

OFFICIAL

THE
CONSTITUTION
OF



**NIGERIA AUTOMOBILE
TECHNIKIANS ASSOCIATION**

SECOND EDITION

Motto:
**Keeping Nigerians Moving
on safe wheels**

INTRODUCTION

This Second Edition of the Constitution of the Nigeria Automobile Technicians Association is the supreme legal Document of the Association. It is supreme over all the previous Constitutions of the Association.

It was presented and adopted on September 11, 1997 at the Second National Quadrenial Delegates Conference of the Association that took place in Minna, Niger State at UK Bello Arts Theatre, and starts to Operate from Tuesday September 16, 1997.

It's rules and instruction overide all others within any of the Branches or chapters of the Association.

S. B. Oye Akinola

DEACON S. B. OYE AKINOLA

CONTENTS

Introduction.....	ii
Composition.....	1
Priorities & Objectives of N.A.T.A.....	1-4
Membership Qualifications, Duties and Rights.....	4-8
Constitution and Government.....	8-9
Delegates Conference.....	9-10
Duties of the Delegate Conference.....	10-11
Annual National Conference.....	12-13
National Executive Council.....	13-15
Central Working Committee.....	15-16
Zonal Councils.....	16-17
State Council.....	17-18
Local Branches.....	19-20
Rules for Election.....	20-21
Officers of the Association.....	21-22
Officers and their duties.....	22-42
Rules Enforcement Unit.....	43-44
Funds / Levies.....	44-46
Industrial Action.....	46
Education.....	46-47
Membership Benefits.....	47-50
Code of Conduct.....	50
N.A.T.A. Code of Practice.....	51-52
Basic Guide of N.A.T.A.....	52-54
Penalties.....	54-55

THE CONSTITUTION OF NIGERIA AUTOMOBILE TECHNICIANS ASSOCIATION

ARTICLE ONE

NAME:

The name of the association shall be 'Nigeria Automobile Technicians Association (N.A.T.A.)

MOTTO:

Keeping Nigerians Moving on Safe Wheels

ADDRESS:

Except otherwise determined by the National Executive Council of the association, the national office of the association shall be 362 Abeokuta Expressway, Super Bus Stop, Oke Odo, Lagos.

ARTICLE TWO

COMPOSITION:

The Nigerian Automobile Technicians Association shall be the only parent body of all various groups of Automobile technicians that exist in the Federal Republic of Nigeria such as the following:

- i) Mechanics (Automobile Engineers)
- ii) Panel beater, Welders, Iron benders (Metallurgists)
- iii) Painters (Auto-sprayers)
- iv) Rewires (Auto electricians)
- v) Blacksmith (Turners)
- vi) Battery Chargers
- vii) Metal, Wood, Aluminium, Steel and Auto-body builders
- viii) Vulcanisers

ARTICLE THREE

The priorities and objectives of N.A.T.A shall be the following:

- A. To organise and unite all practising automobile technicians in Nigeria into a single standard Professional Body.
- B. N. A. T. A shall serve as a platform for all qualified and practising automobile technicians in Nigeria to table and voice out their needs, interests and views on all matters that may affect automobile industry in Nigeria.
- C. To regulate the training and practises of members and ensure that only qualified auto technicians are allowed to practise within the Federal Republic of Nigeria so as to keep Nigerians moving on safe and standard wheels.
- D. To promote, protect and advance the interests of members among other interests groups in the society.
- E. Assisting the economy and living conditions of members through various welfare programmes like cooperative society and other viable and profitable ventures.
- F. To consult with government, non-governmental agencies and other relevant bodies on behalf of members on matters and issues that directly or indirectly affect the lives and trades of members with a view to improve such.
- G. To help repolish members image by maintaining high level discipline among members in order to be law abiding and thereof respect the law of the land.
- H. To control the service charges of members by putting in place a standard and comensurable tariff on various types of repairs.
- I. To provide alternative ways of getting income for the aged members. Also members that encounter permanent physical disability by accident in his work or from any other calamity or disaster to the extent that he could not physically cope with his trade shall receive due assist-

- J. To establish an Automobile Bank (AUTO-BANK) where members shall get easy access to (working) loan at a very low interest rate for building up of modern workshops with modern implements. Also the bank shall be in a position to provide any urgent financial assistance for members that encounter any disaster or calamity that tends to threatening their trades and lives. The bank shall also provide useful assistance to other necessary matters of members.
- K. To educate members on how various policies affect their trades, lives and welfare. And to enlighten members more about the events in their society.
- L. To establish a training centre where members shall be trained on modern ways of carrying out various repair works, the art and skill of managing standard modern workshop. The centre shall also help in the technological development of the country through manufacturing of complete locally made vehicles, spare parts, and accessories.
- M. N. A. T. A is a platform available and accessible to customers to lodge any allegation or complaints against any member for corrective measure or discipline.
- N. It is also a platform where governments, non-governmental organisations, corporate bodies and society in general can easily use to dialogue and relate with all automobile technicians in the country.
- O. N. A. T. A shall help to project government objectives and policies on automobile technological development and allied tradesmen.

- P. N. A. T. A shall maintain functional and mutual relations with the security agents at all levels to reduce crime rate that may involve motor vehicles and other transport equipment.
- Q. The association shall liaise and co-operate with governments, non-governmental agencies and other relevant bodies that might be engaging in projects and activities that aim at developing Nigerian indigenous technology.
- R. N. A. T. A shall advise and educate government and the society on the best policies and programmes that can improve the services of the automobile industry in Nigeria for an improved and efficient transport industry.
- S. N. A. T. A shall also educate customers through members on how best to maintain their vehicles for an effective successful Road Safety Campaign.

ARTICLE FOUR

MEMBERSHIP QUALIFICATIONS, DUTIES AND RIGHTS

- i) All practicing automobile in any of the privately owned automobile workshops that repair, assemble or manufacture motor spare part or complete motor vehicles shall be qualified to be a member of N. A. T. A upon fulfilment of other requirements, and more so based on conviction as regards the policies, principles and programmes of this constitution.
- ii) No one shall be deprived of membership of N. A. T. A on the basis of his religion, creed, ethnic origin, sex, political belief and Educational Standard.
- iii) Except a person under 18 years of age, any person with absolute evidence of previous training in one of the trades

(specialities) set out in article 2 of this constitution shall be eligible to be a member.

- iv) There shall be an admission fees of N200.00 from any new entrant after completion of the compulsory 18th months after-training working assistant from a credible and recognised auto-repair workshops payable to the association through the unit.
- v) All members shall give true and correct profit of themselves as required in the application form of the association.
- vi) Membership shall be restricted to people whose workshops are situated within the Federal Republic of Nigeria.
- vii) There shall not be any compulsory ceremony but the new intakes shall be introduced to the members of the association in their respective unit arms of N. A. T. A.
- viii)
 - a. Every member shall be required to purchase a copy of the constitution of the association.
 - b. The cost of a copy of the constitution shall be fixed and from time to time reviewed by the National Executive Council.
 - c. Members shall be adequately informed of any proposed amendment and upon amendment.
- ix)
 - i] The receipt authorised only by the national body shall be the only lawful and authentic receipt to be issued to each member, unit, local branch, state chapter and zonal level on payment of membership dues, levies and other item relating to N. A. T. A.

- ii) The National Executive Council shall review the membership dues as circumstances might require.
 - x) It shall be highly compulsory for each member to get an identity card of the association upon payment of an amount duly fixed by the National Executive Council.
 - i) Membership card shall be issued only by the National Secretariat.
 - ii) It shall be signed by the National President and the state Chairman of the bearer.
- Only the National Secretariat shall be authorised to change the identity card or modify it as might deem fit for the protection of interests of the association.
- xi) All registered members shall be expected to display absolute honesty and loyalty to the association in carrying out their obligations and responsibilities as duly expected of them and to abide by all the rules and regulations as forth in this constitution.
 - xii) All members shall recognise that supreme law of the association remains this constitutions of the Nigerian Automobile Technicians Association and no one shall engage in any act capable of undermining it nor recognise any other rules beyond those set forth in this constitution in the running of the affairs of the Association at all times of its administration.
 - xiii) The progress and responsibility of the association including the protection of its constitution shall be the primary tasks of all registered members.
 - xiv) All registered members shall be entitled to enjoy the protection and services of the Association.

- xv) All registered members shall have the right to participate in the affairs of the association.
- xvi) All registered members shall have the right to vote for any candidate of their choice during any election to fill any post in the Association and the right of a member to be voted for shall not be deprived except on the following grounds:-
 - (a) A member under 21 years of age shall not be eligible to run for any post but can only vote.
 - (b) A person convicted of any criminal-offence by law court.
 - (c) An officer of another trade union.
 - (d) Any member disqualified or suspended by the association on account of anti-association activities.
 - (e) Any member found not to be active in the activities of the Association or who has record of irregularities in the association.
 - (f) Any paid staff of the Association shall not be eligible to vote or be voted for.
 - (g) A person who is not a financial member for at least 6 months.
 - (h) A member whose membership has not been up to at least 2 years.
 - (i) A member who cannot speak and read English shall not be eligible to seek election for any of the National, Zonal and State and Local post. All Secretaries,

treasurers and financial secretaries must be able to read and write in all tiers of N. A. T. A.

ARTICLE FIVE

CONSTITUTION AND GOVERNMENT

- * 1) This constitution of the Nigerian Automobile Technician Association shall be the only valid and recognised law of the association binding on all practising auto technicians.
- * 2) Any amendment or alteration to this rules shall be recognised only if it is accepted by a majority vote in a secret ballot at the Delegates Conference of the Association.
- 3) No arms of the Association shall have the right to form any other law, rules or constitution for the governance of such branch.
- * 4) Proposed alteration or amendment to the rule set forth in this constitution shall be forwarded to national secretariat through the local branch which shall pass it to its state branch, from state branch to the zonal level and to the National Secretariat.
- * 5) On receiving any amendment or advice for any alteration of the constitution of N. A. T. A., the general secretary shall inform the National Executive Council which shall pass such recommendation to the Delegates conference for rejection or approval.
- 6) The constitutionally recognised government of the Association shall be vested in the following:-
 - (a) Delegates Conference

- (b) National Executive Council
- (c) Central Working Council
- (d) Zonal Executive Council
- (e) State Executive Council
- (f) Local Executive Council
- (g) Unit Executive Council

ARTICLE SIX

DELEGATES CONFERENCE

- * 1) Delegates Conference shall be the only supreme body of the Association vested with supreme authority and shall be composed of the following:-
 - (a) All elected national officers
 - (b) All elected zonal presidents and secretaries
 - (c) All elected state chapter chairman and secretaries
 - (d) Two members from each of the State chapters including Abuja.
 - (e) All stated above shall be applicable to all tiers of governances of the association.
- 2) The Delegates Conference shall re-convene in every four years in the month of Oct. Date, Time and Venue shall be decided by the N.E.C. If not fixed by the previous Delegates Conference or if circumstances makes it impossible to hold the Conference at the date, time and venue fixed by the previous Delegate Conference.
- 3) For the purpose of election of Delegates to the Conference, each branch of the Association shall be recognised as a constituency.
- 4) Election of the Delegates shall be conducted by secret ballot or any other means approved by the Delegate Conference.

- 5) To be nominated and elected as a delegate, the candidate shall be seen to have adequately satisfied the requirements set forth in article 4 of this constitution, and also any member that satisfied this article shall have the right to nominate and vote for any candidate of his choice.
- 6) Election of branch delegates shall take place four months before the delegates conference and shall be supervised by the officials of Zonal Councils. States Council or by any National Executive representative where crisis or misunderstanding exist to the detriment of conducting a free and fair election.
- 7) The National Executive Council shall have the power to receive and deal with any matter or complaint from any branch or any other matter that affect the Association.
- 8) There shall be a "Screening Committee" to be elected by National Executive Council.

ARTICLE SIX B

DUTIES OF THE DELEGATES CONFERENCE

- 1)
 - a. The National President shall preside over the delegates conference
 - b. In the absence of the President, his deputy or any other high ranking officer of the association shall preside upon a majority vote by the delegates.
- 2) All matters to be included in the agenda for the conference deliberations shall reach the National General Secretary not later than five months to the conference.
- 3) The agenda and other relevant items for its Delegates conference shall be forwarded to Zonal and State Councils

ARTICLE SIX C

councils for distribution to their respective elected delegates at least two months to the Conference and any matter not included in the agenda shall not be deliberated in the Conference.

- 4) The General Secretary has paid officials of the Association who shall have the right to participate in the Conference but shall not be eligible to vote or be voted for.
- 5) The major activities of the delegates conference shall be the following:-

- i)
 - a] Examination of the internal policies of the association as it affect the progress of members with a view of improving the association and making its activities more relevant to the needs and progress of members.
 - b] Also report from each state chapter shall be reviewed and examined for the same purpose.
- ii) Election of new National officers through ballot box
- iii) Ratification of any appointment made by the National Secretariat.
- iv) Formulating tasks or goals for the Association in furtherance of the aims and objectives of the association.
- v) The Delegates are empowered to set up committees to deal with specific issues that might arise in the course of the activities of the Association. Such committees are expected to report back to the conference, their activities.

ANNUAL NATIONAL CONFERENCE (ANC)

1. There shall be Annual National Conference once in every calendar year which shall be held within the last quarter of the year.
2. The Annual National Conference shall be composed of the following:-
 - a) All Elected National Officers
 - b) All Zonal Officers
 - c) All Elected State Chairmen and Secretaries
 - d) A member from each of the State chapters including Abuja which must be nominated and elected as a delegate by the State Chapter to the Annual National Conference, such delegate must have adequately satisfied the requirements set forth in article 4 of this constitution.
3. The major activities of the Annual National Conference shall be the following:-
 - i) Review of the performance of the Association in the year and in accordance with the resolutions of previous Delegates conference.
 - ii) Review of State chapters performance in accordance with the directives of the previous Delegates conference
 - iii) Review of the new developments in the country and the world as these development affect the trades of members.
 - iv) Formulating annual tasks or goals for the Association in furtherance of the aims and objectives of the Association.

v) Direct and monitor the annual activities of the Association in accordance with the directives of the previous Delegates Conference

vi) The conference can set up committees to deal with specific and urgent issues that might arise in the course of the activities of the Association, such committees are expected to report back to the conference, their activities.

vii) There shall be annual financial report with auditor statement which should account for the financial record of the Association in between the Annual National Conference.

ARTICLE SEVEN

NATIONAL EXECUTIVE COUNCIL

- 1) The National Executive Council shall be vested with the power to run the Association. Their activities shall include the protection of the interests of the Association, enforce discipline, safeguard the funds of the Association, setting up of departments of committees to carry out specific task of the Association, direct and monitor the administration and organisation of the Association at all levels.
- 2) The National Executive shall consist of all National Officers and all the state chapter Chairman and Secretaries.
- 3)
 - a) To be elected as member of the National Executive Council, a candidate shall adequately satisfy all the requirements in article 4 (xvi)
 - b) He shall not necessarily be a member of the delegates conference.

- 4) Election to any of the offices shall be by majority vote through the secret ballot or any other means approved by the delegates conference.
- 5) Issues to be slated on the agenda for the council shall be forwarded to national General Secretary not later than two months to the meeting and the National General Secretary with due consultation with National President shall have the power to determine the matters to be slated on the agenda and in their order of priority.
- 6) a) The National Executive Council Meeting shall be held at least twice a year, extra-ordinary meeting may be called by national general secretary or the central working committee as circumstances required.
- b) The quorum at N.E.C. shall be two-third of entire members.
- 7) The National President shall preside over the council meeting or one of his deputies in his absence, or any other officer elected to do so by the members present for the meeting.
- 8) Decision making in the N.E.C. meeting shall be recognised by a mority vote or support (demonstrated by a show of hand or cast in a secret ballot).
- 9) National Executive Council shall be dissolved in between the delegates conference and new executives shall be elected by majority votes in a secret ballot or any other method approved by Delegates Conference.
- 10) a) It shall require a two-third majority votes of the state councils to pass a vote of no confidence on the National Executive Council after which the National Executive Council shall stand dissolved and caretaker committee shall be set up that shall be composed of

- representatives from each Zonal and State Councils.
- b) Such caretaker committee shall be empowered to direct the affairs of the Association till the subsequent Delegates Conference.

ARTICLE EIGHT

CENTRAL WORKING COMMITTEE

- 1) The Central working committee shall consist of the following:-
- a) All principal National Officers
- 2) The duties of Central working committee shall consist of the following:-
- a) Day to day administration of the association in between the National Executive Council Meetings.
- b) Making decision subject to the approval of National Executive Council in the running of the affairs of the Association.
- c) The Committee shall assist to employ professional staff members whenever vacancies exist in the association's secretariat with the approval of National Executive Council.
- d) The committee shall dully recommend the salaries and allowances of the full time officials of the Association and their periodic basis of adjustment with the approval of N.E.C.
- e) The C.W.C. shall also recommend what allowance

shall be paid to any of the officers that attend meetings, conferences, education seminar or courses in Nigeria or at overseas subject to the N.E.C. approvals.

- 3) The Central Working Committee meet occasionally as activities demand and the two third of the total members shall form the quorum for any meeting.
- 4) All decisions of C. W. C shall be subject to N.E.C. approval, due recognition and implementation.

ARTICLE NINE

ZONAL COUNCILS

- 1) There shall be five Zonal Councils of the Nigerian Automobile Technicians Association.

Note: Each Zonal Council shall consists of chapters as stated below:

Western Zone: Lagos, Oyo, Ogun, Ondo, Edo, Osun, Delta and Ekiti State.

North East: Bauchi, Borno, Yobe, Adamawa and Taraba State

North Central: Kaduna, Kano, Jigawa, Sokoto and Kebbi State.

Eastern Zone: Anambra, Imo, Rivers, Enugu, Cross River, Akwa Ibom and Abia State.

e) Middle Belt: Niger, Kwara, Plateau, Benue, Abuja, and Kogi State.

- 2) Each of the Zonal Councils shall be mainly composed of the following:-

- a) All national officers in the state chapter Chairman and Secretaries will constitute each of the Zonal Councils.
- b) Elected Zonal President, Secretary, Treasurer, Financial Secretary and Organising Secretary.

- 3) The Zonal Council shall be accountable to the N.E.C. and implement directives and decision of the N.E.C.

- 4) The duties and responsibilities of Zonal Councils shall be the following:-

a) Enforcement of discipline among officers and members of the association within the Zone.

b) Supervising the activities of the association in the Zone and as might be directed by N.E.C. or National Secretariat.

c) Making comprehensive, timely and accurate report of the activities, problems and achievements of Zonal Secretariats of the association to the national headquarters

d) Collecting information about the activities within state chapters under the Zonal Council.

ARTICLE TEN

STATE COUNCIL

- 1) There shall be a State Executive Council in each state of the Federation including Abuja.

2) a) Each State Executive Council shall consist of elected officers. And the council shall be headed by a Chairman duly elected in the State Delegates Conference.

b) Each State's Elected Executive Council members with the elected chairman and secretaries at the local branches shall constitute the council of state for each state chapter. All national officers within the state are automatic members.

3) The Council of State shall meet at least four times in a year during which the elected state chairman or his deputy (in his absence) shall preside.

4) The Council of State members shall be expected to run for four years before any election could be conducted except in a situation where vote of no confidence is duly passed on the Executive Council by the Council of State member subject to the National Secretariat approval.

5) The Officers to be elected are: Chairman, Deputy Chairman, Secretary, Asst. Secretary, Financial Secretary, Treasurer, P. R. O., Auditor, N.A.T.A. Provost.

The State Council shall perform the following functions:-

a) Shall supervise the organisation and administration of the association in the state from local to unit level.

b) Shall implement all directives of the association in each state.

c) Shall make accurate and timely report about the association activities to the Zonal Council.

d) The State Council shall have an Executive Committee consisting of all state officials which shall meet from time to time.

ARTICLE ELEVEN

LOCAL BRANCHES

1) Established local branches and the dissolution of the existing ones shall be vested with Zonal and State Councils subject to the approval of the National Secretariat or National Executive Council.

2) a) Except for the reason of a very minimal membership, members practising within each local government area of the Federation shall be grouped together into such local government branch.

b) Such members shall be grouped into unit to form the local branch

3) No local government branch of the Association shall be dissolved except on the ground of insubordination and/or violation of the rules and regulations set forth in this constitution.

4) The duties of the local branch of the association shall be as follows:-

a) To review all matters concerning members' trade in relation to their local government area.

b) Implementing all directives of the association

c) Co-ordinating all the activities of the association in the local government area.

d) Generating fund for the progress of the association.

e) Reporting all activities to the state council and constant update of the membership of the association.

- 5) The period for the local government council meeting shall be fixed by members subject to approval of majority of members of the association
- 6)
 - a) There shall be elected local government executive council for effective running of the association at local branch.
 - b) The Local government executive council shall consist of a Chairman, Vice Chairman, Secretary, Treasurer, Financial Secretary, and Auditor, etc and the state executive in the area. And they shall be in office for a period of two (2) years.
 - c) They shall have the right to seek re-election for second term of office; if seen to have performed creditably well during the first term in office.
- 7) For effective implementation and co-ordination of the activities of the association, committees shall be set up when necessary to deal with specific matters of the association.

ARTICLE TWELVE

RULES FOR ELECTION

- 1) Any member seeking for nomination into any of the posts of the association shall observe the rules set forth in Article 4 (xvi) of this constitution. This also shall be required of any eligible voter.
- 2) Election into all the offices of the association office shall be decided by majority vote in a secret ballot.
- 3) All elections commence at the constitutionally stipulated time except otherwise decided by the appropriate authority.

- 4) No member shall be eligible to contest into any of the posts of the association more than two terms.
- 5) There shall be a bye-election to fill a vacant office if when an officer died, resigned, become invalid by accident or natural calamity, expelled or was removed from office by vote of no confidence passed by two third majority of total members.

ARTICLE THIRTEEN

OFFICERS OF THE ASSOCIATION

- 1) The principal national officers of the association shall be the following:-
 - a) National President
 - b) Deputy National President
 - c) National Vice President (5)
 - d) National General Secretary (Appointed Officer)
 - e) National Deputy Secretary
 - f) National Assistant Secretary (5)
 - g) Publicity Secretary
 - h) Financial Secretary
 - i) Treasurer
 - j) Welfare / Organising Secretary
 - k) N. A. T. A. Provost
 - l) Auditor (3)

All of which shall be by election except the national General Secretary who shall be the paid officer of the association.

- 2) Any officer of the association shall be free to resign if he so wishes but the National General Secretary and Deputy National Secretary shall give a three months notice before recognitions could be given to their resignation.
- 3) None of the National principal officers shall hold any State, Local and Unit posts while serving as the National Officer, except an officer who has not completed his tenure before the election.
- 4) All members and non members of the association upon fulfilling the necessary requirements and relevant experience shall be eligible for appointment as staff of the association.

ARTICLE FOURTEEN

OFFICERS AND THEIR DUTIES

- 1) The National president shall perform the following constitutional functions:-
 - a) He shall preside at all conferences, meetings of the C. W. C. and the N. E. C.
 - b) He shall sign minutes and other official documents approved by N. E. C.
 - c) He shall be in constant touch with the National Secretariat, Zonal and State Secretariats in conjunction with National General Secretary.
 - d) He shall give directives to paid staff of the association in conjunction with the National General Secretary as to the directives relating to probe running of the association and the implementation of its objectives.

- e) He shall sign vouchers with National General Secretary for all the N. E. C. approved payments.
- f) He shall be the permanent party with the National General Secretary to any negotiation that relate or affect the association.

- 2) Deputy president shall perform the following functions:-
 - a) Deputize in all meetings in the absence of National President.
 - b) Assisting the National President in carrying out the activities of the Association
 - c) He can perform the same roles as the president especially in the absence of the president.
- 3) There shall be Vice President from each of the Zones of the association.

NATIONAL VICE PRESIDENT

The National Vice President at each Zone shall perform the following functions:-

1. Preside over all meetings and conferences of the Zonal level
2. Sign all minutes of meeting and other official documents approved by the Zonal Executive
3. He shall be the permanent party with the Zonal National Assistant Secretary to any negotiation that relate or affect the association.
4. He shall sign vouchers with the Zonal National Assistant Secretary for all the Zonal approved payments.

5. He shall direct and enforce discipline of the association among the members states.
 6. He shall supervise the activities of the association among members in the zone on behalf of the national body.
- 4) **National General Secretary shall perform the following duties:-**
- a) He shall be appointed as a full time official by N.E.C. subject to approval of the delegates conference.
 - b) Running daily activities of the association in accordance to this constitution.
 - c) He shall implement all the decisions and resolutions Adopted by the Delegate conference, N.E.C. and C. W. C. *not Zonal Council*
 - d) He shall prepare reports to Delegates Conference N.E.C. and C. W. C. He shall also write minute of their meetings.
 - e) He shall keep the accurate records of the association from local to the National Level.
 - f) He shall be the delegate of the association to Central labour organisation and to any other fraternal organisations on behalf of the Association.
 - g) He shall be responsible for general administration, correspondences and supervision of the secretariat of the association at all levels. He shall be paying visits to all Zonal Councils of the association for direction and supervision.

h) He shall be in charge of all office equipment's conduct of business of the association and paying staff of the association.

i) He shall issue notices for meetings and making all necessary preparations for all the meetings of the association such as N.E.C. and C.W.C., Delegate Conference etc

5) **Deputy National General Secretary**

a) He shall act in the absence of the National General Secretary

b) He shall assist General Secretary in the General duties of the association.

c) He shall always be in consultation with General Secretary in programming the course of activities of the association.

d) He shall assist the administrative department of the association.

e) He shall be elected in the Delegate Conference

f) He shall settle the rifts among members

g) Organise non member states

NATIONAL ASSISTANT GENERAL SECRETARY

1) There shall be Five National Assistant General Secretary which shall be elected at every Delegate Conference.

2) They shall be Secretaries (Zonal) to the National Vice President s for the Zones

- 3) They shall write minutes of their Zonal Meeting and Conferences
- 4) They shall co-ordinate all State activities under their Zones
- 5) They shall send their report to N.E.C

WELFARE / ORGANISING OFFICER

- He shall be given directive by the national president or NEC to look into the affairs for the welfare of the officers and the state with the Federal Republic of Nigeria.
- He shall also re-organised none functioning state
- He shall settle rifts when need arises within any areas of the association

NATIONAL TREASURER

- a) He shall be elected by the Delegates Conference to serve a four year term.
- b) He shall keep an up to date financial statements for every meeting of the association
- c) He shall sign cheques and other bank withdrawals with General Secretary and President on behalf of the association.
- d) Any fund collected in cash by him shall be promptly deposited in the bank account of the association within seven working days of such collection.
- e) He shall account for all expenditures.

FINANCIAL SECRETARY

He shall collect all subscriptions, fines and levies, cheques and other incomes, take clean and proper up to date record entries before handing over to the Treasurer for immediate transfer to the Association's Bank Account. He shall keep a cash Voucher book for all expenses, he shall keep receipt of all incomes and expenditures.

PUBLICITY SECRETARY

He shall be responsible for all activities required in the Area of publicity advertisement and informations subject to the approval of the President in council and shall sometimes liaise with the paid secretary when necessary and give reports of his activities at the end of the year.

AUDITORS

- a) He shall examine all claims in the account book kept by the treasurer twice in a year.
- b) Account books, Vouchers, receipts and other financial related statements shall be accessible to the auditor when necessary.
- c) He shall prepare report on financial position of the association in accordance with Trade Union act on account of the association.

NATA PROVOST

He shall fine and discipline members for disobedience, lateness absenteeism etc., In the meeting, he shall also eject members from meetings for any act capable of disrupting meetings. He must possess the quality of discipline and actions. He shall co ordinate Auto Marshal.

NATIONAL TRUSTEES

- e) They shall be chosen at a delegates conference except the trustees that sign the Nigerian Automobile Technicians Association Certificate of registration who shall remain life trustees.

The elected trustees shall be two from each Zone.

They shall take care of all properties of the association as directed by N.E.C.

- c) A trustee shall be removed from office by N.E.C. on the ground of unsound health, malpractices or any other things that might hinder him from performing effectively.

STATE CHAIRMAN

- a) He shall be elected by the state Delegates Conference for a four year term. Upon satisfactory performance however, he shall be eligible to a second term (of four years) in office.
- b) He shall carry out all the decisions and directives of the association in the state.
- c) He shall co-ordinate all the activities of the association in the state in accordance to the constitution of this association and in line with the policy and directives of the Zonal and National Bodies.
- d) He shall protect, promote and advance the interests of members in the state.
- e) He shall be the permanent parts with the state secretary to any negotiation and representation that relate or affect the association.
- f) He shall give directives to the paid staffs of the association in the state in conjunction with the state secretary and also discipline them when the need arise.

- g) He shall sign vouchers with the state secretary for all the state's approved payments.

- n) He shall attend every N.E.C. meetings, Annual Conference and Delegates Conference.

- l) State Chairman, or with all members of his state executive officers may be suspended or removed from office if it is discovered that the state chapter could not be co-ordinated, supervised and monitored in accordance with the directives and requirements of Zonal and National bodies or if it is discovered that the state is being administered in contrast to this constitution of N.A.T.A.

- j) State Chairman with all his executive members may not be allowed to hold office, or recognised as state officers under the N.A.T.A. constitution if the state election that brought them to power was organised without the knowledge and participation of the Zonal and National headquarters. A fresh election may be organised immediately by the superior bodies of the association in such a situation.

STATE VICE CHAIRMAN

- a) He shall deputise in all meetings in the absence of state chairman.
- b) He shall assist the state chairman in carrying out his functions properly.
- c) He shall do any other things or functions given to him by the state chairman or by the state executive.

STATE SECRETARY

- a) He shall be elected in the state Delegates Confer-

ence for a four year term. Upon satisfactory performance however he shall be eligible to a second term of office.

b) In conjunction with the state chairman, he shall be responsible for the daily running of the programme and activities of the association in the state.

c) He shall write all minutes of the state meetings, conferences etc.

d) He shall keep accurate records of the association in the state from unit level

e) He shall be responsible for general administration correspondences of the association in the state.

f) He shall issue notices for meetings and making all necessary preparations for all the meetings of the association in the state.

ASSISTANT STATE SECRETARY

a) He shall act in the absence of the state secretary

b) He shall assist the state secretary in his activities

c) He shall do any other function assign to him by the state secretary or chairman or the State Executive Council.

STATE PUBLIC RELATION OFFICER

a) He shall be responsible for all activities required in the state in the area of publicity, advertisement and information subject to the approval of council of state or with the approval of the state chairman and secretary.

ASSISTANT STATE PUBLIC RELATION OFFICER

a) He shall assist the state P.R.O in its publicity functions.

b) He shall carry out other duties given to him by the state P.R.O or the State Executive Council.

STATE FINANCIAL SECRETARY

a) He shall collect all subscriptions, fines and levies, cheques and other incomes and hand over them to the state treasurer

b) He shall take a clear up to date record of all entries collected for treasurer.

c) He shall keep a cash voucher book for all expenses and keep receipts and other documents of all incomes and expenditures.

d) He shall prepare and present annual financial record of the state to the State Annual Conference and made a copy available to the National Secretariat on or before four weeks to the Annual National Conference.

e) Financial Secretary may be singularly suspended from office if he fail to prepare and present the State Annual Financial Report to the State and the National Secretariat.

STATE TREASURER

a) He shall keep fund collected from the financial secretary into the association's bank account within four days of collection.

b) He shall account for all expenditure

He shall sign voucher, cheques and other bank with draws with the State Chairman and Secretary.

STATE ORGANISING SECRETARY

- a) He shall assist the state chapter in co-ordinating and mobilising new members for the association
- b) He shall assist in the settlement of rift and crisis among members in the state.
- c) He shall carry out any other function assign to him by the State Chairman, Secretary or the State Council.

N.A.T.A. STATE PROVOST

- i) He shall be in charge of supervision of discipline and orderliness in every state gathering.
- ii) He shall police members and ensure members complice to the policy of the association.

STATE AUDITOR

- i) He shall examine all claims in the account book kept by the treasurer once in a year
- ii) Account books, vouchers, receipts and other financial related statements shall be made accessible to the auditor when necessary.
- iii) He shall prepare report on financial position of the association and present it to every State Annual Conference and shall also made a copy available to the National Secretariat on or before four weeks to the National Annual Conference.

STATE GENERAL MARSHALL

- a) There shall be a State General Marshall that co-ordinate, organise and supervise State Auto-Marshall in the state.
- b) He shall work hand in hand with the State Chairman and State Executive and must abide by the state rules and regulations.

LOCAL CHAIRMAN

- a) He shall be elected in the Local Delegates Conference
- b) He shall carry out and supervise all directives of N.A.T.A in the local chapter area.
- c) He shall co-ordinate all activities of the association at the local level and in accordance to the rules and regulation of the association.
- d) He shall carry out any assignment and order from the state, Zone and National level and abide fully to all directives of the superior bodies of this association.
- e) He shall maintain, protect, promote and advance the State, zonal and national interest of this association at the local level.
- f) He shall be the permanent party with the local secretary to any negotiation and representation that relate or affect the association.
- g) He shall sign vouchers with the local secretary for all the states approved payments and expenditure.
- h) He shall attend every state General and Executive Council Meetings including the State Annual Conference.

- i) A Local Chairman with his executive be removed or suspended from office if he act contrary to the State, Zonal or National directives or if fail to properly co-ordinate his branch in accordance to N.A.T.A constitution and policies of the various susperior decision-making organs of N.A.T.A

VICE CHAIRMAN

- a) He shall be elected into office by the Local Conference
- b) He shall assist the Local Chairman in the Co-ordination of the Association at the Local level.
- c) He shall preside over local meetings in the absence of the local chairman.
- d) He shall carry out other functions of the association as directed by the Local Chairman.

LOCAL SECRETARY

- a) He shall be in charge of all correspondence in and out of the association at local level.
- b) He shall keep minutes of every meeting and conferences of the association at local level.
- c) He shall be a permanent party with the local chairman to all negotiations and representation of the association at the local level.
- d) He shall sign vouchers with the chairman for all the officially approved payments.
- e) He shall send out notices of various meetings to local members

34

- f) He shall perform all other necessary secretariat work in the running and co-ordination of the association at the focal level.

ASSISTANT SECRETARY

- a) He shall assist the secretary in his running of the association
- b) He shall perform the secretary's duties in the secretary's absence.
- c) He shall do other necessary works

PUBLIC RELATION OFFICER

- a) He shall be in charge of publicity of the association within and outside the association
- b) He shall always liaise with the secretary and chairman

ASSISTANT PUBLIC RELATION OFFICER

- a) He shall act as the local chapter P.R.O in the absence of the P.R.O.
- b) He shall assist P.R.O in all his publicity work
- c) He shall perform any other publicity - related duty assign to him by the P.R.O. or the Local Executive Council.

FINANCIAL SECRETARY

- a) He shall collect all subscriptions, fines, levies, cheques and other incomes and handover them to the treasurer.

35

- b) He shall take a clear and up to date record of all financial entries collected for treasurer.
- c) He shall keep a cash voucher book for all expenses and keep receipts and other documents of all incomes and expenditures.
- d) He shall prepare and present annual financial record of the local branch to the Annual Local Conference and made a copy available to the State, Zonal and National body on or before four weeks to the Annual National Conference.
- e) Financial Secretary may be removed or suspended from office, if he fail to prepare and present the Local Financial Report to the State, Zonal and National body as required by this constitution.

LOCAL TREASURER

- a) He shall keep fund collected from the financial secretary into the association's local bank account within four days of collection.
- b) He shall account for all expenditures
- c) He shall sign vouchers, cheques and other bank with drawals with the local chairman and secretary.

ORGANISING SECRETARY

- a) He shall assist the local chapter in co-ordinating and mobilising or recruiting new members to the association.
- b) He shall assist in the settlement of rift and crisis among members in the area.

- c) He shall carry out any other function assign to him by the chairman, secretary and the local council Executive.

LOCAL PROVOST

- i) He shall be in charge of supervision of discipline and orderliness in every meeting.
- ii) He shall police members and ensure their obedience to the policy of the association.

LOCAL GENERAL MARSHALL

- a) He shall co-ordinate, organise and supervise all auto-marshall members in the Local Area.
- b) He shall liaise and work hand in hand with the local chairman and the executive and shall operate within the rules and regulations of the Local Branch Executive.

UNIT CHAIRMAN

For the smooth running, organising, discipline and administration of this association members in each local branch areas shall be grouped into units each with constitutionally recognised executive with recognised functions and powers.

- a) Unit chairman must be elected in the unit General Meeting.
- b) He shall preside over all unit meetings
- c) He shall supervise and direct the unit with his other executive officers in accordance to the local, state, zonal and national directives.

- d) He shall be a permanent party with the secretary to any negotiation or representation of the association on behalf of the unit branch.
- e) He shall carry out all directives of N.A.T.A given out by all the superior bodies of N.A.T.A. at the unit level
- f) He shall maintain, protect, promote and advance the local, state, zonal and national interests of this association at the unit level.
- g) He shall sign vouchers with the unit secretary for all the units approved payments and expenditure.
- h) A unit chairman with his executive may be removed or suspended from office if he acts contrary to the local, state, zonal and national directives or if fail to properly co-ordinate the unit in accordance to the N.A.T.A constitution and policies of the various superior decision-making organs of N.A.T.A.
- i) He shall attend all local chapter meetings

VICE CHAIRMAN

- a) He shall assist the unit chairman in his duties
- b) He shall preside over meetings of the unit in the absence of the unit chairman
- c) He shall perform other functions as directed by the chairman or the unit Executive Council.

UNIT SECRETARY

- a) He shall prepare all minutes of meetings of the unit and keep proper record of the association reports.

- b) He shall treat all correspondence in and out of the unit branch
- c) He shall be a signatory to the account with the chairman and treasurer
- d) He shall be a permanent party with the unit chairman to all negotiations and representation of the association that affect or relate with the unit
- e) He shall attend all local chapter meetings and conferences with the unit chairman.
- f) He shall forward report of the unit branch to the local and state chapters of the association. This report include:-
 - a) The numerical strenght of the unit
 - b) Finance of the unit
 - c) Activities of the unit
 - d) Problems and Progress of the unit

ASSISTANT UNIT SECRETARY

- a) He shall assist the unit secretary in his running of the association
- b) He shall perform the secretary duties in his (secretary) absence
- c) He shall carry out other function assign to him by the secretary, chairman or the unit executive council.

PUBLIC RELATION OFFICER

- a) He shall be in charge of publicity programme within and outside the association.
- b) He shall always liaise with the secretary, chairman and the Unit Executive Council in the performance of his duties.

ASSISTANT PUBLIC RELATION OFFICER

- a) He shall act as the unit chapter P.R.O. in the absence of the unit P.R.O.
- b) He shall assist P.R.O. in his publicity drive
- c) He shall perform any other publicity-related functions assign to him by the unit P.R.O or the local Executive Council

FINANCIAL SECRETARY

- a) He shall collect all subscription, fines and levies, cheques and other incomes and handover them to the treasurer
- b) He shall take a clear and up to date record of all financial entries collected and handed over to treasurer.
- c) He shall keep a cash voucher book for all expenses and keep receipts and other documents of all incomes and expenditures.
- d) He shall prepare and present annual financial record of the local branch to the Annual General Meeting of the unit branch and present copies to the Local and State Chapter on or before four weeks to the Annual State Conference

- e) Financial Secretary may be removed or suspended from office if it he fail to prepare and present a true, up to date financial report to the unit Annual General Meeting and to the Local and State Chapters.

UNIT TRASURER

- a) He shall keep fund collected from the financial secretary into the association's unit bank account within four days of collection.
- b) He shall account for all expenditure
- c) With the unit chairman and secretary he shall sign voucher, cheques and other bank withdrawals.

ORGANISING SECRETARY

- a) He shall assist the unit chapter in the co-ordination and recruitment of new members to the association
- b) He shall also assist the local branch organising secretary for this membership drive.
- c) He shall assist in the settlement of rift and crisis among members at the unit level.
- d) He shall carry out any other function assigned to him by the chairman, secretary and the Unit Executive Council.

DEPUTY ORGANISING SECRETARY

- a) He shall work closely with the Unit Organising Secretary in the area of Membership Expansion programme.
- b) He shall act as the organising secretary in the absence of Organising secretary.

- c) He shall carry out any other function on the area of membership recruitment as directed by the unit organising secretary and the unit Executive Council.

ASSISTANT ORGANISING SECRETARY

- a) He shall work directly with the Organising secretary and the deputy in the area of membership expansion in the unit
- b) He shall perform other function as directed by the unit Executive Council

UNIT PROVOST

- i) He shall be in charge of supervision of the discipline and orderliness of members in every unit gathering.
- ii) He shall police members and ensure their compliance to the policy of the association.

UNIT GENERAL MARSHALL

- a) He shall co-ordinate, organise and supervise all auto-marshall members in the local area.
- b) He shall liaise and work closely with the chairman, secretary and the unit executive council.

SUPLIMENT

- A. Note that all Public Relation Officers, chairman and secretaries must act on any complaint brought by the public against any member and find a fast and corrective measures for redress. Accused members must be made to comply with any appropriate discipline or measure impose on him.
- B. Election into every local branch offices shall be supervised and conducted by the state chapter, while election

of officers to the units branch must be done by the local branch. Any election conducted in any other way stand to be illegal, unrecognised and an offence.

RULES ENFORCEMENT UNIT

For the purpose of maintaining law and order of the association there shall be a special arm of the Association to be called "Auto-Marshall". This unit shall perform the following functions:-

- (a) Monitoring the observance of the association's rules and regulations among members at all levels.
- b) The body shall enforce discipline and all the rules of the association among members in accordance with the constitution of this association.
- c) It shall identify and arrest law breakers, but if such member proved stubborn he shall be handed over to NPF
- d) It shall maintain order and discipline during meeting
- e) It shall help in gathering information for the constituted authorities of the association
- f) It shall protect the materials of the association
- g) It shall work with the screening committee of the association to examine claims of any contestant to any executive officer before such member could be allowed to contest. Note: (only the top officers of auto marshall shall be recognised to work with screening committee)
- h) It shall work with disciplinary committee of the association to hear cases and determine appropriate penalty for the offence committed by any accused member of the association.

- j) It shall keep accurate records of those members that have been adjudged guilty of one offence or the other.
- k) There shall be a uniform that shall distinguish N. A. T. A. Auto Marshall from other members.
- l) Whatever modifications and other changes in respect of the union and other matters of the marshall shall be through N.E.C. approval.
- m) They are under the control of presidency and not by election.

n) This unit shall be headed by the National General Marshall.

ARTICLE FIFTEEN

FUNDS / LEVIES

- i) The funds at every level of the association shall be the property of the association.
- ii) N. E. C. shall have the right to take actions or proceedings to recover any misplaced fund or other properties of the association. This is applicable to all arms of the association (unit, local, zonal and state)
- iii) All properties of the association belong to the association
- iv) The delegates conference and the National Executive Council shall have the power to employ the funds of the association in the running of the association and for the realisation of the aims and objectives of the association.
- v) The sources of the association shall be through: donations, subscriptions, levies, sales of items, gifts, rents

etc and also from any other viable and approved social and economic activities of the association both from national and international sources.

- vi) The delegates conference and N.E.C. shall have the power to command for the use of the association all contributions made by members of the association.
- vii) The membership dues of each member shall be distributed as follows:-

a) National Secretariat	25%
b) Zonal	15%
c) State Chapter Secretariat	15%
d) Local Government Branch Secretariat	15%
e) Unit	30%

viii) The fund of the association shall be invested as might directed by N.E.C. and in the names of trustees in such public stock, government securities. And the fund shall be invested gilt-edged securities.

ix) All members shall be adequately informed about how the fund of the association is being used or invested.

x) Regular auditing shall be made on the funds of the association so that members and the public might know about the financial state of the association.

xi) The funds of the association shall be applied for any other things than those activities, projects or programmes that aim at realising the objectives of the association

xii] a) Special levies shall be imposed on the members for specific projects that aim at furtherance of the objectives of the association.

b) This imposition shall be approved only by N.E.C. and subject to majority support of at least 80% of the branch members of N.E.C. members.

ARTICLE SIXTEEN

INDUSTRIAL ACTION

a) Members at any branch of the association shall not embark on strike or any industrial action without the consent and approval of the N.E.C.

b) Approval or rejection of any proposed industrial action by N.E.C. shall be recognised only if it was endorsed by 60% majority of the N.E.C. members also by the 60% members of the branch.

c) Fine, suspension or expulsion shall be the recognised disciplinary measure against any officer or member that disobey this Article 16 (a and b).

d) Expelled member shall forfeit all the rights and privileges of the association.

ARTICLE SEVENTEEN

EDUCATION

1) Investment for a better life starts with Education. The association shall therefore take good recognition of this fact and set out educational classes, symposium, leaflets and other educational activities that stand to achieve the following objectives:-

a) To Improve the Educational standard of members

b) To improve the quality of trade of members

c) To help eradicate out illiteracy among members

d) To promote understanding among members

e) To improve the quality of input of members to the association policies, decisions and programmes.

f) To educate members on government programmes and policies as they affect the trade of members and individual member as a citizen.

g) To enlighten members of their responsibilities to the association and the society.

2) A special levies for Education programme shall be imposed on members by N.E.C. when deemed necessary

3) Loans, scholarship and bursaries shall be offered to any qualified member with terms and conditions approved by N.E.C.

4) The association shall also run Educational programmes that might satisfy either industrial, social, economy, cultural and political interest of members.

ARTICLE EIGHTEEN

1 - MEMBERSHIP BENEFITS

1) FUNERAL

The next of kin, relation or nominee of the deceased member shall be entitled to the following:-

Upon being a 3 year financial member of the association: Reward = N3,000.00

Upon being a 5 year financial member of the association: Reward = N5,000.00

Upon being a 10 year financial member of the association: Reward = N10,000.00.

Upon being a 15 year financial member of the association: Reward = N15,000.00.

Note: The maximum approved sum of money to be collected by a nominee shall be N20,000.00 and no payment shall be made to any nominee in the absence of a death certificate or any other convincing proof.

2) UNEMPLOYMENT BENEFITS

An unemployed member shall be entitled to certain financial assistance from the association, the sum which shall be decided by C.W.C. and approved by N.E.C. and which shall not exceed the account of the association.

3) Association members of staff and officers in recognition of their selfless services shall be considered for some allowances and bonuses approved by N.E.C.

4. NOMINAL ROLL

The association shall keep an up-to-date roll of all its members. This roll shall include the names, addresses, specialities and the location of workshop of members.

5. QUORUM

The recognised quorum for any meeting at any level of the association shall be 60% of the entire members.

6. CEREMONY

It shall be the duty of C.W.C. to decide on a fixed or

variable amount that shall be paid for any member of the association that invite the association for any ceremony.

7) SUPERANNUATION

Any member leaving any of the trades set forth in Article 2 of this constitution by the reason of age, physical disability due to accident, change of taste or because of any other reasons shall henceforth ceased to be member of N. A. T. A. and a reward of amount approved by N.E.C. shall be given to such member provided he has been a financial member of the association for at least ten years.

8) CONDITION OF SERVICE

Full time paid officials of the association upon servicing for at least fifteen years shall be entitled to pension, gratuity and other benefits similar to those in the civil service of the Federal Republic of Nigeria.

a) N. E. C. shall draw up a fixed and comprehensive conditions of service, for all appointed paid staff shall not be less favourable to those obtained in the civil service of Federal Republic of Nigeria.

b) In a situation where a full time staff dies on active service, all of his / her approved entitlement shall be paid to his/her next of kin.

9) ALLOWANCE

Subject to the availability of fund, N.E.C. shall approve certain allowances and bonuses to be paid to any member, officer and staff of the association in respect of specific duty or service rendered for the progress of the association.

a) Travelling allowance shall be paid to the National President, National General Secretary, Deputy General Secretary and the National Officers as shall be

decided by C.W.C. and approved by N.E.C.

- b) Each branch of the association shall be responsible for the salaries of the full time officials of the association in the branch.
- c) Every arm of the association shall submit the statement of their account to the National Headquarters every six months. Failure to comply with this directive shall attract heavy disciplinary action.

ARTICLE NINETEEN

CODE OF CONDUCT

There shall be a code of conduct for practising members which shall see to the achievement of the following:-

- 1) All members, paid staffs and officials shall be honest in their various services to the association.
- 2) The interest of the association shall be more respected than individual interest.
- 3) For the paid staff, the rules and conditions listed in the letter of appointment shall be complied with.
- 4) Promotion for the paid staffs shall be on merit and accountability
- 5) The rules of the association shall always be a guide to the day-to-day activities of member.

In order to realise the above objectives, there shall be "N.A.T.A CODE OF PRACTICE". This code of practice shall be the rules to be observed by all the practising automobile technicians. It consists of 21 rules as follows:

N. A. T. A. CODE OF PRACTICE

1. Be honest in your service to your customers.
2. Always make your environment clean
3. Register all vehicles that enter your workshop for repairs with full particulars required in "N.A.T.A. Log Book"
4. Co-operate and respect the rules enforcement unit of the Association in all their operations.
5. Do not Harbour any suspect vehicles. Report such vehicles to the police immediately.
6. Always wear your overall (association uniform) whenever you are going out of your workshop
7. Never accept to work on vehicles you cannot repair
8. Make sure your trainees have sufficient knowledge of your trade before you set them free to practise.
9. Always advice your customers to be using genuine parts in the repair of their vehicles and never encourage the use of fake spare parts.
10. Advice your customers on how best they can maintain their vehicles
11. Always enlighten your customers on do's and don'ts that can make your repairs last and serve.
12. Always test your work before handing it over to your customers.
13. Drive carefully while testing any repaired vehicles and

do not engage your customers vehicles in any private business.

14. Always take a proper examination of any spare-parts before using it.
15. For any work done by your trainee, superior and experienced technicians in the workshop should be tested properly and try to re-examine such a work before handing it over to your customer.
16. Do not charge your customers more or less than the charges prescribed and approved by the association on your repairs.
17. Do not fight your customer. Report any trouble maker to the police or the executive of N. A. T. A. in your unit
18. Do not delay your customers vehicles overnight without provision of adequate security.
19. Do not abuse your customers, you need them, be cordial and friendly with them.
20. Always carry your genuine and authentic N. A. T. A national I. D. card for proper identification.
21. Always remember to remind yourself and your colleagues of the N. A. T. A. Code of Practice.

BASIC GUIDE OF N. A. T. A.

There shall be a BASIC GUIDE OF N.A.T.A. 'which tells every member his responsibilities and duties to the association to make one a good member. This "BASIC GUIDE OF N.A.T.A." consist of seventeen golden rules as stated below:-

1. Be proud of your association. Have confidence and trust in its ability to represent, to protect and advance your interest in the society.
2. Be punctual in all meetings of the association at your levels.
3. Try to master all the rules of the Association as laid down in its constitution.
4. Be sure to perform any assignment of the association given to you faithfully.
5. Help generate funds for the association by paying your dues, levies and fines when due and freely donate or give special contribution to the association.
6. Always obey and respect the constituted authority of the association.
7. Always assist in promoting peace, unity and understanding among members of the association at your level.
8. Respect and faithfully observe the rules of N.A.T.A. and any other policies approved by the decision making bodies of the association.
9. Always give your active support to all the various programmes of the association.
10. Be current and be well informed about the activities of the association at all levels.
11. Provide unbiased, rational and productive information, ideas and advice to the association in its activities and programmes.

12. Help protect and manage the properties of the association in your care.
13. Always keep the association alive about your problems and give the association an ample chance to look into the problems.
14. Be sure you purchase and renew all the necessary items and materials of the association required of members.
15. Endeavour to mobilise and organise more members of the association.
16. Do not place your personal interest above the collective interest of members.
17. Always give your best to the association when and where necessary.

Note: A good member is one who knows his responsibilities and duties to the association and always struggle to fulfil them.

ARTICLE TWENTY ONE

PENALTIES

1. Lateness to the meeting without reason shall be liable to N5.00 to N50.00
2. Spreading wrong information for personal interest which is capable of undermining the progress of the association shall be liable to three months suspension.
3. The following offences shall attract three to six months suspension and possible prosecution in a law court:-

a) Embezzlement of association fund

b) Racketeering

c) Insubordination to the rules and regulations of the association and also to the constituted officers.

4. The following offences shall attract a year suspension or total loss of membership upon possible conviction by a law court:-

a) Holding unrecognised meetings to destabilise the association.

b) Forming and promoting factions within the association

c) Refusal to subject self to the disciplinary measures passed as a punishment to any accused member.