

**THE CONSTITUTION
OF
NATURAL OIL & GAS SUPPLIERS ASSOCIATION OF NIGERIA**

ARTICLE 1: PREAMBLE:

We, the members of the above named Association in Nigeria; believing in the need to encourage and enhance our collective efforts; realizing the necessity for continuous development of our members towards the achievement of our common goals and objectives, and having decided to form an Association for the purpose of promoting the interest of our members, do hereby resolve that the Association shall have the following Constitution:

ARTICLE 2: NAME:

The Name of the Association shall be NATURAL OIL AND GAS ASSOCIATION OF NIGERIA (NOGASA).

ARTICLE 3: MOTTO: Quality Service

ARTICLE 4: HEADQUARTERS:

The Headquarters shall be (The National Secretariat) at Abuja, Nigeria F.C.T.

ARTICLE 5:

1. AIMS AND OBJECTIVES

The Aims and Objectives of the Association shall be:-

- a. To promote the common interest of all the oil and gas suppliers in Nigeria.
- b. To promote the welfare and growth of all the oil and gas suppliers in Nigeria.
- c. To enhance quality of products and promote business ethics in the industry.
- d. To organize seminars, workshops and symposia for the training of oil and gas suppliers.
- e. To affiliate with Associations, Societies, Institutions at home and abroad with similar objectives to those of the Association.
- f. To liaise with relevant bodies and organizations in the Industry like IPMAN, MOMAN, DAPPMA, NARTO, PEDAN, MAN, NNPC/PPMC, DPR, NUPENG, PENGASAN, etc. as well as other equally relevant Government and Security Agencies to monitor and ensure the right ethics in the importation of Oil and Gas Products into the Country.
- g. To liaise with Government in matters affecting the Association in particular, and the oil and gas industry in general.

2. PRODUCTS

The products under this Association's control shall be:

- | | | |
|---------------------------|---|-------------|
| a. Petrol | - | PMS |
| b. Diesel | - | AGO |
| c. Kerosene | - | DPK/HHK/ATK |
| d. Black Oil | - | LPFO/HPFO |
| e. Liquefied P. Gas | - | LPG |
| f. Blue Oil | - | NEFT GAS |
| g. Compressed Natural Gas | - | CNG |
| h. Crude Oil | - | CO. |
| i. Bitumen | | |
| j. Lubricants | | |

3. **FUNCTIONS:**The functions of the Association shall include;
- a. To discourage the importation and circulation of bad/adulterated oil products at discharge points, tank farms and on vessels, etc.
 - b. To protect members who, as end distributors and suppliers of these bad products do suffer losses and intimidations from their various consumers, customers and end users as a result of importation of adulterated oil and gas products into the country.
 - c. To seek the Association's working relationship with the body of inspectors of imported Oil/Gas Products by DAPPMA, MOMAN, etc., i.e. as observers to such activities with a view to discouraging the Association's members from supplying adulterated products to end users.
 - d. To collect its membership fees at the points of loading and offloading all oil and gas petroleum products (i.e. at Depots, jetties, land and sea ports/borders, etc.) across the county.
 - e. To effect collections through Task Force/Unit personnel with the use of authorized special receipts and to remit the collections to the Association for its maintenance.
 - f. To provide stickers bearing the Association's name for all members' trucks at a token amount, which shall be remitted to the Association's Account or as shall be determined by the National Executive Council.
 - g. To liaise with NNPC, PPMC, DPR and other relevant bodies to print special inspection pass sheets/bills which the Association will use as receipt/cover to all importers of Gas and Oil Products, for the purpose of payment of the Association's fee at discharging points.
 - h. To officially launch each Zone with other Stakeholders present following the primary take-off launching of the Association Secretariat in Abuja, Nigeria.
 - i. To provide adequately reasonable security for Unit Personnel and Task Force teams especially at Zonal Borders, etc.

4. OPERATIONAL MODE: As part of its operations

- a. The Association shall have its representatives in every Government and Private Depots and Ports in Nigeria.
- b. The Association shall blacklist a member who imports or deals in adulterated products with a view to sanitize the oil and gas products supplies business in Nigeria.
- c. The Association shall effect collections through Task Force/Unit personnel with the use of authorized special receipts and to remit the collections to the Association for its maintenance.
- d. To work with point of loading receipts and relevant security outfits and agencies to checkmate and discourage illicit petroleum products business activities among its members.
- e. The Association shall collect membership fees at the point of processing all imported oil and gas petroleum products.
- f. The Association shall collect its membership fees at the point of loading and offloading all oil and gas petroleum products (i.e. at Depots, jetties and ports, land and sea borders etc.) across the country.
- g. The Association shall approach the Federal High Court to enforce its legitimate rights and obligations where a person or group refuses/prevents it or any of its representatives from operating/performing its legitimate functions (i.e. collection of its fees) directly or indirectly.

5. MEMBERSHIP:

(A) There shall be two categories of Membership, Namely:-

1) Full Membership:

- I. All bonafide Oil and Gas suppliers in Nigeria shall be members of the Association.
- II. All corporate Oil & Gas Supplies Organizations.
- III. All trainee and qualified Suppliers.

2) Honorary Membership:

- I. The National Executive Committee of the Association may admit any member of the profession from any country outside Nigeria as a Honorary Member of the Association.
- II. Retired Oil & Gas Suppliers in Nigeria.
- III. An Honorary member may attend and, if permitted by the Chairman speak at any Annual General Conference or other Meetings of the Association but shall not be entitled to vote on any issue or hold any office in the Association, and shall not be required to pay any subscription, dues or levies, but may make voluntary donations.

(B) INSTRUMENTS OF MEMBERSHIP: Approved and accorded membership shall be legitimized through the issuance of the following:

- i. A personal Membership Serial Number(MSN).
- ii. An Association Identity Card. The ID card shall also reflect the member's MSN.
- iii. A Nogasa Certificate of Membership (CM), which carries the seal of the Association and MSN.

6. MEMBERSHIP BENEFITS:

Members of the Association shall enjoy the following benefits, among others;

1. Resolution of Disputes: The Association shall endeavour to intervene on behalf of members to resolve disputes between them and their customers.
2. The Association shall endeavour to mediate in issues affecting members' petroleum products purchases and supplies.
3. The Association shall endeavour to mediate in issues arising from petroleum products movements.
4. The Association shall make concerted efforts to assist members who have difficulties in loading their products at any of the Depots in the Federal Republic of Nigeria.
5. Insurance Scheme: Members are free to participate in the Association's available Insurance Scheme.
6. Delay in payment: In the event of unduly delayed payments to members for supplies, the Association shall assist such members to negotiate (by mediation) agreeable solutions between them and their customers.
7. The Association shall offer financial solutions and assistance to members via credible financial institutions.
8. Up to date Information on petroleum Products Nationwide: Members shall have access to up to date information regarding petroleum products availability and prices in all Depots of the Federation through the Association Headquarters.
9. The association shall organize workshops for members and also provide useful information on Government policies that are related to global best practices in oil and gas products supplies.
10. Other useful Petroleum Industry Information: Members can also enjoy reliable information on current informative materials as may be useful for their business from the Association Headquarters or its Website.

ARTICLE 6: SUPREME AUTHORITY: The Supreme Authority of the Association shall be vested in the National General Meetings.

- i. The National General Meetings shall hold in the last quarter of the year and where this is not possible, the National Executive Committee shall have the power to postpone the Conference for a period not later than three months.
- ii. The National Executive Council shall decide the date and venue of the Annual General Meeting.
- iii. Each Zone of the Association shall constitute one constituency for the purpose of selecting delegates to the National General Meetings of the Association.
- iv. Decisions at National General Meetings shall be by a simple majority by a show of hands of members present and voting.

- v. The Quorum at the National General Meetings shall be by a simple majority by a show of hands of members present and voting.
- vi. The Quorum at any Emergency General Meeting shall be at least 2/3rds of the members from at least one-half of all the Local Zones.

ARTICLE 7: STRUCTURE

1. GOVERNMENT & ORGANS

- (i) The Government of the Association shall be vested in the following organs;
 - a. Annual General Meeting
 - b. National Executive Council
 - c. National Administrative Committee
 - d. National Working Committee
 - e. National Operations Unit (Monitoring/Enforcement)
 - f. Zonal Councils
 - g. State Councils
 - h. Unit Coordinators
- (ii) The Administrative organ of the Association shall be the National Secretariat, while the Monitoring/Enforcement organ of the Association shall be the National Operations Unit.
- (iii) There shall be Four (4 Nos) Zonal Offices (to be referred to as Zonal Secretariats) in Benin, Enugu, Kano and Lagos.
- (iv) There shall also be an Administrative Office of the Association in every State of the Federation while the National Secretariat shall be in the Federal Capital Territory.
- (v) Under the Operations Department is the Task Force Unit whose functions include effective monitoring and enforcement of loading tickets & fees payment, collection, penalties, and handling of product supplies complaints or challenges of members, etc.
- (vi) Units shall be situated at all Government and Private Depots as well as Industrial Areas as may be identified by (constituent) names. Representatives of the Association known as Coordinators and Unit Councils shall be stationed at the Depots and the Industrial Areas respectively to ensure the attainment of the Association's objectives at those locations.

2. NATIONAL OFFICERS: The National Officers of the Association shall be:-

- i. Executive President
- ii. Deputy President
- iii. Vice President
- iv. Secretary General
- v. National Treasurer
- vi. National Financial Secretary
- vii. National Auditor
- viii. National Trustee
- ix. National Public Relations Officer
- x. National Welfare Officer
- xi. National Task Force Coordinator
- xii. Organizing Secretary

- xiii. Deputy Secretary General
- xiv. Assistant Public Relations Officer
- xv. Deputy Task Force Coordinator
- xvi. National Adviser
- xvii. National Legal Adviser
- xviii. Four (4 Nos) National Ex-Officios

3. **QUALIFICATION FOR NATIONAL OFFICERS:** No person shall be elected to hold any office in the Association unless at the date of nomination;

- a) He/she is a full member of the Association, who has up to date annual subscriptions and levies payment to the Association.
- b) He is a serving officer in the Association.
- c) He has satisfied the post qualification requirements specified hereunder
 - i. National President (5 years)
 - ii. Any other position (5 years)

4. **TENURE:**

- I. An elective term of office shall be five years only.
- II. No Officer shall be eligible for election to the same office for more than a term.
- III. The position of Secretary General shall be subject to renewal every six years.
- IV. The first President shall be automatically succeeded by the first Deputy President.
- V. The first President shall also be the BOT Chairman, a position he shall hold for two consecutive terms, during which second term the Deputy President would be serving as substantive President.
- VI. Following the first President and Deputy President's serving as BOT Chairmen, the three positions shall subsequently be contested for by voting.
- VII. The Secretary General shall have the power to invalidate a completed term of office and set in motion the due process for its replacement according to the guidelines of the constitution.
- VIII. The Secretary General shall transmit a formal notification of impending end of tenure to a serving President and the Deputy not less than 30 days to the date of expiration of their offices.
- IX. Following the notification, a General meeting shall be immediately summoned to hold at the end of the 30 days notification to elect a new President and Deputy President.
- X. Should the President, out of resignation or any form of incapacitation vacate the office more than 30 days to the end of his term, an emergency bye-election shall be held to fill the office for the remaining term. At the end of the term, the Deputy President shall be sworn in as new President.
- XI. Should the President be impeached, and the Deputy is not indicted along with him; the Deputy shall automatically be sworn in as President; provided that the impeachment falls within 30 days of the President's expected end of tenure. But if the impeachment of the President falls outside 30 days to his official exit as President, the Secretary General shall call an emergency NEC meeting to conduct a bye-election for a neutral person to act as President for the remaining term. At the end of the term, the Deputy President shall be sworn in as new President.

XII. Should the President and Deputy be impeached along with the Vice president, then the Secretary General shall immediately set up a caretaker Committee to hold the office for not more than 60 days during which a proper election process shall take place to fill all three positions.

5.ELECTION OF OFFICERS: VACANCIES: Offices shall be vacant by expiration of term, death, resignation, removal, vote of no confidence or any other reasonable cause. Vacancies in-between Conferences may be filled by the National Executive Council.

A. Method of Nomination: A candidate for any election shall be nominated or proposed in writing by a member and seconded by another member of another Zone. The proposer and seconder, like the candidate, must be qualified voters who have fully paid their dues. The nomination shall be forwarded to the Secretary General on or before 30th May of each election year, subject however to any decision of the National Executive Committee or the National General Meetings.

B. Compilation and Exhibition of List of Nominees: On July 1st of each election year, the Secretary General shall compile a list of all nominations received and forward a copy to all candidates who have been nominated as well as to every member of the National Executive Council. The Secretary General shall also exhibit a copy at the Secretariat. A full list of properly nominated candidates shall be exhibited or pasted at a conspicuous place such as the notice board within the Conference hall on or before the day of the National General Meetings. The list shall also be supplied to the Electoral Officers.

C. Ballot Papers: Ballot papers may be in one or different colors but must be easily identifiable. The Electoral body shall ensure that the Ballot Papers and Ballot Boxes are in sufficient numbers and available for the elections.

D. Elections: Election shall be by secret ballot only. Only qualified voters shall remain in the Conference Hall during elections.

6. AD-HOC ELECTORAL BODY: COMPOSITION:

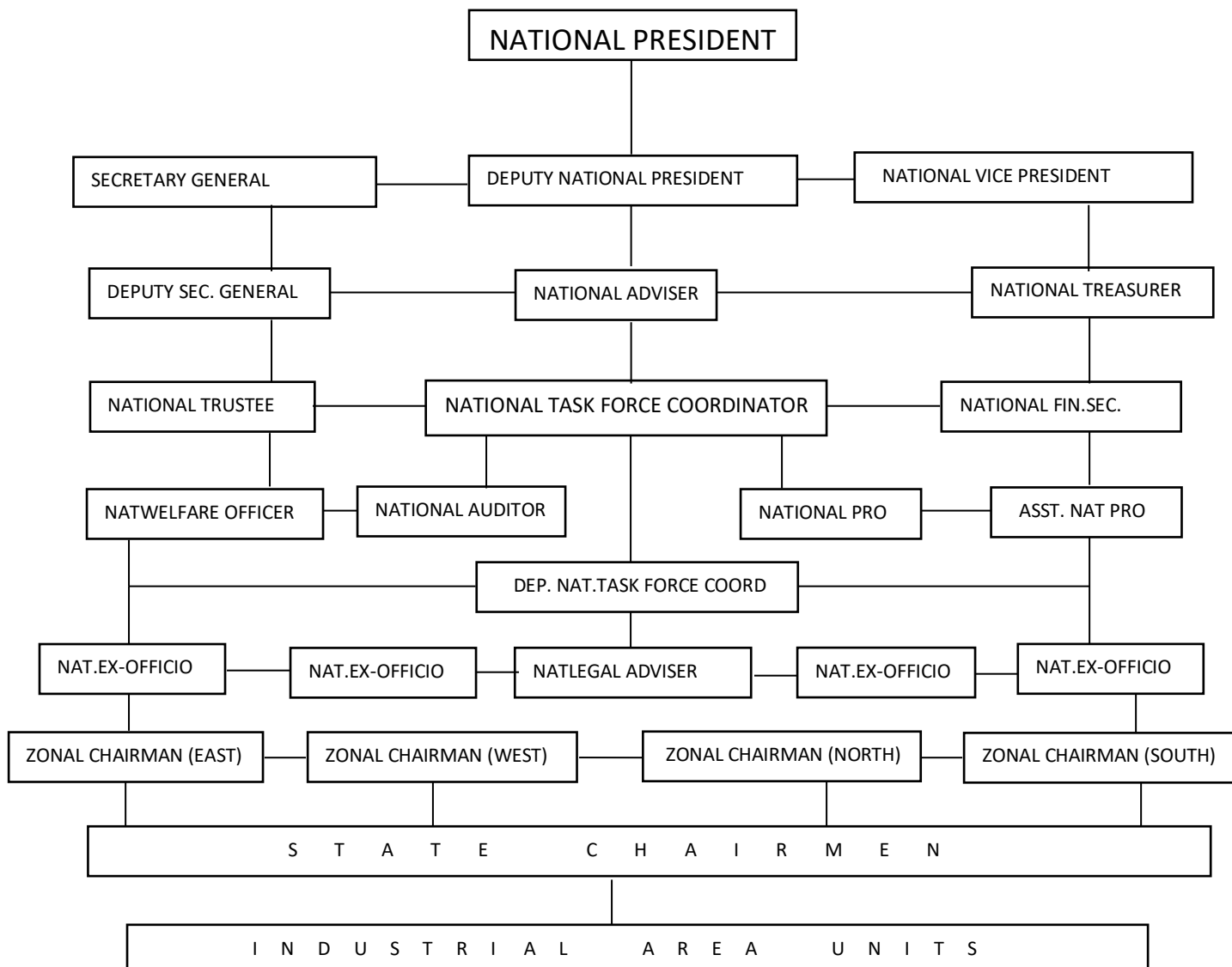
The National General Meeting shall constitute an Ad-Hoc Electoral Body, which shall be made up of a minimum of three, and a maximum of five members one of whom shall preside.

1. Mode of Elections: All elections shall be by secret ballot.

2. Corrupt Practices: No candidate for any National Office, or anyone on his behalf, shall make any arrangements for transportation, accommodation, hospitality or any financial or material provisions to aid or influence voting at National General Meetings. Such acts, upon confirmation shall be regarded as corrupt practices. Upon discovery and proof of such corrupt practices, and following a report and recommendation of the Electoral Committee; the National Executive Committee shall disqualify or nullify the election of such a candidate(s) involved.

7.HANDING OVER NOTE: An outgoing National Officer shall prepare a written and signed handing over note, with details of the property of the Association in his\her care; and hand over same to his/her successor within thirty days from the date of the election of such a successor or to the President or Secretary General if no successor has been chosen.

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ARTICLE 8: DUTIES OF OFFICERS:

1. President: The President shall:

- a. Preside over National General Conferences and other General/National Executive Meetings of the Association.
- b. Cause the summoning of meetings of the National Executive Council in accordance with previous decision of a National Executive Council, or as he may deem necessary.
- c. Represent the Association at all official engagements or delegate any other officer in the absence of the Deputy or Vice President.
- d. Direct all other officers of the Association in the performance of their duties.
- e. Be an ex-officio member of all committees of the Association and present a written Presidential Address to the Annual National General Conference.
- f. Perform such other functions as may be in the interest of the Association.
- g. Be a signatory to the Association's Account.

2. Deputy President: The duties of the Deputy President are as follows:

- a. The Deputy President shall, in the absence of the President due to i.e. ill-health, old age or absence from the country (or any other unavoidable long term indisposition), preside at all the meetings in which the President, by this Constitution is empowered to preside.
- b. Except by delegation, the order of representing the President shall be the Deputy, next the Vice President.
- c. In addition, the Deputy President shall perform such other duties as may be required of him by the Annual General Meetings, the National Executive Council and or the President.
- d. In the absence of the President, the Deputy and the Vice President, the most senior member of the National Executive Council present shall preside at any Meeting of the Association at which the President is entitled to preside.

3. Vice President: The duties of the Vice President are as follows:

- a. The Vice President shall, in the absence of the President and Deputy President due to i.e. ill-health, old age or absence from the country (or any other unavoidable long term indisposition), preside by rotation or delegation at all the meetings in which the President or his Deputy, by this Constitution is empowered to preside.
- b. Except by delegation, the order of representing the President shall be first the Deputy, next the Vice President.
- c. In addition, the Vice Presidents shall perform such other duties as may be required of him by the Annual General Meetings, the National Executive Committee and or the President.
- d. In the absence of the President, the Deputy and the Vice President, the most senior member of the National Executive Committee present shall preside at any Meeting of the Association at which the President is entitled to preside.

4. **Secretary General:** The Secretary General shall be an appointed executive Secretary , who shall be in charge of the National Secretariat of the Association and shall perform the following duties:
- a. Convene Meetings and Conferences of the Association, etc. on the instruction of the President or in accordance with a previous decision of the National Executive Council.
 - b. Record and present minutes of meetings including attendance, make a summary of all decisions taken and follow up on effecting those decisions.
 - c. Prepare and present reports of meetings, Conferences, etc. to the President and all meetings of the Association.
 - d. Submit a General Report of the activities of the Association at Annual General Meetings.
 - e. In liaison with the Legal Adviser, maintain, protect and instruct compliance with the Constitution and other Statutes (written and unwritten) of the Association to all members, and for the progressive benefit of the Association.
 - f. Maintain, monitor and effect the Association Calendar and Diary as a scheduled guide for the President and the Association.
 - g. Write and dispatch circulars, letters and other correspondence of the Association.
 - h. Receive, register and treat all correspondences of the Association accordingly.
 - i. Keep custody of the Common Seal and other administrative instruments of the Association.
 - j. Be a signatory to the Association's Accounts.
 - k. Keep an up-to-date register and list of Members and Chapters of the Association.
 - l. Formulate and obtain approval for effective use, standard administrative policies and procedures for smooth running of the Association's Secretariats. These policies must align with best global practices and must be professionally guided.
 - m. Report on Annual or Special Activities of the Association or any of its organs.
 - n. Receive reports from all Zonal/States Councils of the Association and advice on administrative standards and actions.
 - o. As a Principal Officer, and to aid the effectiveness of his office, he shall always accompany or represent the President to external meetings and programmes, etc.
 - p. Monitor every elective time table and programmes of the Association and notify relevant office holders and committees of the expiration of their terms of office.
 - q. Put in motion election processes in conjunction with the Organizing Secretary and administer the Association in between its succeeding governments.
 - r. Performs all other duties as may be assigned to him/her by the President, the National Executive Council or the Annual General Meetings.
 - s. Be an Ex-Officio Member of all Committees of the Association.
5. **Treasurer:** The duties of the Treasurer shall be:
- a. To receive, collect and pay to the Association's bankers, all monies paid to the Association.
 - b. To carry out any decision or directive of the Annual General Meeting and the National Executive Council in matters relating to the budget or finances of the Association.

- c. To prepare or cause to be prepared and submitted to the first Meeting of the National Executive Council, an Annual Budget containing the estimated revenue and expenditure of the Association for the period 1st September of every year to 31st August of the following year.
 - d. To invest the monies of the Association in securities and such other ventures, as may be approved by the National Executive Committee.
 - e. To prepare and submit a detailed Financial Report of the Association's financial position at every General or National Executive Council or Committee meetings.
 - f. To circulate to every member of the National Executive Committee, the audited accounts and balance sheet of the Association for the preceding year.
 - g. To be a signatory to the Association's Bank accounts.
 - h. To submit an Annual Report to the Annual General Meeting to which shall be attached the audited accounts and balance sheet of the Association for the preceding financial year.
6. **Financial Secretary:** It shall be the duty of the Financial Secretary to:
- i. Keep records of all monies due to or received by the Association.
 - ii. Collect and promptly hand over all monies of the Association to the Treasurer.
 - iii. Be in constant touch with functional officers to ensure that all due remittances to the National Secretariat are made as and when due.
 - iv. Compile and circulate list of members who have paid or are in default in respect of their subscriptions; and liaise with the National Secretariat to ensure the publishing of such lists with a view to ensuring payment or other necessary actions.
7. **Auditor:** The Auditor shall have unrestricted access to all financial documents as well as other inventory records. This is to enable him:
- i. Examine and crosscheck the financial records of the Association with other relevant bases.
 - ii. Determine the appropriateness or otherwise of record keeping and other fiscal processes.
 - iii. Monitor and ensure compliant utilization of internal financial instruments for regular use.
 - iv. Present an annual Audit Report (or as may be periodically required) of the Association's Accounts, assets and inventory to the National Executive Council and the General meeting.
8. **National Trustee:** The National Trustee shall be an Executive Trustee. He shall:
- i. Be a signatory to the Association's Accounts.
 - ii. Be a member of the NEC/NWC.
 - iii. Liaise with the National Secretariat in line with his functions.
9. **Public Relations Officer:** The duties of the Public Relations Officer shall be:
- a. To publicize the activities of the Association.
 - b. To present a good image of the Association to the public.
 - c. To issue releases and statements on matters of general interest to the Association and the public after consultation with the President or the appropriate National Officers.

10. **Welfare Officer:** It shall be the duty of the Welfare Officer to:
 - i. See to the general well-being of all members.
 - ii. Oversee the social and welfare activities of the Association.
 - iii. Be assigned by the President in other areas considered to be in tandem with his functions.
11. **Task Force Coordinator:** It shall be the duty of the Task Force Coordinator to:
 - i. Ensure the compliance of all operational Units with laid down relevant rules.
 - ii. Ensure the monitoring and compliance with financial obligations expected by members in the course of loading, transit and delivery of products to their destinations.
 - iii. Monitor and oversee the general conduct of Zonal Task Force Units personnel.
 - iv. Coordinate the activities of Zonal Task Force Units.
 - v. Liaise with National Treasurer and National Secretariat on revenue generation and reporting.
 - vi. Submit a comprehensive report of the Task Force activities nationwide to the President or the National Executive Council for necessary information, evaluation and action.
12. **National Adviser:** The National Adviser shall be a person of high intellect, whose fountain of knowledge and wisdom shall constitute an invaluable source of advice and admonition to the Association on general matters. He shall be a person with vast experience and knowledge of Oil and Gas Supplies business, processes, intrigues, challenges and solutions, etc. His role is purely advisory, and must depict maturity, responsibility and integrity always. Such a person shall therefore be carefully and rightly selected.
13. **Legal Adviser:** The Legal Adviser shall be nominated by the National Executive Council, who shall also recommend his functions, remunerations and other conditions of service to the Board of Trustees for ratification. His functions shall include:
 - a. To advise the President and the National Executive Committee on legal matters.
 - b. To advise the Association on legal interpretations, merits, demerits and implications of its policies, rules, regulations, processes and procedures, etc.
 - c. To handle all legal matters concerning the Association.
 - d. To represent or provide required quality legal representation for the Association on litigation matters.
 - e. To handle all other related matters or tasks as may be assigned by the National Executive Council or the President.
14. **Deputy OR Assistant Officers:** All Deputy or Assistant officers shall assist the substantive Officers in the performance of Officers' duties and, as the case may be, stand in for them in their absence.
15. **Organizing Secretary:** The Organizing Secretary shall:
 - a. Arrange for events and other official activities of the Association.
 - b. Ensure that venues for use are properly secured and ready for the use.
 - c. Liaise with the PRO and Welfare Officer to ensure that members derive optimal benefits from the choice, provisions, security and other necessary use(s) of selected venues for the Association's official activities.
 - d. Provide a periodic report of his activities at National Executive Council meetings accordingly.

- e. Carry out other functions as may be assigned by the President or the National Executive Council.
16. **Ex-Officio:** The Ex-Officio is an officer whose functions shall be determined by or rely on exigencies of assignments or indisposition of other officers. This means that he can be assigned to any waiting or urgent task in place of an absent office holder. He can also be appointed to serve on any Committees for the enhancement of the set assignments. He shall also handle other related functions as may be assigned to him by the National Executive Council or the President.
17. **Zonal Chairman:** It shall be the duty of the Zonal Chairman to:
- a. Oversee the general activities of the Zone & States under his supervision.
 - b. Report all administrative matters beyond his limits or capabilities to the National Secretariat for necessary actions and ensure effective feedback from the Secretariat.
 - c. Ensure effective compliance with all directives emanating from the National Secretariat, and direct all complaints, suggestions and relative correspondences to the Secretariat.
 - d. Liaise with Zonal Task Force Units by ensuring members cooperation and compliance with Task Force operations.
 - e. Always cooperate with relative National Officers as may be required for the smooth running of the Association.
 - f. Present a periodic Zonal report at National Executive Council meetings.
18. **State Chairman:** The State Chairman shall report to the Zonal Council, and;
- a. Oversee the smooth running of the Association's activities in their State. They are also to see to the effective success of members' business activities (supplies) from loading points to discharge points.
 - b. Be readily available to assist members to derive satisfactory solutions to their supplies problems, e.g. issues of payment default by ordering Companies, Police cases, LPO funding difficulties and other members' benefits, etc.
 - c. Oversee revenue generation for the Association in States and Units.
 - d. Work very closely with the State Task Force to ensure all members comply with Association policies and procedures.
 - e. Constantly liaise with the National Secretariat on information exchange, updates and bi-directional decisions and actions.
19. **Industrial Area Unit Chairman:** The Industrial Area Unit Chairman shall report to the State Council, and shall perform the following functions:
- i. Oversee the smooth running of the Association's activities in his Industrial Area.
 - ii. See to the effective success of members' business activities at delivery/discharge points.
 - iii. Be readily available to assist members to derive satisfactory solutions to their supplies problems, e.g. issues of payment default by ordering Companies, Police cases, LPO funding difficulties and other members' benefits, etc.
 - iv. Oversee revenue generation for the Association in his Industrial Area jurisdiction.
 - v. Work very closely with the State Task Force to ensure that all members comply with Association policies and procedures.
 - vi. Constantly liaise with the National Secretariat on information exchange, updates and bi-directional decisions and actions.

- 20. Depot Coordinators:** Depot Coordinators shall be located at every Depot across the Country. While they shall report to the State Council, their functions shall include:
- a. Seeing to the day to day smoothness of members' transactions with the aim of monitoring and ensuring seamless operations, cordial relationship and effective conclusion of transactions between members and the Depot Management.
 - b. Ensuring that members always fulfill their financial obligations to the Association.
 - c. Collection the Association's fees of ~~N~~0.20 kobo per liter on all loaded petroleum products, dues, etc. at the Depots and remitting same to the Association through the State.
 - d. Obtaining information updates from their location and forward same to the National Secretariat through their respective State Councils.
 - e. Working closely with the State Task Force to monitor and ensure compliance with operational procedures.
 - f. Channeling issues beyond their capabilities to their respective State Councils for further action.
 - g. Striving, as ambassadors of the Association, to always maintain an effective and peaceful link with members and their business environment.

21. Task Force: This is the monitoring and enforcement arm of the Association. The Task Force Unit functions shall include:

- a. To ensure uniform compliance with the Association's operational policies as well as financial obligation of members across the country.
- b. To penalize defaulting suppliers with regards to maintenance of Association standards and compliance with its rules and regulations.
- c. To impose appropriate sanctions, i.e. fines on defaulting members on required payment of Association fees and other charges.
- d. To issue duly authorized and appropriate receipts for penalty enforcement.
- e. To report cases of deliberate failure to comply with Task Force sanctions by members for established defaults to the Association for stiffer measures.
- f. To have a Task Force Officer in every Zone and State Council, who shall ensure that standard Task Force rules of operations and Task Force activities are effectively carried out in their various locations.
- g. To ensure that members comply with policies stipulations concerning appropriate documentation of products from points of loading to discharge points.
- h. To ensure that financial obligations of members are diligently maintained, and to determine and penalize defaults in that regard.
- i. To work closely with the other Task Force Units and other organs of the Association for effective functionality and to report to the National Secretariat through the National Task Force Coordinator.
- j. To liaise with, or seek the support of relevant Government security Agencies or Organs for necessary effective performance of their functions and Association objectives.
- k. To report their activities to, and take instructions from the National Task Force Coordinator at the National Secretariat of the Association.
- l. To liaise from time to time with the National Secretariat through the National Task Force Coordinator; and to pass necessary instructive information and guidelines to the Task Force Units and operations across the country whenever such needs arise.

ARTICLE 9: ADMINISTRATIVE ORGANS & COMMITTEES:

1(a) THE NATIONAL EXECUTIVE COUNCIL

The National Executive Council shall comprise the following:

- i. All National Officers of the Association.
- ii. All Zonal Chairmen, Secretaries and Treasurers.
- iii. All State Chairmen, Secretaries and Treasurers.
- iv. All State Task Force Officers.
- v. Members of the Association including any or past President and Secretaries – General but not exceeding twelve (12) at any time may be co-opted by the Council on the nomination of National Executive Council.

(b)i. **The National Executive Council** shall meet at least twice in a year at such date and place as may be fixed by the President or the National Executive Council.

- ii. An Emergency Meeting of the National Executive Council may be summoned by the President at any time.
- iii. The quorum at any Executive Council Meeting shall be 2/3rds of the members. Consensus shall be the aim of the Council but if voting becomes necessary, it shall be by a simple majority by show of hands, provided that, for any specific issue, the Council shall resolve to secret ballot.
- iv. The President shall have a casting or veto vote in case of equal opposing votes.
- v. A member who is absent from three consecutive meetings of the National Executive Council shall, unless he or she shows cause for such absence to the satisfaction of the National Executive Council, cease to be a member of the Council, and if he or she is a National Officer, he or she shall be deemed to have vacated his or her office.

(b)**POWERS AND FUNCTIONS OF NATIONAL EXECUTIVE COUNCIL:** Subject to the provisions of this Constitution, the National Executive Council shall have, exercise and execute the following powers, functions and duties:

- a. To nominate and/or appoint representatives of the Association to any statutory or other bodies.
- b. To express the views of the Association upon any matter of interest to the reporting Profession generally.
- c. To convene and make all necessary arrangements for the holding of the Annual General Meeting whenever duly requested.
- d. To employ persons fit and proper as Secretary General and other paid Staff of the Associations.
- e. To equip and maintain the Association's Secretariat including other National Officers for efficiency and good result.
- f. To appoint any of its members or a suitable member of the Association to fill and/or perform the duties pertaining to a vacant office in which the holder is unable or unwilling to act during his or her tenure of office.
- g. Generally to exercise all powers vested in the Association (except those reserved for the Annual General Meeting or Annual Delegates' Conference) so as to promote and carry out the Aims and Objectives of the Association as contained in this Constitution.

2. NATIONAL ADMINISTRATIVE COMMITTEE:

- a. There shall be a National Administrative Committee consisting of principal elected officers of the Association, i.e. the National President, Deputy President, Vice President, Secretary General, National Treasurer, Nat. Fin Sec, National Trustee, Heads of Admin, Accounts and Operations.
- b. The National Working Committee shall meet as often as the exigencies of their tasks demand, or as may be decided by the President.
- c. **Functions of the National Working Committee shall include the following:**
 - i. Acting as a bridge between the NEC and the NWC.
 - ii. Ensuring that set objectives and agreed tasks are effectively carried out in between NEC and NWC meetings, to lighten the pressure on the NWC.
 - iii. Preparing materials for submission to the National Working Committee.

3. NATIONAL WORKING COMMITTEE:

- i. There shall be a National Working Committee consisting of the elected officers of the Association.
- ii. The National Working Committee shall consist of the National President and all the National Executive Officers, the Zonal Chairmen, and the Head of Accounts.
- iii. The National Working Committee shall meet, at least once every month on such date as may be decided by the President or the Committee.
- iv. Attendance at National Working Committee Meeting shall be recorded by the Secretary General and reported to the National Executive Committee and the Annual General Meeting.
- v. **Functions of the National Working Committee shall include the following:**
 - a) Monitoring and co-coordinating the work of National Officers.
 - b) Monitoring and execution of decisions of the National Executive Council and the Annual General Meeting.
 - c) Preparing materials for submission to the National Executive Council.
 - d) Monitoring the Work of all Committees or Sub-committees of the Association on statutory and or other bodies.
 - e) Appointing and disciplining staff of the Secretariat.
 - f) Performing such other functions as may be delegated to the Committee by the National Executive Council.

4. ZONAL COUNCIL

- i. The Zonal Council reports to the National Secretariat.
- ii. The Zonal Council shall comprise of the Zonal Chairman, Vice Chairman, Treasurer, Secretary, Assistant Secretary, Financial Secretary, Auditor, PRO, Welfare Officer, Task Force and 1 Ex-Officio member.
- iii. The Council shall elect its officers and forward their names to the National Secretariat for approval.
- iv. The Zonal Council shall supervise the activities of the States under the Zone and report such activities to the National Secretariat accordingly.
- v. The Zonal Council shall have monthly and annual general meetings to discuss and plan its activities.
- vi. The Zonal Council shall forward a bi-annual programme and a record of all its activities to the Secretary General for information, records and necessary guidance.

- vii. The Zone may impose levies, subscriptions, etc., for the running of its activities.
- viii. The Zone shall keep an up-to-date list of its members and forward a copy to the Secretary-General before the end of May of every year.
- ix. The Zone shall not make any appointments or create any appointee positions.
- x. Zone and State may have its own bye-laws, which shall come into force after its approval by the National Executive Council provided that such bye-laws are **not** inconsistent with any provision of this Constitution, to the extent of which such inconsistency shall automatically void the bye-laws.

5. STATE COUNCIL

- i. The State Council reports to the Zone.
- ii. The State Council shall comprise of the State Chairman, Vice Chairman, Treasurer, Secretary, Assistant Secretary, Financial Secretary, Auditor, PRO, Welfare Officer, Task Force and 3 Ex-Officio members.
- iii. The State Council shall elect its officers and forward their names to the National Secretariat for approval.
- iv. The State Council shall supervise the activities of Industrial Area Units and Depot Coordinators under the State, and report such activities to the Zone accordingly.
- v. The State Council shall have monthly and annual general meetings to discuss and plan its activities.
- vi. The State Council shall forward a bi-annual programme and record of all its activities to the Zone for transmission to the Secretary General for information, records and necessary guidance.
- vii. The State shall not make any appointments or create any appointee positions.
- viii. The State may impose levies, subscriptions, etc., for the running of its activities.
- ix. The State shall keep an up-to-date list of its members and forward a copy to the Secretary-General before the end of May of every year.
- x. The State may have its own bye-laws, which shall come into force after its approval by the National Executive Council provided that such bye-laws are **not** inconsistent with any provision of this Constitution, to the extent of which such inconsistency shall automatically void the bye-laws.

6. INDUSTRIAL AREA UNIT

- i. The Industrial Area Unit shall report to the State.
- ii. The Industrial Area Unit shall comprise of the Unit Chairman, Vice Chairman, Treasurer, Secretary, Auditor, PRO, and Task Force Officer.
- iii. The Industrial Area Unit shall elect its officers and forward their names to the National Secretariat for approval.
- iv. The Industrial Area Unit shall have monthly and annual general meetings to discuss and plan its activities.
- v. They are to collect the Association's fees, dues, etc. at the Industrial Areas and remit same to the State.
- vi. The Industrial Area Unit shall forward a bi-annual programme and record of all its activities to the Zone through the State for transmission to the Secretary General for information, records and necessary guidance.

- vii. The Industrial Area Unit may impose levies, subscriptions, etc., for the running of its activities.
- viii. The Industrial Area Unit shall not make any appointments or create any appointee positions.
- ix. The Industrial Area Unit shall keep an up-to-date list of its members and forward a copy to the Secretary-General before the end of May of every year.
- x. The Industrial Area Unit may have its own bye-laws, which shall come into force after its approval by the National Executive Council provided that such bye-laws are **not** inconsistent with any provision of this Constitution, to the extent of which such inconsistency shall automatically void the bye-laws.

7. STANDING COMMITTEES:

- a. The Association shall have the following Standing Committees:
 - I. Financial Committee
 - II. Media and Editorial Committee
 - III. Welfare and Training Committee
 - IV. Committee on Procedural Uniformity
 - V. Disciplinary Committee
 - VI. Any other Committee(s) as may be created by the National Executive Council from time to time.
- b. Membership of each Committee shall from time to time be decided by the National Executive Council.
- c. Such Committee(s) may determine the procedure at any of its/their Meetings.
- d. The National Executive Council may, from time to time establish such ad-hoc Committee as may be found necessary.

ARTICLE 10: BOARD OF TRUSTEES

- 1. The Trustees of Natural Oil & Gas Suppliers Association of Nigeria for the purpose of the Companies and Allied Matter Act No 1, of 1990 Part C, shall be appointed at the General Meeting. Quorum shall be 2/3 majority vote of members present at the General Meeting.
- 2. Such Trustees (hereinafter referred to as "The Trustees") shall not be less than Three (3) and not more than Ten (10) in number and shall be called the Incorporated Trustees of NATURAL OIL AND GAS SUPPLIERS ASSOCIATION OF NIGERIA (NOGASA).
- 3. The Trustees may hold office for life but a Trustee ceases to hold office if he:
 - a. Resigns his office
 - b. Ceases to be a member or The Incorporated Trustees of the Association
 - c. Becomes insane
 - d. Is officially declared bankrupt
 - e. Is convicted of a criminal offence involving dishonesty by a court of competent jurisdiction.
 - f. Is recommended for removal from office by the Board of Trustees or a majority vote of members present at any General Meeting of the Association
 - g. Ceases to reside in Nigeria.

1. Upon a vacancy occurring in the number of Trustees, General Meeting will be held to appoint another eligible member of the Association.
2. Only members of the Board of Trustees can sit on the Board as Chairman.
3. Trustees shall enjoy the benefit of producing succeeding Presidents to the Association as well as Chairman to the Board of Trustees. In other words, new Presidents shall always emerge from among the Trustees as a matter of tradition in the Association.
4. However, without prejudice to rule (6) above, the entire Board of Trustees may choose to bend this rule by allowing a non-Trustee to become President. Where this happens, the privileged consensus shall be limited to the position of Association President and not BOT Chairman, since he is not a member of the Board.
5. FUNCTIONS OF THE TRUSTEES:
 - a. The trustees shall apply to the Registrar General, Corporate Affairs Commission for a certificate of incorporation under the Companies and Allied Matters Act, No. 1, of 1990, Part 'C'.
 - b. If such a Certificate is granted, the Trustees shall have power to accept and hold in trust in all lands belonging to the Association and to acquire land and other properties on behalf of this Association subject to such conditions as may be imposed.
 - c. The Trustees shall apply to the Registrar, Corporate Affairs Commission for amendments to the list of registered Board Members through a Board Resolution.

ARTICLE 11: COMMON SEAL:

1. The Association shall have a Common Seal
2. Such Common Seal shall be kept in custody of the Secretary General who shall produce it when required for use by the Trustees.
3. All documents to be executed by the Trustees shall be signed by the Secretary General and President in the presence of other Trustees and sealed with the Common Seal.

ARTICLE 12: FINANCE

- a. The source of fund of the Association shall include membership fees, subscriptions, levies and proceeds from economic and social activities, donations and fines.
- b. The Association shall collect **₦0.20k** on each loaded truck of Gas/Oil products at all Depots in Nigeria through Unit Coordinators & Councils, who shall liaise with the Task Force Units at various locations across the country.
- c. The Association shall collect **₦0.20k** per litre on each vessel loaded/shipped into Nigeria.
- d. The Association shall allow tickets for the payment of **₦0.20k** (Twenty Kobo only) per litre fee by trucks in the various depots within each Zone to cover such trucks within the respective Zones only. On bridging, trucks are to pay another **₦1,000.00** (One Thousand Naira Only) on reaching the border of a next Zone where Agents and Officials of the Association will be situated for the collection.
- e. The General Meeting or the National Executive Committee shall have the power to determine and vary, from time to time, the financial contribution of members of the Association. The National Executive Committee, acting on its own behalf shall have power to employ or deploy the funds of the Association in such a manner as may be found necessary and expedient, and in the interest the Association.
- f. A percentage of the Association's total quarterly revenue, which shall be agreed and approved by the Board of Trustees; shall be appropriated among members of the Board of Trustees for their operational functions.

ARTICLE 13:LEGAL SERVICES

The National Executive, on the recommendation of the Zonal or State Executive, and the Secretary-General of the Association shall have the power to provide legal assistance and legal advice for any member or the Zone or State in respect of any matter connected with the terms and condition of the members' employment provided that the affected member has fulfilled the following conditions:

- a. The member has fully paid his/her contributions
- b. The matter is not connected with drunkenness, fraud, criminal act or any other matter that would discredit the Association.

ARTICLE 14: BENEFITS FOR DECEASED MEMBERS

- a. The Nominee or rightful relations of a deceased member of the Association shall be entitled to a maximum death benefit of N500,000.00
- b. No payment shall be made in absence of the Death Certificate or any other convincing proof of the death.
- c. The National Executive Council (NEC) shall have the power, as the circumstances demand, to approve a special assistance in support of the burial of any outstanding or deserving officer of the Association.

OTHER BENEFITS: Members of the Association shall be entitled to other welfare benefits as follows:

- I. For any trustees in (a) above N500,000.00
- II. For any Ordinary Member N300,000.00
- III. Sickness Benefit: The National Executive Council may grant sickness benefit in exceptional circumstances to members who are hospitalized on the recommendation of the Secretary-General.

ARTICLE 15:GRIEVANCE PROCEDURE

An aggrieved member of the Association shall have the right to take the Association to Court as a last resort over a matter of dissatisfaction or grievance, but must first satisfy the following conditions;

- a. He/she must be an up to date financial member of the Association.
- b. He/she shall first write a formal complaint on the grievance to the President/Secretary General for attention.
- c. If after 30 days, he does not receive satisfactory response or attention, then he/she shall seek the support of not less than 100 equally bonafide members of the Association to jointly sign another petition on the same matter to the National Executive Council (NEC) for necessary attention and action.
- d. Failure to get a satisfactory result from this step, and having satisfied the above grievance procedure; he/she may then proceed to court.

ARTICLE 15:SPECIAL PRIVILEGES:

1. Only the founding BOT Chairman of the Association shall remain a permanent member of the NEC.
2. A special joint session of the BOT and the NEC can meet to create honourary positions to be accorded befitting members of the Association or other individuals.

3. The President shall have the power to appoint additional personnel as he may deem necessary to enhance his office/functions, and such appointees shall be accorded NEC/NWC membership, but without voting rights.
4. The head of the Association's Accounts (Department) shall be a member of the NEC/NWC, but without voting rights.
5. The first President shall be automatically succeeded by the first Deputy President.
6. The first President shall also be the BOT Chairman, a position he shall hold for two consecutive terms, during which second term the Deputy President would be serving as substantive President.
7. Following the first President and Deputy President's serving as BOT Chairmen, the three positions shall be subsequently be contested for by voting.

ARTICLE 16:STANDING ORDERS: These are intended to provide for the conduct and procedure of the Annual General Meeting, other General Meetings on matters relating thereto and shall be read together with the Constitution of the Association.

1. These Standing Orders are made by the National Executive Committee of the Association in exercise of its power under clause 8 of the Constitution of the Association and other enabling powers in that behalf.
2. An Annual General Meeting or Emergency General Meeting shall transact such businesses as are on its agenda or any other business decided by the General Meeting, the National Executive Council or the President.
3. An agenda of the business of the meeting shall be circulated in advance to every Zone or State and member present at the Annual General Meeting or at an Emergency General Meeting.
4. The President shall preside at all Annual General Meetings and Emergency General Meetings of the Association. In the absence of the President for whatever reason(s) the Deputy President shall preside, and in the Deputy's absence, the Vice President shall preside.
5. Any member, who wishes to speak, shall raise his hand to attract the President's attention.
6. No member shall rise or commence to speak on any topic until recognized to do so by the President.
7. No two members shall stand to speak simultaneously during discussion at a Meeting.
8. The order of speaking shall be determined by President in his absolute discretion without fear or favour, but the President shall give a reasonable opportunity for divergent views to be heard.
9. The President may use his discretion to stop a discussion even when there are members still anxious to speak on a subject, if he considers that there has been sufficient discussion on the matter under discussion or debate.
10. A member who has any relevant and pertinent information to give during the course of a speech by another may raise a point of information. He shall only give such information, if permitted to do so, by the President.

11. A member may raise a plea of point of order which, when raised, shall only be sustained by the President where he accepts that there is deviation by the speaker from the subject matter and according to the Standing Order.
12. A member who claims that he has been misquoted or misrepresented may raise a point of correction plea and if allowed by the President, shall make the correction.
13. In the event of a proposition to proceed to the next business or for progress being moved and seconded, it shall be put to vote; or if agreed to, the matter under debate may immediately be put to vote. Once a subject has been discussed and voted upon, it shall not again be introduced during the Meeting.
14. On any issue, every member present shall have one vote while the President shall have a 'casting vote' in the event of equality of votes cast. If such equality of votes occurs during an election, the presiding Electoral Officer shall have a casting vote.
15. The President shall have the power, under his presiding rights as granted by this constitution to discretionally penalize anyone found engaging in destructive or distractive acts, including asking such person(s) to leave the Meeting.
16. The General Meeting shall have the power to appoint a Committee or a Commission for the furtherance of its business. Such Committee(s) may sit during the hour of the Meeting should it be necessary for them to do so.
17. The President may give directions or adopt any measure, reasonably necessary, in the interest of the Association, or reasonably conducive to the conduct or proceedings of any General Meeting or Meetings, validity of proceedings of an Annual General Meeting or of any vacant office or by any defeat in the appointment or election of members or officers or by any irregularity in the proceedings.
18. Any member of the Association may be expelled from an Annual General Meeting, General Meeting or have any disciplinary action taken against him/her for such reasons as the National Executive Committee or as the Annual General Meeting may deem fit.
19. Ruling: The Ruling of the President on all matters shall be obeyed.
20. ELECTIONS:
 - a. An Office shall be vacant by expiration of term, death, resignation, removal or any other reasonable cause.
 - b. Any vacancy in-between the Annual General Meetings may be filled by the National Executive Council.
 - c. A candidate for any election shall be nominated or proposed in writing by a member from his Zone and seconded by another member from another Zone. The proposer and the seconder, like the candidate, must be qualified voters as at the date of such nomination. That is, they shall be up-to-date financial members.
 - d. The nomination shall be forwarded or dispatched so as to reach the Secretary-General on or before 30th May of each year subject to any decision of the National Executive Council or the Annual General Meeting where there is no nomination for any office or any other reason as either or both may deem fit.
 - e. On 1st July each year, the Secretary-General shall compile the list of all nominations received and shall exhibit a copy of same at the Secretariat. He shall forward a copy to

all candidates who have been nominated and to every member of the National Executive Committee.

- f. A full list of properly nominated candidates shall be exhibited or pasted at a conspicuous place or noticed board in or around the Meeting hall on or before the eve of Annual General Meeting a copy of which shall also be supplied to the Electoral Officers.
- g. Ballot papers, in one or different colors authenticated or identified, e.g. by stamping, shall be made ready before hand and supplied to members either at the Annual General Meeting entrance after a break immediately preceding election or in the hall, as and when necessary; and ballot containers or boxes shall be provided or made available before election time.
- h. Only qualified voters, minimum of three and a maximum of five (5), and one of whom shall preside; that shall be appointed to constitute an Electoral Committee by the Annual General Meeting.
- i. Ad-hoc Electoral Officer shall have the power of the President under the Standing Orders.
- j. Such Electoral Officers shall decide on the color of ballot Paper to be used for any office to be contested for; where ballot papers of different colors are supplied to identify or differentiate the offices. The decision of Electoral Officers on elections shall be final.
- k. All elections shall be by secret ballot.

ARTICLE 17: CONFLICT: For the avoidance of doubt, the provisions of the Constitution shall have precedence and prevail over the Bye-Laws and the Standing Orders where there is a conflict.

ARTICLE 18: AMENDMENTS

- 1. The Constitution shall be subject to amendment every six (6 nos) years.
- 2. A motion for the Amendment of the Constitution of the Association shall be moved at the General Meeting by any person wishing to make such amendment; such motion must be supported by at least 2/3 majority of members present at the Meeting.
- 2. An Amendment shall be read thrice after which a vote will be taken, such amendment shall be deemed to have been approved if supported by two-third majority vote of members present at the General Meeting. Notice shall also be given to the Registrar-General, Corporate Affairs Commission, for final approval of the Amendment being made.

ARTICLE 19: SPECIAL CLAUSE:

- 1. The Income and property of NATURAL OIL & GAS SUPPLIERS ASSOCIATION OF NIGERIA when so ever derived shall be applied solely towards the promotion of the Association as set forth in this Rules and Regulations/Constitution and no portion thereof shall be paid or transferred directly or indirectly by way of dividend, bonus, or otherwise however by way of profit, to the members of the ASSOCIATION.
- 2. **PROVIDED** that nothing herein shall prevent the payment, in good faith, or reasonable and proper remuneration to any officer of servant of the Association, in return for any service or Governing Body that shall be appointed to any office of the Association, or paid for by fees, and that no remuneration or other benefits in money or monies shall be given by the Association, to any member of such Council or Governing body except repayment of out-of-

pocket expenses or reasonable and proper rent for premises demised or let to the Association, provided that the provision last aforesaid shall not apply to any payment of any company that shall not hold more than one-hundred part of the capital; and such member shall not be bound to account for any share of profits he may receive in respect of any such payment.

3. **NO ADDITION**, alteration or amendment shall be made to or in this RULES AND REGULATIONS/CONSTITUTION for the time being in force, unless the same have been previously submitted to and approved by the Corporate Affairs Commission.
4. In the event of a winding up or dissolution of the Association, there remains after the satisfaction of all the debts and liabilities, any property whatsoever, the same shall not be paid to or distributed among the members of the Association, but shall be given or transferred to some other institution(s) having objects similar to that of the Association, and the bodies are prohibited from distributing its or their income and property amongst its or their members to an extent at least as great as is imposed on the Association, under or by virtue of the SPECIAL CLAUSE hereof. Such institution(s) to be determined by the members of NATURAL OIL & GAS SUPPLIERSASSOCIATION OF NIGERIA effectively cannot be given to the aforesaid provision, only to some charitable objects.

NATIONAL SECRETARY

NATIONALPRESIDENT