the chapters of the “Nigerian Scholars in Germany”. The seat of the association is Bayreuth.

1.2. NON- PROFIT ORGANISATON

The organisation operates selfless; it does not pursue economic purposes. Funds of the organisation may only be used for statutory purposes. The members receive no payments for service to the organisation. No person may be favored by expenses that are foreign to the purpose of the organisation or by disproportionately high remuneration.

ARTICLE 2

2.1. AIMS

The association pursues exclusively and directly charitable purposes in the sense of the section "tax-privileged purposes" of the tax code.

The aim of the association are.

1. The promotion of national and vocational education, including student aid
2. The promotion of art and culture
3. The promotion of international attitudes, tolerance in all areas of culture and the idea of people understanding .

2.2 OBJECTIVES

1. To serve the interests of Nigerian students and scholars in Germany. And also, to enrich their academic life and life experience through social, cultural and academic seminars, workshops and other related presentations.
2. Representation of the Nigerian image through art and culture (art exhibitions, dancing, cooking and fashion shows)
3. To facilitate and support communication among Nigerian scholars.
4. To provide a platform for acculturation and exchange of views among its members and other non-member associations.

5. Defend principles of equal opportunity and open access for members to voice on matters that cut above the general interest of their group members.
6. Promote unity and friendship among Nigerian scholars in Germany recognized social-help bodies, with the aim of giving back to Nigeria and our host communities in Germany.

ARTICLE 3

3.1. MEMBERSHIP

Membership of this association is open to everyone of any nationality in Germany. The board of directors decides on admission or rejection. Members must be at least 18 years old.

3.2. FULL, OBSERVER AND HONORARY MEMBERSHIP

1. Full membership: To achieve full member status, the candidate must fulfill the eligibility criteria as listed in Article 3.3. and have attended meetings at the chapter level. Recommendation to full membership status shall be based on the recommendation of the chapter coordinator subject to the approval of the National Executives. Full members shall agree to abide by the constitution and good conduct.
2. Observer membership: Are persons that associate with NiSIG and are prospective full members. Observer members would not have the right to vote or be voted for and would not be entitled to a NiSIG identification card or any full membership rights. Observer members are not obliged.....
3. Honorary membership: A non-Nigerian who expresses interest and on recommendation from a chapter executive, and approval from the National Executive Board can become an honorary member of NiSIG. Honorary members are eligible to a NiSIG identification card but are not eligible to vote.

3.3. ELEGIBILITY

To be an eligible full member the following are required

- i. A filled membership form.
- ii. Nigerian nationality
- iii. Payment of membership dues per year.

3.4. MEMBERSHIP DUE

The dues are to be set by the National Executives in agreement with the Chapter coordinators.

3.5. PRIVILEGES/RIGHTS OF FULL MEMBERSHIP

1. Eligibility for a NiSIG membership certificate.
2. Eligibility for membership for all sub-committees and affiliated societies or clubs of the organisation.
3. Right to information of proceedings of all meetings.
4. Access to all facilities belonging to the organisation.
5. Free access to all information regarding funds received and spent on behalf of the organisation.
6. The right to vote and also contest for an administrative position.
7. Right to recall any elected official found wanting in the discharge of his/her constitutional duties or responsibilities. (See Article 10.4 on how to recall an elected officer).

3.6. TERMINATION OF MEMBERSHIP

1. The membership of a member ends with:
2. The death of the member.
3. By voluntarily giving up
4. By deleting it from the list of members.
5. By expulsion from the association

Voluntary resignation takes place through a written declaration to the board of directors. It is only permitted at the end of a calendar year with a notice period of three months. If a member has grossly violated the interests of the association, they can be expelled from the association by resolution of the board of directors. Before the decision is made, the member must be given the opportunity to justify himself personally to the board of directors or in writing, setting a reasonable period of time. A written statement by the person concerned is to be read out at the board meeting. The decision on the exclusion must be given reasons and made known to the member by registered letter. The member has the right to appeal in the general assembly against the decision of the board of directors to expel. The appeal has a suspensive effect. The appeal must be submitted in writing to the Board of Directors within a period of one month from receipt of the exclusion resolution. If the appeal is filed in good time, the board of directors has

to convene the general assembly within two months to decide on the appeal. If this does not happen, the exclusion decision is deemed not to have been issued. If the member does not exercise the right to appeal against the exclusion resolution or fails to meet the deadline for appeal, he / she is subject to the exclusion resolution with the result that membership is deemed to have ended.

ARTICLE 4

ORGANS

The organs of the organisation are as follows:

- The General Assembly
- The National Executive Board
- The Board of Trustees
- The Zonal Coordinators
- The Chapter Executives

4.1. BOARD OF TRUSTEES (BoT)

The Board of Trustees shall be a consultative/advisory committee, which will from time to time provide support for the organisation in accordance with its objectives under Article 2.

4.2. MEMBERSHIP OF THE BOARD OF TRUSTEES

1. The Board of Trustees shall comprise a minimum of five members. This comprises:
 - a. All past national presidents and
 - b. Three members who have been active for at least three five years (referred to as elected members)
2. Nominations of the three BoT members (i.e., appointed members) shall be nominated by each zone and the National Executive Board of NiSIG shall make the appointment decision.
3. Appointed members of the BoT shall serve for a three-year term. The appointed members can be re-appointed into the BoT subject to the approval of the National Executive Board of NiSIG.
4. All past national presidents stay on the BoT as permanent members. However, resignation of past national presidents from the BoT can be effected by writing to the

Chairman of the BOT and documented.

5. The BoT shall elect a chairman to preside over the BoT meetings and shall serve for a three-year term.
6. The national president of NiSIG shall act as the Secretary of the BoT and as a link between the BoT and the National Executive Board.
7. A Board of Trustees member shall cease to be a member if he or she resigns, is permanently incapacitated as a result of ill health, and becomes insane.

4.3. RESPONSIBILITIES OF THE BOARD OF TRUSTEES

1. The Board of Trustees shall provide advice and support for the organisation in accordance with its objectives under Article 2.
2. The Chairman of the BoT shall delegate duties and responsibilities for members of the BoT in accordance with the objectives of the organisation under Article 2.
3. The Board of Trustees shall perform oversight functions in the management of externally funded projects.
4. The meeting of the Board of Trustees shall be announced by the secretary of the BoT (national president) on the instruction of the Chairman of the BoT as occasion demands but not less than once in six months.
5. The Board of Trustees shall observe and verify the national elections process. In the event of any electoral dispute, the BoT reserves the right to decide the dispute resolution process.
6. The Board of Trustees shall play the role of an Arbiter in an event of any dispute within the organisation. The National President of NiSIG is mandated to report such a dispute to the Board of Trustees for a quick resolution if the matter is beyond the capabilities of the national executives.
7. The Board of Trustees shall meet with the national executives for a strategic and statutory meeting at the start of a new administrative year to brainstorm and jointly prepare a draft plan and project for the administrative year.

ARTICLE 5

5.1. NATIONAL EXECUTIVE BOARD

The National Executive Board will oversee the activities of the organisation at the national level. The Executive Board will consist of the following elected officers elected in accordance with the election schedule.

The chair of the Executive Board shall be the President

- i. President
 - ii. Vice President
 - iii. Secretary General
 - iv. Financial Director
 - v. Public Relations Officer
 - vi. Director of IT & Webmaster
 - vii. Director of Socials and Sports
1. The association shall be represented by the president and the vice president. They are each authorized to represent individually.
 2. The board of directors is elected by the general assembly for a period of one year from the day of election; however, they remain in office until the new board is elected. Each board member is elected individually. If a member of the Executive Board leaves during the term of office, the Executive Board elects a substitute member for the remainder of the term of office.

5.2. THE GENERAL FUNCTIONS OF THE NATIONAL EXECUTIVE BOARD

The National Executive Board is responsible for the running of the administrative affairs of the association.

There main tasks are:

1. Preparation of the general meeting and drawing up the agendas.
2. Convocation of the general meeting.
3. Act as a communication medium between the different chapters of the organization as well as between the external bodies and the organization
4. Execution of the resolutions of the general meeting.

5. Preparation of a budget for each financial year; Bookkeeping; Preparation of an annual report.
6. Conclusion and termination of employment contracts.
7. Resolution on admission, deletion and exclusion of members
8. To act as trustee of the association.
9. To coordinate and represent Nigerian scholars in Germany.
10. To coordinate collaborations with external bodies
11. Establish and review the work of sub-committees.
12. To manage and maintain good systems of financial control.
13. To oversee the association's accounts and budget.
14. To supervise the social activities of the association.

5.3. TENURE OF OFFICE

1. All offices of the Nigerian Scholars in Germany shall be held for one year only, in consonance with article 10.1.16.
2. An officer is eligible for re-election for the same office only once (maximum of two terms in the same office). Of all the executives who recontest for office, only the President cannot contest for more than two positions.

5.4. FUNCTIONS OF THE NATIONAL EXECUTIVE BOARD OFFICERS

5.4.1. THE PRESIDENT

1. The President shall be the chief executive officer of the organisation and shall preside over all meetings of the organisation.
2. The President is responsible for directing the overall operations of the organisation.
3. The President, Secretary General, and Financial Director shall sign all written contracts and obligations of the organisation, including maintaining the organisation's checking account.
4. The President shall be the primary representative or official spokesman of the organisation, unless otherwise delegated.
5. The President may call special meetings when the need arises.
6. Represents organisation at official functions along with other Executive Board Members (the President and three other executives).

7. Provides encouragement and motivation to fellow officers and organisation members.
8. Ensures that all elected and appointed officers' discharge their respective duties effectively and efficiently.
9. Remains fair and impartial during organisation decision-making processes.

5.4.2. THE VICE PRESIDENT

1. The Vice President shall be vested with all the powers and shall perform all the duties of the President in the absence of the President.
2. The Vice President shall assist the President in coordinating and directing Executive Board activities and organisation operations and shall assist other officers with the completion of their duties as delegated by the President.
3. The Vice President shall also serve as a counselor to the President by recommending goals, objectives, plans and programs.
4. Ensures that all provisions of the constitution are properly executed and that all executive officers discharge their duties within the confines and powers allowed by the constitution.
5. Remains fair and impartial during organizational decision-making processes.
6. The office of the Vice President is solely responsible for receiving all petitions.
7. The national executives will determine who chairs the constitutional amendment review committee as described in Article 13.
8. Remains fair and impartial during organisation decision-making processes.

5.4.3. SECRETARY GENERAL

1. The Secretary General shall prepare and record the minutes of all meetings.
2. Should have copies of minutes from the previous meeting at each meeting and provide copies of the minutes of each meeting for the members present at the meeting or alternatively, the minutes can be read out.
3. The Secretary General shall keep a true and accurate record of all proceedings of the organisation and administer the appropriate distribution of these records.
4. The Secretary General shall prepare and distribute agendas with the assistance of the President.
5. The Secretary General shall have primary responsibility for organization's

correspondence.

6. The Secretary General shall be responsible for maintaining a detailed record of the organisation's members.
7. The Secretary General shall take appropriate steps to modify all existing records of changes in organization's officers, advisors, and other relevant information.
8. The Secretary General shall assist other officers with the completion of their duties as delegated by the President.
9. The Secretary General shall notify all members of meetings and prepare and file any report required.
10. The Secretary General has the right to call for meetings in absence of the President and the Vice President but with due consultation of other executives.
11. Remains fair and impartial during the organisation decision-making process.

5.4.4. FINANCIAL DIRECTOR (DOF)

1. The Financial Director is responsible for all money documentations on behalf of the organisation.
2. Keep and maintain updated financial records including copies of invoices, bills, and cash receipts as proofs relating to the funds received, spent or disbursed on behalf of the organisation.
3. Prepares and submits financial reports to the members as stipulated by the constitution.
4. The Financial Director is responsible for answering financial inquiries and/or audits of the organisation and maintaining a healthy balance of the finances of the organisation.
5. Account statements and details should be presented at the national summit by the financial director before handing over.
6. Remains fair and impartial during organisation decision-making processes.

5.4.5. DIRECTOR OF PUBLIC RELATIONS

1. The Director of Public Relations shall communicate to the members of the organisation and the general public, events, publications and messages on behalf of the organisation and its Executive Board.
2. The Director of Public Relations is also assigned the task of communicating on behalf of the organisation and answering any inquiries from other groups, organisation's and

the general public.

3. The Director of Public Relations is responsible for promoting meetings and events.
4. The Director of Public Relations shall perform other responsibilities as delegated by the President.
5. Remains fair and impartial during organisation decision-making processes.

5.4.6. DIRECTOR OF IT & WEBMASTER

1. Prior website design knowledge and experience is a prerequisite.
2. Responsible for the development and maintenance of the organisation's website.
3. Due consultation with and approval by the President should be made prior to posting any information on the organisation's website.
4. She/he shall take responsibility for the creation and production of all materials used in the promotion of meetings and events.
5. Shall perform other responsibilities as delegated by the President.
6. Remains fair and impartial during organisation decision-making processes.

5.4.7. DIRECTOR OF SOCIALS AND SPORTS (DOS)

1. The Director of Socials is responsible for coordinating the organisation and execution of events, excursions, workshops, seminars and other activities of related sort.
2. The Director of Socials will be primarily responsible for reserving rooms, contacting venues, acquiring and filling out necessary paperwork for room/venue reservations, and setting up and organizing tabling schedules.
3. The Director of Socials shall be the head of a social related sub-committee as approved by the national executive such as sports, magazines, calendar etc. The leadership of the created sub-committees shall however be elected by the members of each sub- committee and shall not be by appointment of the DOS or President.
4. She/he shall assist other officers with the completion of their duties as delegated by the President.
5. Remains fair and impartial during organisation decision-making processes.

ARTICLE 6

6.1 THE GENERAL ASSEMBLY/ ANNUAL MEETING (AGM)

The General Assembly shall be called by the National Executives under the leadership of the

national president.

1. The General Assembly shall be composed of all members of the organisation.
2. The General Assembly shall hold regularly as necessary and presided by the national president.
3. The annual general meetings (AGM) shall hold once in a year, no longer than 12 months intervals
4. Members shall be given written notice of at least 30 days prior to the plenary meeting.
5. The general meeting can take place either virtually or at a physical location.
6. The purpose of these meetings is for the group to be accountable for its actions and to consider renewal and development according to the group's goals.
7. The business of the general meeting includes:
 - a) Receipt of a report from the national President of the Association for the year.
 - b) Receiving a report and presentation of the financial statements for the last financial year from the Finance Director on the organisation's finances.
 - c) Election of new board members and other matters are appropriate at such a meeting.
 - d) amendments to the articles of association
 - e) the dissolution of the association.
8. All decisions taken during the General Assembly shall be binding. Unless otherwise stipulated in the statutes, resolutions of the general meeting shall be decided by a simple majority of the valid votes cast; abstentions shall not be taken into account.
9. The resolutions of the meeting shall be recorded in minutes to be signed by the Chairman.

ARTICLE 7

7.1. ADMINISTRATIVE ZONES OF THE ORGANISATION

The members of the organisation shall be grouped into five zones as described below;

Zone 1: Thüringen, Sachsen, Saxony-Anhalt, Berlin, Brandenburg

Zone 2: Nordrhein-Westfalen

Zone 3: Rheinland-Pfalz, Saarland

Zone 4: Schleswig-Holstein, Hamburg, Mecklenburg-Vorpommern, Bremen, Niedersachsen

Zone 5: Bayern, Baden-Württemberg, Hessen

7.2. SELECTION OF ZONAL COORDINATORS

The elected National Executive Board shall nominate a minimum of one and a maximum of two zonal coordinators for the respective administrative zones of NiSIG.

7.3. FUNCTION OF ZONAL COORDINATORS

1. Zonal Coordinators shall work under the directives of the National Executive Board.
2. Zonal Coordinators shall act as chairperson for zonal meetings and engage in planning of NiSIG zonal activities.
3. Zonal Coordinators shall support in the compilation and building a database of members in the zone.
4. Zonal Coordinators shall work closely with the President, and the Secretary General.
5. Zonal Coordinators shall capture and report on assigned zone challenges, major decisions reached at coordination meetings.
6. Zonal Coordinators shall perform leadership roles in their respective zones, including membership recruitment, and to convene meetings.
7. Zonal Coordinators shall foster a strong relationship between the National Executive Board and chapters in achieving the goals of NiSIG.
8. Zonal Coordinators shall establish a climate of co-operation amongst the state chapters for execution of development activities/events.
9. Shall submit an annual report to the National Executive Board.

ARTICLE 8

8.1. CHAPTERS OF ORGANISATION

The organisation shall be composed of chapters from different states and universities in Germany.

8.2. MEMBERSHIP

1. The National Executive Board shall carry out an approval procedure of a chapter to be a member of NiSIG following the submission of a filled and signed chapter membership form.
2. No chapter shall register herself as an organisation in Germany. Any registered chapter shall forfeit the name "Nigerian Scholars in Germany", its abbreviation "NiSIG" as well as its translation in German "Nigerianische Gelehrte in Deutschland"

8.3. CHAPTER ADMINISTRATION

1. All chapters are subject to the NiSIG constitution.
2. All chapters shall be run/managed by an elected Chapter Executive Board comprising at least 3 members - Coordinator, Vice Coordinator & Secretary. Members can be elected into other positions in the Chapter Executive Board depending on the needs of the Chapters and availability of interested members.
3. The Chapter Coordinator will be the contact person for the chapter.
4. The coordinator of a chapter must work closely with the NiSIG Zonal Coordinator to promote the goals of NiSIG
5. All chapters must conduct Chapter elections in accordance with Article 9.
6. The term of the Chapter executive board shall begin and end at the same time as the National Executive Board. Chapter elections must be held at least 2 weeks before or at most 2 weeks after the National Elections.
7. The notification of the chapter elections must be sent to the National Executive Board at least 2 weeks before the election.
8. All chapters must submit an annual report to the National Executive Board through the Vice President.

ARTICLE 9

9.1. ELECTION OF NATIONAL EXECUTIVE OFFICERS

An Electoral Committee shall be set up and be made up of five members. It shall be appointed by the Executive Board and rectified by the body. They shall decide the venue, mode, date and time of the election together with the incumbent President and Director of Socials.

1. The Electoral Committee will examine nominations and conduct elections. The committee members must not be running for any executive position.
2. The candidates for elected positions must have full membership according to Article 3.2.
3. The candidates who want to vie for any elective position must be enrolled at any university or a recognized institute of learning in Germany or must have studied in Germany not more than 3years to the date of his/her (bachelor's, master's or

doctorate) graduation.

4. The candidates must show proof that they have graduated or proof of enrollment, which shall be confirmed by members of the Electoral Committee or the Secretary General of the organisation.
5. The National secretariat positions (President, Vice President and General Secretary) can only be contested for, by members that have previously served either as chapter, zonal and national executives
6. The elections into respective posts shall be held as follows: see above
7. The candidates must be present in person to run.
8. In any chosen fashion or way, the candidates will each be allowed to speak for a minimum of three minutes. The Electoral Committee must limit his/her speech to the stipulated time duration constitutionally allowed.
9. At the end of all speeches/manifestos, the Electoral Committee will accept questions from the members. Each question will be directed to all candidates for them to provide answers to the question asked.
10. The candidates are also allowed to vote.
11. Each eligible member will be given a card that allows him or her to vote after clearance from the Secretary General of the organisation or from the Electoral Committee.
12. Eligible members are allowed to vote in the election only if they are present in person
13. The Electoral Committee shall collect and count the votes openly, in the presence of every member. When the number of votes for each candidate has been established, the result will be announced and the candidate with the highest number of votes for a respective post shall be declared the winner.
14. Should there be a tie between two or three candidates, a re-run election will be conducted on the same day.
15. Vacant Seat: Any executive post still left vacant shall be filled by the appointment of the President-elect but only after due consultation with other members of the Executive Board. However, if a unanimous decision is not reached, the Executive Board will put it to a vote.
16. The Board of Trustees shall observe and verify the national elections process. In the event of any electoral dispute, the BoT reserves the right to decide the dispute resolution process.
17. The election shall take place once a year and the duration of the elected Executive

Board will be one year from the date of the election. Three months towards the expiration of the tenure of the executives, a new election committee made up of five members shall be set up to conduct the next election.

18. A candidate is allowed to run twice for a particular position but the tenure for each position is only one year. After two years, the candidate is only allowed to contest for another position entirely.

9.2. ELECTORAL COMMITTEE MEMBERSHIP

Electoral Committee members must come from each one of the five administrative zones of NiSIG (Article 7.1).

Each zone will present a candidate of their choice either through nomination by the members in that zone or by election only for the students / scholars in that zone.

Should there be a case where there is no candidate willing to take the position; the National Executive Board shall appoint any member of his choice to fill up the position.

9.3. HANDING OVER TO ELECTED OFFICERS

1. At the end of the election and the announcement of the newly elected officers, the Electoral Committee shall ensure the inauguration of the newly elected officers.
2. The Electoral Committee shall also ensure that the “NiSIG Executive Board handover document” is completed on or before the end of 7 days after inauguration.
3. A member of the Board of Trustees appointed by the Chairman of BoT shall supervise the smooth handing over of all assets and liabilities of the association to the newly elected NiSIG Executive Board.

9.4. TO RECALL AN ELECTED OFFICER

1. An elected officer of any committee can be recalled if any active member of the organisation presents convincing and sufficient proof of corruption, misconduct or abuse of office by the elected officer in question.
2. In order to file for a recall, the member must present in writing a statement of the charges or allegations sent to the office of the Vice President. The elected officer ought to be notified within five days after submission of the charges to the Vice President or any elected official. However, should the Vice President be the culprit in

question, the statement of charges should be forwarded to the office of the Secretary General of the organisation.

3. The Executive Board will then summon all registered members to a recall meeting with the purpose of discussing the charges, notifying them at least one week in advance.
4. In order for an elected officer to be recalled, a signature or vote of two-third of the registered members present at the recall meeting is necessary.
5. After the recall process, the Director of Public Relations declares vacant the Seat and the election committee will fix within 21 days a new date for the election of a new candidate and must conduct the election within 90 days from the date of the recall. In the meantime, the President can appoint a person temporarily pending the election of a new candidate.
6. In a situation where a new officer is elected, his tenure of office also expires together with other elected officers. This is to prevent the difficulty of conducting several elections when one or more offices are declared vacant as described in (subsection 5) above.

ARTICLE 10

10.1. THE ORGANISATION BANK ACCOUNT

The proposed bank account will be jointly set up and operated by the following executives on behalf of the organisation.

- I. President
- II. Vice President
- III. Director of Finance

They shall be the signatories to the organisation's account.

ARTICLE 11

11.1. FINANCE

1. The organisation is open to receiving funds from any source for the pursuit of its (documented) aims and objectives effectively.
2. The office of the Financial Director along with other executives shall ensure that all records of funds received and spent are well documented with proofs and these records should be published quarterly for the perusal of all registered members.
3. The President shall be in charge of the Transaction Authentication Number (TAN), the

Treasurer shall make all online transactions and the Director of Finance shall keep all receipts and document all online transactions.

4. All approval of expenses shall be done by the President. The President shall however be in communication with the Financial Director and the Treasurer as regards the financial status of the organisation during approvals.
5. At the end of an administrative year, The account and financial activities of the association shall be duly audited by the BoT.
6. The audit report shall be submitted to the new Executive Board after completion of exercise.

ARTICLE 12

12. AWARDS

12.1. AWARDS COMMITTEE FORMATION

1. The Awards Committee will be formed by the National Executive Board. The Committee shall have the following responsibilities:
 - a. Collection of nominees and recommendations from members of NiSIG, members of the Executive Board, and panels, for consideration towards a particular award category.
 - b. Review nominations for an award.
 - c. Development of an application procedure and an awards program.

12.2. AWARD FORMS

1. The form of the award should be left to the discretion of the committee.
2. Recommended award forms are:
 - a. Certificates and or Plaques: Past Executives, Scholars of the Month, Donation awards,
Competition awards, Chapter service awards
 - b. Trophies and medals: Sports Awards
3. If certificates are being issued, they must:
 - a. Take the same template as previously issued.
 - b. Templates can be reviewed after a 5-year period.
4. Awards should be given only once to an individual. There should be no repetition or duplication of an award given to an individual e.g., founding members should not be

given recognition/appreciation awards after they have been previously awarded.

ARTICLE 13

13.1. CONSTITUTIONAL AMENDMENT

1. A motion for the amendment of the organisation's constitution proposed by any registered member of the organisation should first be sent to the office of the Vice President who then notifies other members of the Executive Board, the Board of Trustees and then the entire members.
2. A constitution review committee shall be set-up by the National Executive Board to consider the motion for amendment.
3. Ratification of the amendment can only be made during the AGMs/General Assembly, chaired by the President during which the motion is discussed by every member present and then a vote is cast.
4. Such amendments are approved only when Article 6.1.4 is fulfilled, and two-third of the entire members present at the meeting voted for it.

ARTICLE 14

14.1. DISSOLUTION OF THE ORGANISATION

1. In the event of dissolution, the organisation's assets shall be transferred to the German Federal Ministry for Economic Cooperation and Development, which shall use it directly and exclusively for charitable purposes
2. For the organisation to dissolve two-third of the total members of the organisation must approve dissolution

ARTICLE 15

15.1. LIMITATION OF LIABILITY

1. For damages of any kind, which arise due to a member using organisation facilities, equipment or objects or as a result of actions or orders of the organisation's executive member or other persons working on behalf of the organisation, the organisation is liable only if an executive member, a representative or any other person for whom the organisation is legally liable, has caused the damage deliberately or through gross negligence.

2. In the event of damage in accordance with paragraph (1), the acting or otherwise responsible person is liable to the organisation only in case of intent or gross negligence.
3. If a member causes damage to the organisation in the execution of the duty of an executive office or in execution of an activity on behalf or well-understood interest of the organisation, the organisation may only assert claims for damages against the member, if this intent or gross negligence is a burden. This also applies in the event that the organisation recourse to a member, because the external third party has a claim against the organisation.
4. If an external third party demands damages from a member, the member has a claim for exemption against the organisation, if the damage is caused in the execution of the duty of an executive office or in execution of an activity on behalf or well-understood interest of the organisation and have neither acted willfully nor with gross negligent.
5. The liability for slight negligence is excluded.

ARTICLE 16

16.1. SALVATORIC CLAUSE

The general assembly authorizes the Executive Board to carry out amendments to the constitution independently, which become necessary due to monitoring by the competent registry court or the tax office and which do not affect the core content of a previously approved amendment of the constitution. The Executive Board has to decide the textual amendment by unanimous majority. These changes in the constitution should be presented to members during the next general assembly

ARTICLE 17

17.1. FINAL PROVISION

The above version of the NiSIG constitution was adopted on 01.08.2021.