



Facilitating Participatory Development

1B Lumsar Road, Off Gurara Road, Behind Sheraton

Abacha Estate

Wuse Zone 4, Abuja

drpc20022002@yahoo.com

Phone/Fax: 09060642279/ 07030353438

**BY LAWS OF THE DEVELOPMENT RESEARCH
AND PROJECTS CENTRE (dRPC)**

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BY LAWS OF THE DEVELOPMENT RESEARCH AND PROJECTS CENTRE (dRPC)

Article 1: Name

- 1.1 The name of the organisation shall be the Development Research and Projects Centre (hereafter referred to as dRPC) with a small 'd'.
- 1.2 The headqaters and secretariat of dRPC shall be located in Kano, Nigeria and may be moved to any other place in Nigeria by the decision of the founders or their inheritors
- 1.3 The dRPC is a non-political and non-partisan organiation. It is a non-profit, intermediary social enterprise committed to building capacity and social capital for inclusive develoment. It shall exist and carry on its legal activities in accordance with this by-law

Article 2: Context

- 2.1 Recognising the marginalisation and social exclusion experienced by poor communities and vulnerable groups and individuals.
- 2.2 Considering the absence of technical services and support such as research, appraisals and monitoring

and evaluation capacities for the non-profit sector especially in the North but also in pockets of southern Nigeria .

- 2.3 Given the limited availability of resources for the the small and often isolated civil society organisations, the dRPC is hereby established to be run in accordance with the letter and spirit of this charter and in pursuance of the following aims and objects.

Article 3: Aims and Objectives of the dRPC

The dRPC shall be an independent, non-reigious, non-governmental, non-profit, non-partisan organization committed to building capacity and social capital for participatory development. The dRPC shall seek :

- 1) To expand capacity of civil society organizations to carry out development programs and interventions using participatory strategies and working in partnerships with government agencies and other stakeholders
- 2) To increase knowledge and understanding of development programs and participatory solutions through research
- 3) To expand capacity for development success by rendering technical support to government, development agencies

and civil associations in their pursuit of development programs

- 4) To increase capacity amongst civil society associations to carry out advocacy to government agencies and their partners
- 5) To reduce social injustice by encouraging gender equity, reducing vulnerability and marginalization and by removing social exclusion through just and participatory development practices.

Article 4: Activities

The dRPC may in the pursuit of its aims and objectives:

- a) carry out action research, policy related research and research geared towards the production and reproduction of knowledge
- b) publish and disseminate the research output in popular and specialised forms;
- c) establish data base in designated areas of the dRPC's programmes;

- d) compile primary data, newspaper cuttings, audio-visual and other materials in designated areas of dRPC's programmes;
- e) organize advocacy visits, roundtables and related activities;
- f) organize seminars, conferences and workshops;
- g) carry out training programmes in the designated areas of dRPC mandate;
- h) undertake monitoring and evaluation of development projects for partners, knowledge and for advocacy;
- i) provide technical support (appraisals, strategic plans etc) to communities and agencies undertaking development interventions;
- j) establish project teams in designated areas of dRPC's programming; and
- k) make available training and leadership fellowships in furtherance of dRPC's aims and objectives.

Article 5: Membership

Membership of the dRPC shall be made up of:-

- a) The founding members of the dRPC
- b) Any other members admitted.

Article 6: Eligibility for Membership:

- 6. Membership of the dRPC shall be open to any person who subscribes to the aims and objectives of the dRPC and is normally resident in Nigeria.

Article 7: Procedure for admission of new members:

- 7.1 Every application for membership shall be in writing.
- 7.2 New members shall be admitted by consensus of the founding members or their replacements.
- 7.3 A member may by consensus of the founders be expelled for conduct incompatible with the objectives of the dRPC or for misconduct.

Article 8: Affiliate Membership

- 8.1 Affiliate membership shall be open to organisations that subscribe to the aims and objectives of the dRPC and request or need the services it offers.
- 8.2 Affiliate members may not vote at any proceedings of the dRPC, they may not also vote or be voted for to any elective office of the dRPC. They however, have a right of consultation and participation on issues that involve the project they are part of or the services they receive.

Article 9: Organs of the dRPC

- 9.1 The Organs of the dRPC shall be:-
- a) The Founders Meeting ,
 - b) The Governance Board (GB),
 - c) The dRPC Office
 - d) The Project Advisory Board (PAB),
- 9.2 All organs of the dRPC shall be constituted in a manner that guarantees adequate representation of women.

Article 10: The Founders Annual Meeting

- 10.1 All original members of the dRPC that founded it shall constitute the Founders which shall be the supreme organ of the dRPC.
- 10.2 The Founders shall have the power to dissolve and reconstitute all other organs in accordance with this by law.
- 10.3 The Founders shall set the general policy and determine the general direction of the dRPC.
- 10.4 Fifty percent plus one Founders of the dRPC shall constitute a quorum at the Founders meeting.
- 10.5 The Founders Meeting may be convened at any time by the Governance Board (GB) in addition to the once a year mandatory meeting.
- 10.6 Once every year there shall be an Annual Founders Meeting (AFM) of the dRPC to be convened by the GB.
- 10.7 The AFM shall receive and consider the annual report submitted by the GB, the annual statement of account; appoint auditor or auditors and carry-out such other business as may be properly placed before it.

Article 11: The Governance Board (GB)

- 11.1 There is hereby established a Governance Board for the dRPC.
- 11.2 The GB shall comprise a Chairperson, the Coordinator of dRPC and three other Members.
- 11.4 Members of the GB shall be appointed by the AFM.
- 11.5 The property of the dRPC shall vest in the GB.
- 11.6 The GB shall be responsible for ensuring that the financial, human and material resources of the dRPC are used to promote its objects.
- 11.7 The GB shall submit annual reports and audited statement of accounts to the AFM.
- 11.8 Members of the GB shall be appointed for a term of three years and shall be eligible for re-appointment.
- 11.9 The GB shall meet at least once in a year.

Article 12: The dRPC Office

- 12.1 There shall be established a dRPC Office which shall consist of the Coordinator of the dRPC as chairperson and all the other principal officers.
- 12.2 The dRPC Office shall be answerable to the GB.

- 12.3 The dRPC Office shall be responsible for the administration and management of the dRPC, its programs and activities and shall make sound proposals to the GB for the purpose of raising funds for the dRPC.
- 12.4 The dRPC Office may carry out its activities through a number of standing or ad-hoc committees approved by the GB.

Article 13: The Project Advisory Board (PAB)

- 13.1 There Shall be established a Project Advisory Board (PAB) for each of the projects of the dRPC that have a life span of 12 months and above.
- 13.2 The PAB shall be made up of 3-5 reputable advisors.
- 13.3 Each PAB shall advise the dRPC Office on the projects they are associated with.

Article 14: Principal Officers Of The dRPC

- 14.1 The principal officers of the dRPC shall be:-

- a) The Coordinator
- b) The Project Managers
- c) The Senior Program officers

- 14.2 The Coordinator shall be the chief executive of the dRPC as well as its accounting officer.
- 14.3 The Project Managers shall manage the projects of the dRPC in their various designations and shall work with Senior program Officers to ensure that programme targets and outputs are met

Article 15: Finances

- 15.1 Funds for the dRPC shall come from donations, grants, dues, subscriptions and proceeds from any investments, ventures or projects the dRPC might embark upon.
- 15.2 The funds of the dRPC shall be applied solely towards the promotion of the objects of the dRPC and shall be fully accounted for.
- 15.3 The accounts of the dRPC shall be audited by a qualified auditor appointed in accordance with this by law.
- 15.4 The dRPC shall maintain such bank accounts as the GB may determine and shall dedicate bank accounts

for programs lasting 12 months and/or above 5million
Naira budget.

Article 16: Amendments etc

- 16.1 This by law may be amended by a simple majority of the founding members of the dRPC at an AFM for which due notice of the proposal to amend the by law has been given.