

BRIEF HISTORY OF TWINS ALIVE FOUNDATION

The Twins Alive Foundation is a non-governmental organisation set up to help twins, multiple births, and lovers of twins.

The Foundation is also out to raise awareness for twins'/multiple births' welfare in our society and to help them preserve and protect their lives and live a better life in our society. Mostly to continue the good work of Mary Slessor.

FOUNDERS

One of the founders of the Foundation is Twin Jude Idongesit Harona, also known as Paul Idongesit-Mbon-Mkopnam. Other co-founders are Mrs Best Harona, Rev. Fr Thomas Ebong and Rev. Fr Peter Tombere. Twin Peter, who was the progenitor's twin brother, was called to glory on the 14th of May, 1999. Then, 10 years later, the Vision of Twins Alive Foundation was born. The Foundation was formally inaugurated on the 16th of May, 2009, at Monty Suites Hotel, Uyo, Akwa-Ibom State.

INTERVENTIONS

The mission of the foundation is to help keep twins and people of multiple births alive. Twins Alive Foundation has given a series of scholarship awards to deserving families and provided food and clothes to its members. The foundation also erected a commemorative statue in honour of Mma Slessor at her last residence in Use Ikot Oku (the first statue of Mary Slessor in Akwa Ibom State). Also, it conducts annual visitation to Mary Slessor's tomb at Calabar, Cross River State, and her cairn at Use Ikot Oku village, Ibiono, Akwa Ibom State, and a memorial Thanksgiving service in honour of our Mother Mary Slessor during the Twins National Convention.

INCORPORATION

The Foundation was incorporated with the Corporate Affairs Commission (CAC) on the 5th day of January, 2011, as Best and Friends of Twins Alive Foundation with duly appointed trustees.

PART A – NAME, AIM AND OBJECTIVES, FINANCIAL YEAR AND DEFINITIONS

1. Name

1.1 The name of the association is Twins Alive Foundation (TAF).

1.1.2 For the purposes of this constitution, Twins Alive Foundation shall be referred to as "The Foundation."

1.2 Members are to follow any of its approved guidelines or Standard Operating Procedures (SOP) so as to maintain uniformity across board.

1.3 The registered office / Headquarters of the Foundation shall be situated in Uyo, Akwa-Ibom state as well as create branch offices otherwise known as chapters across the federation of the country and beyond as it shall deem necessary for the implementation of its activities and the achievement of its goals. However, the Headquarters relocation is subject to the Board of Trustee's (BOT) resolution.

2. Aim and Objectives

The objectives of the Foundation are:

2.1 To assist medically with the separation of vulnerable Siamese twins.

2.2 To enhance the livelihood and economic empowerment of children and the less privileged through skills acquisition and educational training.

2.3 To assist in the wellbeing of children and youths with special needs.

2.4 To encourage the education and skill acquisition of less privileged twins/multiple births in the society.

2.5 To create community awareness and sensitization on the dangers of killing or abandoning twins/multiple births and their mothers through seminars, workshops and other mediums.

2.6 To actively participate in conflict resolution between twins and their families, etc.

2.7 To create awareness against child labour and the inhuman degradation of twins for street begging and their mothers.

2.8 To continue the good works of Mary Mitchell Slessor.

3. Financial year

The financial year of the Foundation shall be each period of 12 months, starting on the 1st of January and ending on 31st. December.

4. Definitions

In these rules, unless a different intention appears—

- **Board of Trustees:** means the people with the clear vision and mission of the Foundation.
- **Executive Board (National or Chapters):** They are the elected officers of the Foundation who oversees the day-to-day running of it. The National Executive Board and State Executive Board for the country and state respectively.
- **Meeting:** means an assembly or coming together of members to discuss important issues, which could be General meetings which involves all the chapters across the country and beyond or a segregated or specific meetings as convened in accordance with Part C of the constitution which includes the Twins National Convention, National Congress, Leadership meetings, Special meetings (National Convention Planning Committee NCPC), Home Convention Planning Committee {HCPC} or emergency meetings and disciplinary appeal meetings or any meetings that may be approved by the Executive Board.
- **Member:** means an organization or individual that has been admitted as a full member of the Foundation.

Categories of Membership

- a. **Honourary Life membership-** This category of membership is exclusively reserved for an individual or set of Twins / Multiples who have shown exceptional and exemplary service to the Foundation over a period of ten years.
- b. **Patron / Matron membership-** They are people who may not be active but are willing to financially support the foundation be it at state or at the national level.
- c. **Active membership-** They are members be it officers or non-officers who are willing to actively work the system and help to achieve the foundation's goal.
- d. **Inactive membership -** These are categories of membership that are just making the numbers. They do not participate, contribute, donate or support in the actualization of the main objectives of the foundation. They can easily be eliminated from the list of membership at the discretion of the executives.
- e. **Membership by Affiliation:** This is when an independent organization subscribes to the philosophy and ideology of the foundation and has been accepted herewith.

- **Multiple birth:** means when conception results in more than one baby in the same pregnancy, regardless of the outcome of the pregnancy.

Chapter: a branch of the Foundation that is established in a given state.

Unit: a branch of a chapter in a given location within a state. A chapter may create one or more units for administrative convenience and logistical reasons after due approval by the national executive board. However, they remain part and parcel of the chapter hence, their entire leadership must be subservient to the National via the Chapter.

- **Special resolution:** any resolution that requires not fewer than three quarters of the members voting at a general meeting, whether in person or by proxy, to vote in favour or against the resolution.

- **The Act:** the Foundation's C.A.C registration status (Abuja, Nigeria) and includes any regulations made under that Act.

PART B – MEMBERSHIP, DISCIPLINARY PROCEDURES, GRIEVANCES

5. Membership

5.1 Membership of the Foundation is open to any organisation or individual worldwide that has an interest in advancing the course of Twins and Multiples and their families. An organisation or individual that applies for membership as explained in these rules is eligible to be a member of the Foundation on payment of annual dues and acceptance of the Foundation's rules. Voting entitlements shall be in accordance with rule 14.

5.2 The rights and privileges of membership of the Foundation shall be determined by the National Executive Board from time to time.

5.2.1 Membership of the Foundation has a compelling responsibility of being financially supportive and involved in charitable causes as directed by the foundation or its chapters.

5.3 The National Executive Board must keep a register of membership of the Foundation on one part and through its chapters.

5.4 Subject to rule 8, the National Executive Board shall have the power to terminate a person's membership guilty of conduct that is detrimental to the best interests of the Foundation. The President shall send written notification of this action to the member.

5.5 Honorary life membership of the Foundation may be granted to an individual

who has given exemplary service to the Foundation over a period in excess of ten years. Honorary life membership would be conferred after a private and confidential vote of financial members have been conducted and 75% of the votes are in favour.

6. Membership fees

6.1 Requirement for membership is that one is a twin, multiple or a lover of twins / multiples. There are no age limits or gender restriction in terms of membership. However, active members are usually of age (18 years and above on adult platforms) but not limited to for as long as there is a willingness to abide by the laid down system.

6.1.2 All members shall pay annual membership dues to the Foundation through their chapters. The fees will be determined at the chapter level while the chapters are to pay an agreed sum yearly.

6.2 Entrance fee for membership of any class of the Foundation may or may not be adopted. It is subject to the prerogative of a chapter.

6.3 Membership fees shall be due and payable on 1st January.

6.4 If a member fails to pay annual dues, it shall on that date so agreed cease to be a financial member for that year. In most cases, its usually after the first quarter of the year except otherwise stated.

6.4.1 All debtors will have their financial commitments carried over to a new financial year.

6.5 Only financial members at the time shall be entitled, subject to the lawful procedure of the meeting, to vote on a motion at any general or special resolution meeting of the Foundation.

6.6 The first year of membership fees may be waived for any new member and by extension a chapter on agreement by the National Executive Board.

6.6.1 Chapters or affiliated organizations (inclusive of new chapters or affiliated organizations) that are struggling financially due to poor membership or mostly made up of youth membership may have their annual fees waived or reduced in subsequent years, after consultation by the National Executive Board. Waiver or reduction of fees will be reviewed annually by the National Executive Board.

6.6.2 Chapters or Organizations who are subject to fee waiver have the right to vote on a motion at any general or special resolution meetings of the Foundation.

6.6.3. It must be however emphasized, that waiver is not a right but a privilege as

deemed fit by the National Executive Board.

7. Cessation of membership

7.1 The membership of a person or organization ceases on resignation, expulsion (in accordance with rule 8) or death.

7.2 A member may resign from the Foundation at any time by giving notice in writing to the President. Also, any resignation at Chapter level automatically translate to National resignation.

7.2.1 In other words, a member can only resign through its chapter.

7.3 A member is also taken to have resigned if the annual fee is more than 1 year in arrears.

7.4 Membership benefits:

7.4.1 Community and Networking: Connect with other twins and like-minded individuals, building relationships and networks. Such can help members scale their businesses and expand for their economic gains.

7.4.2 Support System: Receive emotional support, guidance, and mentorship from fellow members and leaders.

7.4.3 Personal Growth: Develop skills, confidence, and self-awareness through workshops, training, and leadership opportunities.

7.4.4 Social Events: Participate in social events, activities, and gatherings, fostering friendships and memories. Such as birthdays, weddings, burial, and all forms of ceremonies which your fellow twins and multiples would serve as support plug.

7.4.5 Advocacy and Awareness: Contribute to advocacy efforts, raising awareness about twin-specific issues and promoting understanding. The Foundation shall serve as a rallying point to dislodge all antiquated negative stereotypes against twins viz; infanticidal killing of twins, hatred towards twins and multiples, use of twin babies for street begging, any anti-social activities etc.

7.4.6 Access to Resources: Benefit from resources, expertise, and knowledge shared within the foundation. All the resources the Foundation enjoys from other organisations be it local or foreign shall be accessible to all members

7.4.7 Leadership Opportunities: Take on leadership roles, developing leadership skills and contributing to the foundation's growth.

7.4.8 Empowerment: Feel empowered to make a positive impact in their communities, inspired by the foundation's mission and values.

7.4.9 Twin-Specific Support: Receive support and understanding from others who share similar experiences and challenges.

7.4.10. Making a Difference: Contribute to the foundation's humanitarian efforts, making a positive impact in the lives of others.

7.4.11 Professional Development: Access professional development opportunities, such as training, mentorship, and career guidance.

7.4.12. Sense of Belonging: Experience a sense of belonging to a community that understands and celebrates twinship.

7.4.13. Educational Endowment: Where funds are available, indigent members can benefit from such to help in the progress of their education or skills acquisition.

7.4.14 Material support: Where funds are available, indigent members or mother of twins/multiples in difficulty can be supported in one way or the other to help alleviate their suffering.

7.4.15 Only financial members can directly benefit from the Foundation

8. Disciplinary action

8.1 The Foundation may take disciplinary action against a member in accordance with this

rule if it is determined that the member:

8.1.1 has failed to comply with these rules; or

8.1.2 refuses to support the purposes of the ; or

8.1.3 has engaged in conduct prejudicial to the Foundation.

8.2 If the National Executive Board or its Chapter(s) or affiliated organizations is satisfied that there are sufficient grounds for taking disciplinary action against a member, a disciplinary subcommittee to hear the matter must be constituted.

8.3 And determine what action, if any, to take against the member.

8.4 The members of the disciplinary subcommittee:

8.4.1 Shall come from the national executive board (where applicable), chapter executive members, members of the Foundation or anyone else; but

8.4.2 must not be biased against, or in favour of, the member(s) concerned or have any other conflict of interest.

8.5 Before disciplinary action is taken against a member(s), the National Secretary or Chapter Secretary must give a written notice to the member:

8.5.1 stating that the Foundation proposes to take disciplinary action against the member;

8.5.2 stating the grounds to the proposed disciplinary action;

8.5.3 specifying the date, place (physical or virtual) and time of the meeting at which the disciplinary

subcommittee intends to consider the disciplinary action (the disciplinary meeting);

8.5.4 advising the member that they may do one or both of the following:

8.5.4.1 attend the disciplinary meeting and address the disciplinary subcommittee at that meeting;

8.5.4.2 give a written statement to the disciplinary subcommittee at any time before the disciplinary meeting; and

8.5.5 setting out the members' appeal rights under rule 9.8.

8.5.6 The notice must be given no earlier than 28 days, and no later than 14 days, before the disciplinary meeting is held.

8.6 At the disciplinary meeting, the disciplinary subcommittee must:

8.6.1 give the member an opportunity to be heard; and

8.6.2 consider any written statement submitted by the member.

8.7 After complying with subrule 8.4, the disciplinary subcommittee may:

8.7.1 take no further action against the member; or

8.7.2 subject to rule 8.6 –

8.7.2.1 reprimand the member; or

8.7.2.2 suspend the membership rights of the member for a specified period;

or

8.7.2.3 expel the member from the Foundation.

8.8 The disciplinary subcommittee may not fine the member.

8.9 The suspension of membership rights or the expulsion of a member by the disciplinary subcommittee under this rule takes effect immediately after the vote is passed by the national executive board.

8.10 A person whose membership rights have been suspended or who has been expelled from the Foundation under rule 8.5 may give notice to the effect that they wish to appeal against the suspension or expulsion.

9. Appeal rights

9.1 A member whose membership rights have been suspended, or who has been expelled from the Foundation under rule 8, may give notice to the effect that they wish to appeal against the suspension or expulsion.

9.2 The notice must be in writing and given –

9.2.1 to the disciplinary subcommittee immediately after the vote to suspend or expel the member is taken; or

9.2.2 to the National Secretary no later than 48 hours or a week from the day after the vote.

9.3 If a member has given notice under subrule 9.2, a disciplinary appeal meeting must be convened by the National Executive Board as soon as practicable, but in any event not later than 21 days after the notice is received.

9.4 Notice of the disciplinary appeal meeting must be given to each member of the Foundation (only at the Leadership Council) who is entitled to vote as soon as practicable and must –

9.4.1 specify the date, time and place of the meeting; and

9.4.2 state –

9.4.2.1 the name of the member against whom the disciplinary action has been taken;

9.4.2.2 the grounds for taking that action; and

9.4.2.3 that at the disciplinary appeal meeting, those members present must vote on

whether the decision to suspend or expel the person shall be upheld or revoked.

9.5 Conduct of a disciplinary appeal meeting

9.5.1 At a disciplinary appeal meeting:

9.5.1.1 no business other than the question of the appeal may be conducted;

9.5.1.2 the National Executive Board must state the grounds for suspending or expelling the

member and the reasons for taking that action; and

9.5.1.3 the person whose membership has been suspended or who has been expelled must be given the opportunity to be heard.

9.5.2 After complying with subrule 9.5.3, the members present and entitled to vote at the meeting must vote by secret ballot on the question of whether the decision to suspend or expel the person should be upheld or revoked.

9.5.3 A member may not vote by proxy at the meeting.

9.5.4 The decision is upheld if not less than three quarters of the members voting at the meeting vote in favour of the decision.

10. Grievance procedure

10.1 The grievance procedure set out in this rule applies to disputes under these rules between:

10.1.1 a member and another member; or

10.1.2 a member and the Chapter/National Executive Board; or

10.1.3 a member and the Foundation.

10.2 A member must not initiate a grievance procedure in relation to a matter that is the subject of a disciplinary procedure until the disciplinary procedure has been completed.

10.3 The parties in the dispute must meet and discuss the matter in dispute and, if possible, resolve the dispute within 14 days after the dispute comes to the attention of all of the parties.

10.4 If the parties are unable to resolve the dispute at the meeting, or if a party fails

to attend that meeting, then the parties must, within 10 days, hold a meeting in the presence of a mediator.

10.5 The mediator must be:

10.5.1 a person chosen by agreement between the parties; or

10.5.2 in the absence of an agreement:

10.5.2.1 in the case of a dispute between a member and another member, a person appointed by the committee of the Foundation; or

10.5.2.2 in the case of a dispute between a member and the Foundation, a person who is a mediator appointed by the Alternative Dispute Resolution (ADR) Centre from the Ministry of Justice (MOJ).

10.6 A member of the Foundation can be a mediator.

10.7 The mediator cannot be a member who is a party to the dispute.

10.8 The parties to the dispute must, in good faith, attempt to settle the dispute by mediation.

10.9 The mediator, in conducting the mediation, must:

10.9.1 give the parties to the mediation process every opportunity to be heard;

10.9.2 allow due consideration by all parties of any written statement submitted by any party; and

10.9.3 ensure that natural justice is accorded to the parties to the dispute throughout the mediation process.

10.10 The mediator must not determine the dispute.

10.11 If the mediation process does not result in the dispute being resolved, the parties may seek to resolve the dispute in accordance with the C.A.C Act or otherwise at law (through the judicial procedure).

PART C – GENERAL MEETINGS OF THE FOUNDATION

11. Use of technology

11.1 The National Meetings of the Foundation is held Online to accommodate all officers and members that cut-across the geo-political zones of the country and

beyond. Even when national meetings are held physically due to favourable circumstances like Twins National Convention, National Congress etc.

11.1.2 However, a member not physically present at a general meeting may be permitted to participate in the meeting by the use of technology that allows that member and the members present at the meeting to clearly and simultaneously communicate with each other.

11.2 A member participating in a general meeting as permitted under subrule 11.1.2 is taken to be present at the meeting and, if the member votes at the meeting, is taken to have voted in person.

12. Twins National Convention /Annual general meetings

12.1 The National Executive Board must convene an Annual Twins National Convention meeting of the Foundation to be held within / around 2nd December of each year.

12.2 The Foundation may hold its first Twins National Convention / Annual General Meeting at any time within 18 months after its incorporation.

12.3 The National Executive Board shall determine the date and time for the Twins National Convention /Annual General Meeting to be held in Akwa-Ibom or Cross-River state due to their Mary Slessor significance.

12.4 The ordinary business of the Annual General Meeting is as follows:

12.4.1 to confirm the minutes/report/communique of the previous Twins National Convention/ Annual General Meeting and of any Special General Meetings held since then;

12.4.2 to receive and consider:

12.4.2.1 the Annual report of the Board on the activities of the Foundation during the preceding financial year; and

12.4.2.2 the financial statements of the Foundation for the preceding financial year submitted by the National Executive Board in accordance with the C.A.C Act;

12.4.3 to elect the members of the National Executive Board, in accordance with rule 18; and

12.4.4 to confirm or vary the amounts of the annual subscription fee.

12.5 The Annual General Meeting may also conduct any other business of which

notice has been given, in accordance with these rules.

13. Quarterly General Meetings

13.1 A quarterly general meeting of the Foundation, is a scheduled meeting designed to keep the Foundation running and in touch with its chapters across the country and beyond. It helps to furnish, update and compliment the works of its various chapters.

13.1.2 A meeting other than an Annual General Meeting (Twins National Convention), Quarterly or Leadership meetings or a Disciplinary appeal meeting, is called a Special General Meeting.

13.1.3 Specifically, a meeting not scheduled in the Annual Calendar of Activities is an Emergency or a Special Resolution Meeting. Therefore, under the Foundation, a Special General Meeting is split into two viz; a. Emergency and b. Resolution meetings.

13.2 An Annual General Meeting of the Foundation will be held in concurrence with the Twins National Convention where other activities are imbedded as it is the main event that brings all twins and multiples together nationally.

13.3 The National Executive Board may, whenever it thinks fit, convene a Special or Emergency General Meeting of the Foundation. This can occur to nib issues in the bud of which the annual national calendar of activities may not cover.

13.4 Members will be notified of the Special or Emergency General Meeting at the shortest notice not later than 24 hours or more prior to the meeting date. The notice must state the place, date and time of the meeting and the nature of the business to be conducted at the meeting.

13.5 The ordinary business of the Special or Emergency General Meeting shall be:

13.5.1 to confirm the minutes of the previous Special or Emergency General Meeting;

13.5.2 to review the work of the Foundation; and

13.5.2 to conduct business of the Foundation as required due to its urgent need.

13.6 A decision of a Emergency General Meeting other than on a special resolution shall be by a

simple majority of those members present and voting. A Special Resolution Meeting shall require a majority of 75% of members present and voting.

13.7 In addition to certain matters specified in the Act, a special resolution is required:

13.7.1 to remove a National Executive Board member from office; or

13.7.2 to alter these rules, including changing the name or any of the objectives of the Foundation.

14. Special General Meetings held at the request of members

14.1 The board must convene a Special General Meeting if a request to do so is made in accordance with subrule 14.2 by at least 10% of the total number of members.

14.2 A request for a Special General Meeting must –

14.2.1 be in writing; and

14.2.2 state the business to be considered at the meeting and any resolutions to be proposed; and

14.2.3 include the names and signatures of the members requesting the meeting; and

14.2.4 given to the (National) Secretary as the case may be.

14.3 If the Board does not convene a special general meeting within one month after the date on which the request is made, the members making the request (or any of them) may convene the special general meeting.

14.4 A special general meeting convened by members under subrule 14.3 –

14.4.1 must be held within 3 months after the date on which the original request was made; and

14.4.2 may only consider the business stated in that request.

14.5 The Foundation must reimburse all reasonable expenses incurred by the members convening a special general meeting under subrule 14.3.

15. Proceedings at special general meetings

15.1 No business shall be transacted at any special general meeting unless a quorum

is present at the time when the meeting proceeds to business. Delegates from 10% of the members constitute a quorum.

15.2 If a quorum is not present within thirty minutes from the time appointed for the meeting, the meeting shall be adjourned to such other time and place as the delegates present determine. If at the adjourned meeting, a quorum is not present within thirty minutes from the time appointed for the meeting; the member delegates present (not fewer than five persons in number) shall be a quorum.

15.3 The TAF President must preside at every special general meeting of the Foundation, or if the President is not present, a member of the Executive Board shall preside.

16. Voting at meetings including annual general meeting

16.1 Upon any resolution arising at a meeting of the Foundation:

16.1.1 each individual / member has one vote only; and

16.1.2 the designated voting member of an affiliated organisation has three votes.

16.2 Proxy votes are allowed.

16.3 In the event of a written ballot, the Vice- President:

16.3.1 is responsible for the count and may appoint assistants; and

16.3.2 announces the voting results and arranges for disposal of the papers.

16.4 If a resolution arising at a meeting of the Foundation is determined on a show of hands, or via electronic means, a declaration by the President that a resolution has been carried or lost is evidence of the fact, without proof of the number or proportion of the votes recorded in favour of, or against, that resolution. In the case of an equality of voting on a question, the President of the meeting is entitled to exercise a second or casting vote.

16.4 A member is not entitled to vote at a meeting unless membership dues to the Foundation are paid in respect of the current financial year, or their membership dues have been waived for the current financial year.

PART D – THE EXECUTIVE BOARD

17. The Board

17.1 The affairs of the Foundation shall be managed by a Board consisting of a minimum of six elected officers and one appointed officer. Officers shall be elected by the members during each annual general meeting /Twins National Convention.

17.2 Elected officers shall be a: President, Vice- President, Secretary, Treasurer, Public Relations Officer (PRO), Financial Secretary and a number of other officers (as deemed necessary) by the Board prior to the annual general meeting / Twins National Convention.

17.2.1 Chapters election may vary according to their time of creation, and election cycle.

17.2.2 it is an aberration for any executive position be extended beyond it's elected time duration.

17.2.3 All officers are to conduct themselves in such a way and manner that will motivate and inspire members to seek elective offices

17.2.4 In the in event of no election due to some extenuating factors, a formal letter will be sent to the national executives;

17.2.5 which in turn will set up a care-taker committee to midwife the chapter for a while before a substantive exco is installed via election.

17.2.6 The care-taker committee will operate for an initial 6 months and a maximum of 12 months depending on the the situation.

17.3 The President will appoint a Past President as ex-officio to serve as a member of the board.

17.4 The term of office for each member of the Board shall be two years.

17.5 A board member may resign from the Board by written notice addressed to the Board.

17.6 A person ceases to be a Board member if they –

17.6.1 cease to be a member of the Foundation; or

17.6.2 fails to attend 3 consecutive Board meetings (other than special or emergency Board meetings) without leave of absence.; or

17.6.3 is removed from office by a special resolution; or

17.6.3 becomes insolvent; or

17.6.4 becomes of unsound mind; or

17.6.5 otherwise ceases to be a Board member by operation of the C.A.C Act.

17.7 In the event of a casual vacancy in any office, the Board may appoint a member to the vacant office and the member appointed may continue in office up to and including the conclusion of the annual general meeting/Twins National Convention following the date of the appointment. The Foundation may from time to time, by ordinary resolution passed at a special general meeting, increase or reduce the number of officers on the Board.

18. Election of officers

18.1 Nominations of candidates for election as officers of the Foundation at the national level will be solicited from the membership at least 2 months prior to each Annual General Meeting /Twins National Convention.

18.1.1 National Executive Board elections shall be through approved chapter delegates.

18.2 A candidate may be nominated for one or more offices.

18.3 If insufficient nominations are received to fill all vacancies on the Board, further nominations may be received at the annual general meeting /Twins National Convention.

18.4 The ballot for the election of officers must be conducted at the annual general meeting /Twins National Convention.

18.5 Notice of election at the chapter level must be forwarded to the National executives not later than 1 month to the election.

18.6 The minimum requirement to vie for the office of the President of any Chapter is to have attended the National convention at least once with the exception of a newly created chapter or affiliated organization.

18.7 This rule only applies to the President.

18.8 The minimum requirement to be elected into the national exco is to have attended the National convention at least once and also be an active member of a chapter of domicile.

18.9 This rule (18.8) applies to all offices at the National level.

19. Minutes of meetings

19.1 The Secretary of the Foundation must keep records of all resolutions and proceedings of each general meeting and board meeting, together with a record of the names of persons present and organizations represented.

19.1.1 In the absence of the secretary, a member can be appointed from those in attendance to act in that capacity at the meeting.

19.2 The minutes of all general and leadership meetings, apart from Board meetings, shall be available to members for inspection. The minutes of all meetings, apart from Board meetings, shall be circulated to members of the Foundation within two months of the date of the meeting.

PART E – FINANCIAL MATTERS

20. Funds

20.1 The Treasurer of the Foundation must:

20.1.1 collect and receive all moneys due to the Foundation;

20.1.2 make all payments authorized by the Foundation; and

20.1.3 keep correct accounts and books showing the financial affairs of the Foundation with full details of all receipts (income) and expenditure connected with the activities of the Foundation.

20.2 The funds of the Foundation shall be derived from annual dues, donations, supports and such other sources as the Board determines.

20.3 No part of the net earnings of the Foundation shall be used to the benefit of, or be distributable to its members, officers, or other private persons except that the Foundation shall be authorized and empowered to pay reasonable compensation for services rendered and make payments and distributions in furtherance of the purposes set for in rule 2.

20.4 All moneys received for or on behalf of the Foundation shall be deposited in a bank (official account) within one month of receiving such money.

20.4.1 All withdrawals from the bank account shall be approved by two members of the Board, appointed by the Board for that purpose.

20.5 All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments must be signed by two members of the Board.

20.6 All accounts, books, securities and any other relevant documents of the Foundation must be available for inspection free of charge by any member upon request.

20.7 The foundation shall not tolerate any form of financial irregularities e.g embezzlement, misappropriation of funds, non disclosure of received/ expended funds, non-publishing of the account income and expenditures as mandated by the constitution etc.

20.8 The National Body shall appoint a chapter or a person with accounting knowledge to audit another chapter's accounting book.

20.8.1 The National accounting books shall be audited at the end of each fiscal year by an internal auditor or somebody with accounting knowledge.

20.8.2. Any Chapter that does not have key officers (ref 20.4.1 to 20.5) as part of the account signatories in the case of a formal bank account, shall be regarded as running foul of the law of transparency (Anti- Trust).

20.9. Every member must know the "inflow and outflow" of monies both at the chapter and national levels. Hence, any expenses (including donations and supports) not captured in the minutes and published monthly shall be deemed as an intention to commit fraud and a clear violation of the transparency clause.

20.9. 1 All donations

20.9.1 On no occasion should officers run the Foundation into debt be it at National or at chapter levels via their charity outreaches, end of the year party, members and non-members visitations etc.

All donations, supports, or revenues from the Foundation's merchandises must be via the official account(s). To do the contrary shall be termed criminal or intent to commit fraud.

PART F – GENERAL MATTERS

21. Amendments

21.1 These rules may be amended at any special general meeting where 75% vote of those voting (either present or by proxy) in favour of the resolution, provided notice in writing has been sent to all members at least one month prior to the date when the special general meeting will be held and the amendment is to be voted upon.

22. Dissolution

22.1 The Foundation may be wound up voluntarily by special resolution.

22.2 In the event of the winding up or cancellation of the incorporation of the Foundation, the surplus assets must not be distributed to any members or former members of the Foundation.

22.3 Subject to the Act and any court order made under the Act, the surplus assets must be given to a body that has similar purposes to the Foundation and which is not carried on for profit or gain of its individual members.

22.4 The body to which the surplus assets are to be given must be decided by special resolution.

22.5 If the Foundation is wound up or its endorsement as a deductible gift recipient is revoked (whichever occurs first), any surplus of the following assets shall be transferred to another organization with similar objectives, which is charitable at law, to which income tax deductible gifts can be made:

22.5.1 gifts of money or property for the principal purpose of the organisation;

22.5.2 contributions made in relation to an eligible fundraising event held for the principal purpose of the organisation; and/or

22.5.3 money received by the organisation because of such gifts and contributions.

PART G – TAF MAJOR ANNUAL FUNCTIONS

23. Functions

23.1 Annual General Meeting / Twins National Convention and Posthumous Birthday of Mary Mitchel Slessor

23.2 Twins National Congress

23.3 Twinless Day Memorial

23.4 Miss-A-Meal and Support Charity outreach

PART H – GEO-POLITICAL REPRESENTATION IN LEADERSHIP

24. Leadership representation

24.1 In the event of no chapter election when a term expires for the final term due to apathy etc, the president in particular and the other exco members shall be deemed to have failed in their responsibility to uphold continuity by succession.

24.2 Based on 26.1, the national excos shall appoint an administrator to midwife the chapter affairs for a renewable 6 months period.

24.3 No officer shall hold 2 offices at a time at the same level i.e in same chapter or at 2 or more chapters but this does not affect higher offices e.g Zonal and National offices.

24.4 National exco offices shall be fairly distributed based on the 6 geo-political zones in Nigeria i.e a. NORTH; i. North-Central ii. North-West iii. North-East b. South; i. South-West ii. South-East iii. South-south.

24.5 There shall be no discrimination of any member by virtue of religion, ethnicity, race, gender, age, Twinless, identical or fraternal twins or multiple birth, single, married or divorced etc.

24.6 Every member has equal right and voice in the foundation regardless of creed, ethnicity or political affiliation.

25. Retreat

25.1 There shall be exco retreat at the beginning of every year at both National and Chapter levels; and where available at Zonal Level in order to prepare the leadership for the year's calendar of activities.

25.2 A retreat master is highly recommended.

25.3 Every chapter must publish her calendar of activities of the year not later than a month after that of the National publication is out.

26. Structure

26.1 The organogram structure of the Foundation is stratified as follows:

26.1.1 National

26.1.2 Zones

26.1.3 Chapters

26.2 Any chapter, zone or national that fails to conduct General meetings for a year shall stand automatically dissolved and a new election date will be announced and conducted by the National excos or by a duly constituted committee.

26.3 Any non-major national or state actor's condolences shall be written by the Chapter except he or she is prominent in terms of being active and known on the national platform and meetings.

26.4 It is compulsory that all official merchandise of the Foundation must be promoted and sold at the Chapter level.

27. Social Media

27.1 The foundation's social media platforms shall not be used to propagate any anti- religious, ethnic, political or any sectional or dissident group(s) or ideology.

27.2 The consequence ranges from suspension to expulsion.

27.3 Posting or circulating pornographic materials via the foundation's social media platforms is a punishable offence.

27.4 The offence may warrant a warning and a written apology for a first time offender(s)

27.5 A 2nd time offender(s) may warrant a minimum suspension of 3 months and a maximum of expulsion.

28. Offences

28.1 Gross misconduct can come in the following ways but not limited to:

28.1.1 Sexual abuse, rape, coercion, blackmail, false allegation, false witness(es), insubordination, incitement, discrimination etc. (More details in PART C)

28.1.2 Consequence of this is total expulsion from the foundation by a competently constituted joint Disciplinary committee of both the Chapter involved and the national or the national committee alone as the case may be.

28.1.3 It behooves on the foundation to report the incident to the appropriate national authorities for further action.

28.2 Penalty(ies) involved, if found guilty by a competently constituted Chapter or

National or both Disciplinary committee is suspension ranging from 3 to 6 months.

28.3 An appeal can be forwarded to the National excos if dissatisfied by the alleged party or parties. Ref Cap (8) and (9)

29. TENURE OF OFFICE

29.1 An officer is eligible to serve for a minimum of 2 years which makes a term and a maximum of 4 years of 2 terms.

29.1.1 For example, a President after serving a maximum of 4 years cannot occupy that seat again but can vie for another position within the chapter. E.g. Vice- President, Secretary, Treasurer etc. if he/she so desires.

29.1.2 However, if he/she is still desirous of being the President, such a person would wait for another term to achieve such a dream after leaving the position.

29.1.3 An ex-president is an automatic ex-officio.

29.1.4 However, if there are more than 1 ex-presidents, the current president shall appoint 1 of the ex-presidents as ex-officio.

29.2 The above 31.1 to 3.1.3 are also applicable to all National officers except the position of the Progenitor/ President.

30. DIVERSITY (QUOTA) AND WAIVER CLAUSES

30.1 All chapters must recruit twins and multiples of the ethnicity in their region of formation as a means of avoiding perceived domination or non-inclusion of the ethnicity of domicile.

30.1.1 Diversity and inclusivity clauses are policies the Foundation do not handle with levity.

30.2 This is intended to avoid any imbalance at the national level

30.3 Diversity clause is important to give everyone a sense of belonging.

31. Waiver

31.1 Units may be created by a chapter solely for administrative purposes, which may be due to logistical or topographical factors.

31.1.1 A Unit may temporarily have chapter status if it has issues with its chapter either:

31.1.2 Communal problems

31.1.3 Apparent victimization

31.1.4 Unserious or non-active chapter

31.1.4.1 Chapter may be given the right to draw a bye law which may take care of local peculiarities subject to the ratification by the National.

31.1.5 And any substantive cause or reason that may allow the National to grant it temporary chapter status via the Leadership Council 2/3 approval.

31.2 The National Congress may be done bi-annually due to extenuating factors like funding and logistical issues, but not limited to them.

31.3 The office of the Progenitor and President of the foundation are now separate. However, only the position of the president is electable and shall work harmoniously with the later as the vision and mission must have been well absorbed and understood.

31.4 The office of the president may be occupied by the secretary in the event of removal, resignation, leave of absence, etc., under the doctrine of necessity, which is uncommon or rare, subject to credible evidence that shows that the vice-president is inactive for whatever circumstances.

31.5 Members Benefiting Directly: If under special resolution of the Foundation, such may be waived under extenuating circumstances or a different committee or organ(s) of the Foundation like the Miss-A-Meal and Support Charity and the Educational Endowment committee may be used to funnel such monies to the needy regardless of the people concerned (Members and non-members alike).

31.6 Funds Solicitation: If under any unforeseen circumstance(s) that money may be required to be raised for a member(s) or external person(s), such request can only be approved by the National ExcOs if channeled through the Chapter(s).

31.6.1 Official Account: If under any extenuating factors that warrant the usage of a private account for the purposes of the Foundation's operations / merchandises, a 2/3 resolution must be obtained by vote to make it legal.

31.7 It is a grievous offense for issue(s) concerning a chapter to be tabled at the national level without the knowledge of the President or the chapter concerned, even if it is a petition against the chapter excOs, they must be notified in writing or served a copy of the petition.

31.7.1 Based on article 56.1, a petition or request of that nature shall be dismissed or thrown out for falling short of the Foundation's S.O.P.

PART I – VIOLATIONS / OFFENSES, FUNDS

32. What Can Constitute a Violation / Offense That Can Lead To An Officer's Removal?

32.1 Removal simply means vote of no confidence on the leadership.

32.2 Some of the factors are hereby listed but not limited to the below:

32.2.1 Insubordination against constituted authority viz; National and Chapter officers.

32.2.2 Incitement of members against the resolutions or adopted policy(ies) of the National and Chapters.

32.2.3 continuous lack of paying attention during meetings, or deliberate distractions during meetings viz; use of phones, or any gadget(s), or excessive side talks despite warnings.

32.2.4 Ethnic, tribal, racial, religious, academic or political discrimination of any kind.

32.2.5 The use of foul or curse words against members regardless of the level of provocation.

32.2.6 Maladministration / High handedness / Dictatorship.

32.3 Others include the mismanagement of funds, committing of fraud or clear intent to commit fraud or scam the Foundation or its members and non-members alike.

32.4 Any other offenses as prescribed as criminal according to the country's constitution.

33. Funds / Accountability

33.1 Every money spent or approved must be authorized by writing.

33.2 The authoring officer must be the President and any other officer(s) on the mandate form or assigned by the chapter

33.3 All income and expenditures must be published on the social media platform exclusive to the chapter (most likely a WhatsApp or Telegram group or any social media approved)

33.4 Monthly Dues and donations must be published monthly (Full transparency)

33.5 Chapters have full rights over all units under them and by extension, have the rights to audit their books

33.6 Chapters are encouraged to look for Patrons and matrons to support TAF (state and national) not just bringing liabilities

34. Policy / Administration

34.1 Government is a continuous progress, hence, the foundation frowns at summersaulting policies which has the propensity to damage its progress.

34.1.1 Chapters should stick to its TAF calendar of activities either its from a current or a new executive.

34.1.1.1 For as long as the calendar pre-date the new officers, they must see to its end before drawing up programmes for the new calendar year

34.2 Punctuality and regular attendance is of the essence. To exert discipline, officers must not be found wanting.

34.2.1 Officers are required to be exemplary at all meetings (Online or physical). They are the beacon of seriousness to the members.

34.3 It is important for all officers to know of an impending policy, directive, announcement or information before it is posted in the main group (online) or communicated physically.

34.3.1 Based on cap (83), it is incumbent on all chapters to have both the officers and membership groups for easy administration and deliberations

34.4 Chapters are mandated to submit its annual report of activities to the national body as notified.

34.5 The import of cap (84) is that, it is compulsory for a chapter to submit a well articulated annual report to the national executive board as directed.

Part j – Vacancy Of Office (Extended)

35. Vacancy of an office can be as a result of the following;

35.1 Resignation, removal and death

35.2 Resignation of an officer shall be tendered in writing to the Chapter Executives via the Secretary.

35.3 Officer(s) may be removed as a result of certain violation of the constitution by vote of at least two-thirds of the members of the Chapter Executives.

35.3.1 If vacancy occur in any office, the Chapter Executive officers shall designate a member to fill the vacancy temporarily pending an election which must not be more than 3 months from the date of the removal or resignation.

35.3.2 The newly appointed/elected officer may resign his/her position if interested in vying for another elective position.

35.3.3 factors for vacancy are but not limited to the below:

35.3.4 Fatigue, loss of interest, intolerance, lack of sound temperament, pressure or demand of the office, marriage, relocation, family commitments etc.

36. Progenitor

The Progenitor is the leader/founder of the Foundation, it is not an office but a position of authority as the founder of the foundation. His primary functions/duties shall include:

36.1 Chairman: He chairs the BoT of the Foundation

36.2 Strategic Leadership: Provide visionary leadership, setting goals and strategies for the organization's growth and development.

36.3 Mission Alignment: Ensure the organization's activities and initiatives align with its mission and values.

36.4 Chapter Support: Guide and support chapter leaders, providing resources and mentorship to help them achieve their goals.

36.5 Program Development: Oversee the development and implementation of programs, such as outreach initiatives, educational workshops, and community events.

36.6 Fundraising and Resource Development: Secure funding and resources to support the organization's activities and initiatives.

36.7 Representation: Represent the organization in various forums, conferences, and media outlets, promoting its mission and values.

36.8 Partnership Building: Foster partnerships with other organizations, stakeholders, and community leaders to amplify the organization's impact.

36.9 Governance: Ensure effective governance, overseeing the organization's operations, finances, and decision-making processes.

36.10 Mentorship: Provide guidance and mentorship to members, particularly twin leaders and volunteers.

36.11 Inspiration and Motivation: Inspire and motivate members, chapters, and stakeholders to work towards the organization's goals and vision.

37. Office of the First lady (Progenitor's wife)

As the 1st Lady of the Foundation, the wife of the Progenitor shall play a specific role aside been a Co-Founder. This is a supportive and influential role for the advancement of the Foundation.

Below are some of her roles or duties:

37.1 Ambassadorial Role: Represent the foundation at events, functions, and meetings, promoting its mission and values.

37.2 Women's Empowerment: Support initiatives that empower women, particularly twin women, within the foundation and the broader community.

37.3 Program Support: Assist in developing and implementing programs, such as women's health, education, or community outreach initiatives.

37.4 Mentorship: Provide guidance and mentorship to twin women and girls, sharing her experiences and expertise.

37.5 Event Hosting: Host or co-host events, such as fundraising galas, charity functions, or community gatherings, to support the foundation's goals.

37.6 Advocacy: Advocate for issues affecting twins, women, and families, using her platform to raise awareness and drive positive change.

37.7 Supportive Partner: Provide emotional support and counsel to her husband, the Progenitor, in his leadership role.

37.8 Foundation's Humanitarian Efforts: Participate in humanitarian efforts, such as visiting orphanages, hospitals, coordinating the Miss-A-Meal and Support Charity outreach and other community organizations, to promote the foundation's values.

37.9 Public Relations: Engage with the public, media, and other stakeholders to promote the foundation's mission, values, and initiatives.

37.10 Symbolic Role: Serve as a symbol of hope, inspiration, and support for twins and families, embodying the foundation's values and spirit.

37.11 Pageantry Advisor: The Pageantry programme is directly under her office. She is to stimulate and guide them into healthy public and private lifestyle that will channel the youth's energies into proper use. She shall teach them the moral and social compass necessary for emulation.

38. Officer's Duties

The officers duties are same but the nomenclature of officership may slightly defer. Some chapters operates on the Two-In-One portfolio mechanism i.e. a set of Twins holding same position and in the case its only a Twin that's available for whatever reason, if elected or appointed, it is assumed two people are holding the office.

While on the other hand, some chapters have adopted the traditional one person-per-portfolio nomenclature. Regardless of the methodology adopted, the below duties of officers are generic.

38. President

38.1 The principal duty of the President shall be to attend the meetings of the National Body either physically or through Teleconferencing (online) or as may be agreed upon and by this and by other means to keep the Chapter firmly united with the national.

38.2 S/he should be present at the Twins Annual Convention / Annual General Meeting where important decisions are taken aside the fraternization with other chapters across the nation.

38.3 S/He is mandated to select or accept locations that will be generally accessible by all members or to choose a location that is agreed by all.

38.4 S/He shall be primarily charged with the responsibility of seeing that the venue of the meeting is ready and conducive.

38.5 In the meetings of the Chapter, the President shall occupy the chair and conduct the business of the day. S/He shall remember that s/he is there as the Chapter's trustee of the national by working-out the system as analogous to the national. Default in this area of trusteeship is an act of disloyalty to the National and the Foundation's body at large. Such act can be termed as treachery and the offender would be visited with the severest penalties.

38.6 The president must have seamless communications with his/her officers at all time to avoid misinformation, and disinformation.

38.7 The president must constantly practice the 5 Cs of effective leadership which are;

38.7.1 a. Competence, b. Capacity, c. Communication d. Compassion, and e. Character

38.8 S/He should know that the glory and failure of the chapter squarely rest on the exalted office of the president.

38.9 The president shall assign a portion of the Constitution and Handbook to 2 members to Study and share during the next meeting (Physical or Online).

39. Vice-President

39.1 S/he shall generally assist the President in the management of the chapter and the carrying through of business.

39.2 S/He shall only preside over the chapter meeting in the absence of the President. In the event of vacancy of the post of the president, the V.P is mandated to officially take over the seat and report same to the National for temporary ratification.

39.3 The National believes that there should never be a vacuum in the administration of the chapter. Hence, in the case of an absence of the President due to one extenuating factor or the other the Vice-president shall have all his/her powers and stands entirely in his/her position as the head and all decisions taken shall be binding on the members.

39.4 The Vice-President (V.P) complements the President. S/he is meant to be an active officer, not a reserve officer or a passive one. During meetings, his/her special function is to supervise the innumerable things which are outside the attention of the President, but on which may depend the proper coordination of the chapter.

39.5 S/he is the chief welfare officer of the chapter.

39.5.1 As Welfare officer, s/he shall monitor and see to the comfort of everyone at the chapter within the stipulated terms regardless of their age or ethnicity.

39.6 Vice-President is charged with the duty of looking after membership. S/he should make the acquaintance of newcomers on the occasion of their first attendance, and welcome them to the chapter; introduce them to the other members before or after the meeting.

39.7 The V.P should understand that the president is the head of the chapter and as such, must find means of creating sound and harmonious relationship with him/her.

39.8 During the meeting s/he shall mark up the attendance roll.

39.9 S/he shall specially identify members that have been failing to attend the meetings of the chapter and make attempt to know the root cause and find ways of encouraging such a member via phone calls, WhatsApp messages or visit. All geared towards prevention of a complete falling away from membership or a member falling into a sphere of nonchalance as a result of inadvertent error or lapse.

39.10 The Vice-President shall also see that the stationery supplies, banners or flex and other properties of the chapter are well kept at a safe place.

39.11 S/he shall constantly inform the president on the welfare status / irregularities of some members or whatever information at his/her disposals. At no time should there be deficit of communications between them.

40. Secretary

40.1 The secretary is adjudged to be the live wire of any organization which makes his/her office and role sacrosanct to the development of the chapter.

40.2 It may be permissible for anybody to be a president but a secretary must be highly resourceful, competent and diligent otherwise, his/her failings predicated on inherent incapability can capsize the whole ship or damage the reputation of the Foundation.

40.3 The minutes play a most important part, both from the manner of reading and from their substance. Well read minutes, should be concise enough i.e. not too long or short. With that achieved even an absentee would quickly grasp the full picture of what transpired which will make all to be adequately informed. However, if the style of meeting does not give much room for the reading aloud of the minutes, the minutes must be published or circulated at least 24 hours before the said meeting.

40.4 S/he shall punctually furnish all information and all returns which may be required by the National, and shall generally be responsible for the correspondence of the chapter and vice-versa.

41. Public Relations Officer (Pro)

41.1 S/he shall ensure adequate and prompt publicity of the activities of the Chapter and any activity of the body in good light be it at the chapter or National level;

41.1.1 S/he shall present a good and progressive image of the Chapter to the state of operation or domicile.

41.2 S/he shall also project all activities pertaining to the National Convention to the public; shall issue releases and statements on matters of general interest on the National Convention and the public after consultation with the Chapter President or Convention Chair.

41.3 S/he shall perform all other duties as may be assigned to him/her by the President as it pertain to the good image of the Chapter and subsequently that of the National.

42. Financial Secretary (Fin Sec.)

42.1 Financial secretary handles finances of the Foundation and ensures its accuracy.

42.2 Financial records must be detailed at all times.

42.3 S/He prepares budgets for the Foundation and makes sure its clear without ambiguity.

42.4 S/He is one of the signatures to the account and ensures payments made are on time.

42.5 S/He records all dues paid into the the account.

43. Treasurer

43.1 S/he shall be responsible for the making and receiving of all payments made to the chapter, and for the keeping of full and properly written accounts thereof.

43.2 S/He shall constantly remind the members during meetings (Physical or Virtual) of the need to pay their dues.

43.3 S/he shall see that the monthly/annual dues are collected at meetings or as may be prescribed.

43.4 S/he shall pay money only on the directive of the chapter, and shall lodge funds in hand to the credit of the chapter in such manner as the latter may direct.

43.5 S/He must be mindful of the fact that, the Chapter is not a Microfinance Bank as some may want to turn it as such. Nevertheless, if the Chapter's monies are lent out (with the authorization of the chapter), the President and Treasurer shall be held liable in the event of any default.

43.6 S/he shall remind the President(s) of their obligation (annual dues) or other payments as maybe prescribed to the National and shall from time to time bring the matter before the chapter.