

**ASSOCIATION FOR A
BETTER SOCIETY
(ASBESOC)**

**VOLUNTEER PEACE
ADVOCATES
(V-PAD)**

GLOBAL PROJECT

BYE-LAW/MANUAL

Association for a Better Society
(ASBESOC)

Volunteer Peace Advocates
(V-PAD)

Global Project

BYE-LAW/Manual

TABLE OF CONTENT

Introduction	1
Membership & Registration	8
The 6 V-PAD Missions Project	9
V-PAD Meetings	13
Advocacy & Strategy	13
Sensitization & Awareness Programmes	14
Training Programmes	14
Peace Intervention Strategy	14
Conflict Management Strategy	15
V-PAD Establishments	15
V-PAD Funds & Resources	15
V-PAD Remunerations	17
V-PAD Reward Systems	17
V-PAD Associates Requirements	18
V-PAD Fellow Requirements	19
V-PAD Silver Fellow Requirements	20
V-PAD Gold Fellow Requirements	21
V-PAD Diamond Fellow Requirements	21
V-PAD Platinum Fellow Requirements	22
V-PAD Organogram	22
Association for a Better Society Board of Trustees	25
The Patrons, Matrons & Peace Legends	25
Platinum Members	25
International Management Team	26
National Management Team	27
Zonal Coordinating Teams	27
State Working Officers	28
LG Working Officers	28
Community Working Officers	28
V-PAD Community Stakeholders	28
V-PAD Working Committees	29
Responsibilities of V-PAD Officers & Committees	29
Partnership & Collaboration	36
Rules & Regulations	37
Self-Help Operational Methodology	44
Conclusion	45

INTRODUCTION

ASSOCIATION FOR A BETTER SOCIETY (ASBESOC)

Association for a Better Society (ASBESOC) Nigeria is a wholly non-governmental Organization (NGO), Non-political and non-profit organization, but a charitable body that is poised to building peace, improve welfare of the people and protect their human rights. ASBESOC-Nigeria was founded in the year 1999 by Hon. Engr. Igwe Chibuikwe Elias Elijah with the major target of bringing people of like minds together to start enhancing the living standard of the generality of the people, especially the grassroots level ones.

The above named NGO was registered with Federal Republic of Nigeria with RC: 22526 in the year 2006 and since then it has been carrying out self funded project gearing towards creating peaceful co-existence of the people at all level. Within the early stage of establishing ASBESOC-Nigeria, it had her first office at No 8 First Avenue, Independence Layout, Enugu and within the same year 2001, the office was transferred to No. 11/17 Ogui Road, 1st Floor, Enugu. After that it moved to Community Resources Centre, Independent Layout, Enugu and today it is located at No. 9 CIDJAP Street, Ground Floor, Behind MTN Office, Uwani, Enugu. In the course of these movements, community offices were also being opened by group members in different locations.

ASBESOC Nigeria has handled many conflicts, human rights abuses, human empowerment etc. And it has developed good working partnerships with government and non-governmental agencies in Nigeria, such as Nigeria Police, Nigeria Security and Civil Defense Corp., LegalAid Council, Independent Corrupt Practice and other related Offenses Commission (ICPC), National Human Rights Commission (NHRC) etc.

VOLUNTEER PEACE ADVOCATES PROJECT (V-PAD)

ASBESOC in the course of her work to contribute in the betterment of the Society, in the year 2015, observed that PEACE is paramount in all human endeavours. This necessitated the introduction of Volunteer Peace Advocates Project (V-PAD) as a means of helping the government to ensuring adequate peace in our environment. It is obvious that crisis arising from breach of peace in every nook and cranny of our society is as a result of inadequate mitigation of issues of Human Right Abuses, Security threat, Hunger & Poverty, Lack of quality Conflict Management & Resolution. Amongst all these mentioned above poverty and hunger triggers other vices and it has great negative effects on development, employment thus affecting all the structures of the society and wellbeing of the citizens and imposes more hardship on the people.

These are the reasons why V-PAD targets are focuses on Peace advocacy, Conflicts Management and Resolution. Human Rights Protection and Education, Security information and Networking, Self-Help Empowerment programmes, and Membership Formation through Integrity development.

PROJECT VISION

“To reach ONE BILLION peace volunteers who can think peace, talk peace, make and build sustainable peace beyond Nigeria for mutual human co-existence, peaceful socio-cultural growth and economic development across Africa and the entire world”.

PROJECT MISSION

V-PAD members (called 'Volunteers') are expected to bring their knowledge, skills and experiences to bear in all the 6 missions within their locations to ensure full actualization of V-PAD objectives. However, they will be trained to augment their skills where gaps exist while linking them

to our partner agencies and collaborative institutions for effective operations in the following missions.

- Peace-making, Building & Sustenance
- Conflicts Resolution & Management
- Human Rights Education/Awareness, Protection & Promotion
- Community Security Surveillance, information and Networking
- Entrepreneurship, Job Creation and self-help empowerment programme
- Membership formation through Integrity Development

Volunteers + Training + Partners = 6 Missions x 99.9%

V-PAD SLOGAN:

V-PAD! Works for PEACE!! Works for PEACE as a Team!!!

V-PAD ADVOCACY MESSAGES & 4 ROADS TO ACHIEVING PEACE:

1. **Think Peace:** Before you do anything, think well about it and know if it will promote peace.
2. **Talk Peace:** Before you talk, ensure that what you are about to say will promote peace and create better relationships among others.
3. **Make Peace:** When you see people quarrelling, go and begin to make peace, mediate.
4. **Build Peace:** When you plan for any intervention (organising programmes, building houses, getting married, going into relationships, etc.) make sure that it will promote peace thereafter and always encourage others practice these advocacy messages.

PROJECT OBJECTIVES

1. To raise 'Peace Advocates', who would voluntarily imbibe the concept of 'true peace' in their minds, homes, environment, families and

societies AND are willing to transmit same into others irrespective of tribe, location, colour or race as a way of reducing societal crisis, rancour, bitterness, hatred and wars among men, groups or within institutions.

2. To train and equip volunteers with requisite skills to implement the Six V-PAD missions through regular capacity-building programs, entrepreneurship packages and collaborative linkages to relevant bodies and organizations in order to curb idleness, joblessness, unemployment, hunger and poverty in our society.
3. To contribute towards ending conflicts, unlawful victimization, human rights abuses, insecurity, violence and other social ills in families, rural and urban communities and institutions as means of creating conducive environment and better development for all citizenry.

PROJECT JUSTIFICATION

1. There is currently no group that voluntarily works to bring peace among men and women at any level, society or location without rewards or remuneration.
2. No known organization exists which on voluntary basis, collaborates with relevant bodies and organizations to curb idleness, joblessness and unemployment.
3. Hunger and poverty in our society today remain the root causes of youth restiveness, vulnerability and tendencies towards crime. As such, V-PAD sees the need to 'look for what Nigerians can do for their country and not just what the country will do for them', especially in these respects.
4. Global PEACE begins at home and as such, ending conflicts,

unlawful victimization, human rights abuses, insecurity, violence and other social ills in our families, communities and institutions, a peaceful society is assured.

5. “Blessed are the peace-makers, for they shall be called sons of God”, (Acts xx). V-PAD objectives are purely works of God for posterity and eternity.

V-PAD MOTTO:

“Making Peace-Legends for God”

V-PAD LOGO:

Dove	-	'Peace', shall come to all men and women
Globe	-	God's work of peace shall go round the world
Green Colour	-	Fruitfulness to those who work for peace
V-PAD	-	Volunteers shall be the light of the world

V-PAD VALUES:

SMILE - Sacrifice, Morality, Integrity, Love & Role models

V-PAD ANTHEM:

P	=	Patience
E	=	Endurance
A	=	Accommodate
C	=	Control Your Temper &
E	=	Extend your Hands, Your Hands of fellowship, to others, who live around your environment

PEACE! PEACE!! PEACE!!! In the World (twice), we are the Advocates of Peace-// in the World

V-PAD UNIFORMS:

white Packet shirts/T-shirt and White Face-cap with V-PAD inscriptions on them

MEMBERSHIP & REGISTRATION

V-PAD membership and registration shall be open to all able and credible adults, willing to advocate for peace among men; work for all the 6 V-PAD programmes and vital events. Application forms will be completed by intending members and they will be assessed/screened before final acceptance. V-PAD project shall be people-oriented, people-owned and people-operated. It shall only be for individual with no questionable character. Member's credibility shall be assessed before admittance into V-PAD and MUST:

1. Be a peace-maker with outstanding integrity and exemplary character.
2. Purchase V-PAD materials to help create awareness about the project.
3. Donate voluntarily based on capacity to sustain V-PAD projects
4. Attend V-PAD meetings monthly, whenever and wherever as scheduled
5. Contribute and share information and resources among fellow members.
6. Work as a team to sustain all the 6 V-PAD projects in closest location (s).

MEMBERSHIP IDENTIFICATION (ID)

The core symbols with which to identify a V-PAD member shall be exemplary behaviours, proven integrity, official identification card, complimentary card, official letters and uniforms. The characteristic symbols shall be worn by members within, shown for others to see while the hard-copy materials shall be provided and officially certified. These ID materials shall also be valid points of contact between the general public and V-PAD authority.

COMPLIMENTARY CARDS

V-PAD shall provide official complimentary cards for members of her board of trustees, Patrons, Matron, platinum Members and Executives at all level. Approval for production may be given for such or other members by the National Coordinator/CEO in consultation with the National Executive.

V-PAD HEADQUARTERS & OFFICES

V-PAD shall operate with her National Secretariat/Headquarters in Enugu, South East zone of Nigeria, West Africa. Also, Zonal, States and Local Government and Community Offices shall be located in the 6 geo-political zones, 35 (+FCT) States and LG offices within the 774 LGAs in Nigeria. Other Countries will be approached according to their structure and law. Changes may be affected in future only with the approval of the National Coordinator & CEO, the Platinum Members and the National Executive.

THE 6 V-PAD MISSION-PROJECTS

MISSION 1: PEACE BUILDING & SUSTENANCE

Human beings are different and no two individuals are made perfectly the same. Characteristic traits, environments, charisma and human upbringing differ, just as perceptions, wisdom and values vary from one person to another. As such, misunderstandings, misconceptions and disagreements abound between men, women, children, adults, the rich and the poor alike. These negative tendencies lead to quarrels, fights, destructions, enmity, rancour and bitterness wherever they exist. But, V-PAD hopes to ameliorate these societal negativities by thinking peace, talking peace, making and building peace among men in their families, kindred units, villages, communities, wards, districts, local governments, States, nations, in continents even on the global sphere. V-PAD shall

deploy peace talks, prayers, consultations, dialogues, mediations and appropriate sustenance strategies to bring peace to societies, groups, relatives, friends, families, schools, churches, institutions, companies and even across the world.

MISSION 2:
CONFLICTS RESOLUTION & MANAGEMENT

Where peace has left, conflicts reside and some are poorly handled in most cases or never handled at all. We all know that some warring factions cannot help themselves and even government cannot solve these problems alone. V-PAD shall contribute in addressing these regular societal menaces. This shall be anchored on training her volunteers, equipping them with the capacity for conflict resolution and management. They shall support existing authorities, groups and traditional institutions on conflict management within locations, communities, schools, rural and urban areas.

MISSION 3:
HUMAN RIGHTS EDUCATION/AWARENESS & PROTECTION

Some people know their rights while others do not. The numbers of people who know their rights are few, but when those ignorant of their legitimate human rights, freedoms and limitations become aware, things will begin to go in the right directions. This knowledge vacuum and ignorance, culminate into people appraising impunity, being vulnerable and helpless in the faces of oppression and suppression despite the existing human rights. As a result, V-PAD shall train all volunteers on human rights with the support of the National Human Rights commission and other relevant bodies through information sharing and empowering them with relevant knowledge on human rights protection of themselves and others in their respective locations. All levels of V-PAD membership shall be actively involved.

MISSION 4: **COMMUNITY SECURITY SURVEILLANCE, INFORMATION & NETWORKING**

The major distortions to societal peace are crime, immorality and insecurity scare. In ideal society some law enforcement agencies are set up to curb these crimes. But, the first human line of defence is self, immediate family and community who are expected to work in mutual cooperation with these agencies (like police, civil defence etc.) by sharing relaying information and giving prompt security threat-alerts. We have observed that many peaceful people have the interest and capacity to support the law enforcement agencies that secure lives and property but cannot do so, due to fear of victimization or attack. As such, they keep silent even when bad omen is about to consume them, resulting to crimes, violence, loss of lives and property. Some notorious societal crimes like insurgency (Boko Haram), kidnapping, stealing, armed robbery, assassinations all originated from somewhere, sometime and most times seen by somebody or people who knew when they were about to start, but had no will, no courage, no means and no links to alert or report them. V-PAD Volunteers are not security agencies and will not use arms except communication gadgets, electronic tools and ICT equipment or applications. Thus, V-PAD communities and clusters shall be trained and linked to relevant security agencies to collaboratively support their security surveillance and reporting systems in all locations, acting like watch dogs for prompt alerts as needs arise without being victimized. Strategic security modes of operation shall be developed and patented.

Surveillance Strategy

V-PAD in collaboration with security experts, shall introduce mobile methods and phone applications with which to send security alerts and prompt messages to all volunteers and partners as a means of coordinated auto-protection since, 'a security agents must live to secure others'. Authorized cascaded mechanism shall be put in place to support prompt alerts and security reports to appropriate security agency and for responses

or follow-up. Every V-PAD level shall be authorized to produce official stamps for sending out official letters, invitations to vital events, relevant issues and shall also be used in reporting crime-situations without signatories. All written report must be copied to superior levels for documentation and follow-up.

V-PAD may provide phones to volunteers to ensure smooth communication, strict compliance, prompt responses, adequate attention to issues and proper use of the e-applications. This shall curb victimization of reporters, increase information dissemination and effective management of information.

MISSION 5:

ENTREPRENEURSHIP, SELF-HELP EMPOWERMENT & JOB CREATION

V-PAD is in no way an employment organization but sees unemployment as a threat to peace. Therefore, since 'idle mind is the devil's workshop', while 'idle hands is the devils machine gun', V-PAD have designed strategic methods that will encourage her unemployed volunteers to be hardworking, creative, become economically self-reliant through self-help, joint efforts and sole entrepreneurship and develop income-generating ventures for themselves. Others shall be supported with technical skills, counsels, connections to soft loans to finance their existing ventures. Those who work shall sustain their blessings; those who wish shall be absorbed in V-PAD establishments while the jobless, qualified volunteers shall be linked to MDAs, partners and other employing institutions and companies. Also V-PAD will ensure that volunteers who want to learn a trade will do so with little or no payment.

MISSION 6:

MEMBERSHIP FORMATION THROUGH INTEGRITY DEVELOPMENT

In everything that we do on a daily basis, there are elements of integrity

that makes it credible, successful and sustaining. War, violent, robbery, kidnapping, conflicts and many other vices are being triggered by lack of integrity exhibited by individuals. This is why we see integrity development as key to peace building and sustainability.

We resolved that before issuance of any identification to an intending member of V-PAD, he/she must pass through the membership formation, which gives him/her trainings on integrity. We believe this will help to develop role models in V-PAD who are going to impact positively towards peace building in our environment.

V-PAD MEETINGS

There will be regular meetings where members are expected to brainstorm on key issues and come up with best solutions possible for the good of the organization, members and general public. The proposed frequency of such meetings shall be monthly (or as the level-operations demand and in emergencies). Community-location levels shall meet as often as their local needs and village operations demand; LGAs shall have their meetings on 3rd Saturdays; State levels shall meet on 1st Saturdays, Zonal levels shall meet on 2nd Saturdays, while the National Executive 4th and the Platinum Members meet on 4th Saturday of the last month in each quarter of the year. The National Executive and Platinum members will have joint meeting twice yearly during the platinum member's quarterly meeting. General meeting of all V-PAD stakeholder's will be on 21st September yearly. The Diaspora, V-PAD Legend and Patron and Matrons (and special invitees) shall attend V-PAD annual general meetings. Specific agenda for each meeting shall be drawn by the level-secretaries and level coordinators to ensure complete update on issues, submissions, donations and reports to higher levels according to focused objectives, guiding rules and regulations.

ADVOCACY STRATEGY

Advocacy is one of the core operational instruments of V-PAD. At all times

and for all the missions, volunteer advocates shall be expected to speak for peace, argue wisely over wrong alternatives to peace and seek people's support to the concept and vision of V-PAD everywhere they find themselves. V-PAD Partners and passionate supporters shall also intercede for wider acceptance, sponsorship, advertisement and ownership of this human-oriented NGO.

SENSITIZATION & AWARENESS PROGRAMMES

V-PAD is not an orientation organization BUT can never do without grass root mobilization, community sensitization and awareness creation to sell all its vision/missions, valuable programmes, good projects and achievements in order to give V-PAD wider societal acceptance, participation and support. Therefore, there shall be numerous joint programmes (announcements, publications, letters, rallies, dialogues, road shows, etc.) carried out with interested media organizations, both locally and internationally for this purpose.

TRAINING PROGRAMMES

As one of its cardinal operational strategies, V-PAD shall through conferences, workshops and seminars, empower members with various skills needed to execute all the projects and programmes within its 6-core objectives. Resources persons and materials shall be from within the organizational framework, V-PAD partners, external voluntary support and donors. The needs, trainees, content, scope, location, frequency and expected outcomes of such trainings shall be assessed, reviewed and approved by the management team.

PEACE INTERVENTION STRATEGY

The antidote to misunderstandings, conflicts and crisis is nipping them in the bud. Since “prevention is been better than cure”, V-PAD shall use mediations and interventions as best tools to talk peace, make and build

peace amongst people and groups. 'Issues-Alert method', where 'only confirmed information', calls for V-PAD action shall be used to mediate, intervene and quell newly-erupting cases or issues before they escalate. As such, cases shall be numbered as they come in each location (community or cluster) and V-PAD mediations shall be carried out by community or cluster teams. All support needed from higher levels shall be given based on requests from such levels and the outcomes of such mediations shall be reported to higher mission officers and to project coordinators.

CONFLICTS' MANAGEMENT STRATEGY

Beyond mediations and interventions, cases that may escalate to full blown conflicts with or without the initial contact of our volunteers. Therefore, V-PAD may intervene using her trained 'Conflict Management Experts' to bring peace in those areas. The logistics required in each case may be provided by V-PAD resources or by parties concerned based on agreements, discretions and organizational limitations. Case numbering, support needs and outcome reporting shall also as in mediation cases above. In some cases, beneficiaries shall fund the activities if they so wish.

V-PAD ESTABLISHMENTS

V-PAD shall go into business projects, joint-Ventures and SMEs to generate funds, employ her idle, jobless volunteers as the strongest strategy under mission 5. The overall growth, development, expansion of such venture shall never negate the objectives of V-PAD or erode the roles and expectations of members.

V-PAD FUNDS & RESOURCES

V-PAD programmes and projects shall run with the support of members, partners, philanthropists, establishments, joint efforts, collaborations and other passionate donor agencies, institutions, communities, groups and individuals. Also, the proceeds from advocacy (funds, materials and non-

materials), shall be channelled into the development and sustenance of V-PAD missions at all levels.

Resources shall be transparently managed with integrity and accountability and accounts made open and available to all volunteers and interested public.

BAG-1:

Compulsory Levies and Special Donations:

Members shall pay fixed amounts of money as levy chosen by him/her. Such levies shall range from N100 and above, based on capacity and categories shall determine benefits. Special donations shall be made by members when necessary and such donations shall be recorded. The highest donor gets 10% of total donations made in the meeting to encourage commitment and competition among volunteers.

BAG-2:

Financial Mobilization:

Based on mutual MoUs, funds and resources shall be advocated from philanthropists, government at all levels, partners, donor agency, churches, communities, diaspora groups, etc. Proceeds shall be utilized, periodically accounted for with appropriate rewards given to all donors.

BAG-3:

V-PAD Investments and Establishments:

V-PAD shall source funds through mediations/interventions/conflict management missions, production and sale of membership outfits/materials, hosting of events and programmes, launchings, establishments and small-and-medium scale enterprises or industries (E.g. Consultancy, servicing firms, production, agro-based companies, etc.) through sole organizational initiatives and collaborative joint ventures.

V-PAD REMUNERATIONS

V-PAD members shall not be paid salaries, but shall be encouraged with financial benefits got from their supported investment, competitive returns and other avenues to be created in future. However, key officers shall receive stipends got from voluntary donations and activities. Generally, members shall be aided towards self-employment, entrepreneurship, facilitated access to soft loans, joint ventures, individual philanthropy and community location supports.

V-PAD REWARD SYSTEMS

Since investments without returns are discouraging, V-PAD hopes to give back something in return to all her investors, volunteers and donors. The acronym STEPLER represents “Security, Health, Education, Peace, Leisure, Entrepreneurship, Rights-protection”, which captures some of the benefits in cash or in kind, to individuals or corporate organizations and the reward packages shall be flexible and may be adjusted to suit every reward situations. Some will become self-employed as means of empowering them economically and to sustain the project. As such, it will be a platform to prepare students skillfully and to support them financially for independent small business start-ups to avoid joblessness after graduation.

Membership Rewards

- Real gains of Peace: Joy, fulfillment, love, progress
- Education, Human Rights awareness & protection
- Special skill acquisition
- V-PAD products and ID-coverage
- Guidance and counseling – Career, family, relationship, marriage etc.
- NYSC orientation and Mentorship initiatives
- MDALinkages for job opportunities
- Health care Aids and Tips

- Leisure, Sports and Entertainment
- Entrepreneurship: Empowerment, loans and Employment
- Connections: Diaspora, study, research, social-skills
- Financial Gains and profit-making

Corporate Rewards

- Express policy/mission implementation
- Corporate vision and product advertisements
- Appraisals and Commendations
- Public-Group linkages
- Corporate gains/profits
- Strategic innovations

Recognitions

We believe that to encourage a worker makes him/her more industrious and to put more effort towards what he/she does best. This made V-PAD to design a strategic methodology to begin to encourage her volunteers for more positive inputs and development of V-PAD in the society. Volunteers will be recognized according to their contributions (materially, financially, diligently or skillfully) towards the wellbeing of the volunteers or development of Volunteer Peace Advocate (V-PAD) project in the world. This recognition has been categorized according to amount of contributions and duration. Such as V-PAD Associate, V-PAD Fellow, V-PAD Silver Fellow, V-PAD Gold Fellow, V-PAD Diamond Fellow, V-Pad Platinum Fellow and below are requirements, benefits and responsibilities of these fellows;

V-PAD ASSOCIATES REQUIREMENT

Any one of the following;

1. Introducing 1 groups of credible volunteers for the advancement of work of V-PAD at locations in the World.

2. Being part of management or resolving cases up to 6 occasions
3. Donations up to N50,000.00 in cash or materials to the activities of V-PAD
4. Has no case of absenteeism and lateness to monthly meetings of V-PAD for the duration of 2 years

Benefits

1. Presentation of V-PAD Muffler
2. Certificate of merit
3. V-PAD Officers Carders at cluster level
4. He/she is entitled of payment from V-PAD income at his/her cluster level monthly for his wellbeing
5. V-PAD LOGO (A4 Size) will be provided to him/her.

Responsibility

1. Wear the Muffler on V-PAD occasion and meetings
2. Have meetings with Co-V-PAD Associates within and outside the clusters to share experiences and ideas that will promote activities of V-PAD and her Volunteers.

V-PAD FELLOW REQUIREMENTS

Any one of the following;

1. Mobilization of 2 credible groups of volunteers for the advancement of work of V-PAD in the Society
2. Donations up to N100,000.00 in cash or materials to the activities of V-PAD
3. Being part of management or resolving cases up to 12 occasions OR
4. Has no case of absenteeism and lateness to monthly meetings of V-PAD for the duration of 3 years

Benefits

1. Presentation of V-PAD FELLOW MUFFLER
2. Certificate of merit

3. V-PAD Local Government Coordinator Carders and can be appointed a Coordinator at any LG level.
4. He/she is entitle of payment from V-PAD income at his/her LG level monthly for his wellbeing.
5. V-PAD LOGO (A4 Size) will be provided to him/her.

Responsibility

1. Wearing of the V-PAD Muffler on V-PAD occasion and meetings
2. Having meetings with Co-V-PAD Fellows within and outside the clusters to share experiences and ideas that will promote activities of V-PAD and her Volunteers.

V-PAD SILVER FELLOW REQUIREMENTS

Any one of the following;

1. Mobilization of 3 credible groups of volunteers for the advancement of work of V-PAD in the Society
2. Donations up to N200,000.00 in cash or materials to the activities of V-PAD
3. Being part of management or resolving cases up to 25 occasions OR
4. Has no case of absenteeism and lateness to monthly meetings of V-PAD for the duration of 4 years.

Benefits

1. Presentation of V-PAD SILVER MUFFLER.
2. Certificate of merit.
3. V-PAD State Coordinator Carder and can be appointed a Coordinator at State level.
4. He/she is entitle of payment from V-PAD income at his LGA level monthly for his wellbeing.
5. V-PAD LOGO (A3 Size) will be provided to him/her.

Responsibility

1. Wearing of the medal on V-PAD occasion and meetings.
2. Having meetings with Co-V-PAD SILVER Fellows within and

outside the State to share experiences and ideas that will promote activities of V-PAD and her Volunteers.

V-PAD GOLD FELLOW REQUIREMENTS

Any one of the following;

1. Mobilization of 5 credible groups of volunteers for the advancement of work of V-PAD in the Society.
2. Donations up to N500,000.00 in cash or materials to the activities of V-PAD.
3. Being part of management or resolving cases up to 30 occasions OR
4. Has no case of absenteeism and lateness to monthly meetings of V-PAD for the duration of 6 years.

Benefits

1. Presentation of V-PAD GOLD MUFFLER
2. Certificate of merit
3. V-PAD Zonal Coordinator Carder and can be appointed a Coordinator at zonal level
4. He/she is entitle of payment from V-PAD income at his zonal level monthly for his wellbeing
5. V-PAD LOGO (A3 Size) will be provided to him/her
6. Provision of an Official Car

Responsibility

1. Wearing of the MULFFLER on V-PAD occasion and meetings.
2. Having meetings with Co-V-PAD GOLD Fellows within and outside the STATE to share experiences and ideas that will promote activities of V-PAD and her Volunteers.

V-PAD DIAMOND FELLOW REQUIREMENTS

Any one of the following;

1. Mobilization of 10 credible groups of volunteers for the advancement of work of V-PAD in the Society.

2. Donations up to N1,000,000.00 in cash or materials to the activities of V-PAD.
3. Being part of management or resolving cases up to 50 occasions OR
4. Has no case of absenteeism and lateness to monthly meetings of V-PAD for the duration of 8 years.

Benefits

1. Presentation of V-PAD DIAMOND MULFFER.
2. Certificate of merit.
3. V-PAD National Coordinator Carder and can be appointed a Coordinator at National level and he/she will be joining in the official meetings at International/National level.
4. He/she is entitle of payment from V-PAD income at his National level monthly for his wellbeing.
5. V-PAD LOGO (A2 Size) will be provided to him/her.
6. Provision of an Official Car.
7. Adequate Security and care should be provided to him or her as long as he/she lives.

Responsibility

1. Wearing of the V-PAD DIAMOND MUFFLER on V-PAD occasions and meetings.
2. Having meetings with Co-V-PAD DIAMOND Fellows within and outside the NATION to share experiences and ideas that will promote activities of V-PAD and her Volunteers.

V-PAD PLATINUM FELLOW REQUIREMENTS

Any one of the following;

1. Mobilization of 15 credible groups of volunteers for the advancement of work of V-PAD in the Society
2. Donations up to N2,000,000.00 in cash or materials to the activities of V-PAD
3. Being part of management or resolving cases up to 100 occasions OR
4. Has no case of absenteeism and lateness to monthly meetings of V-

PAD for the duration of 10 years.

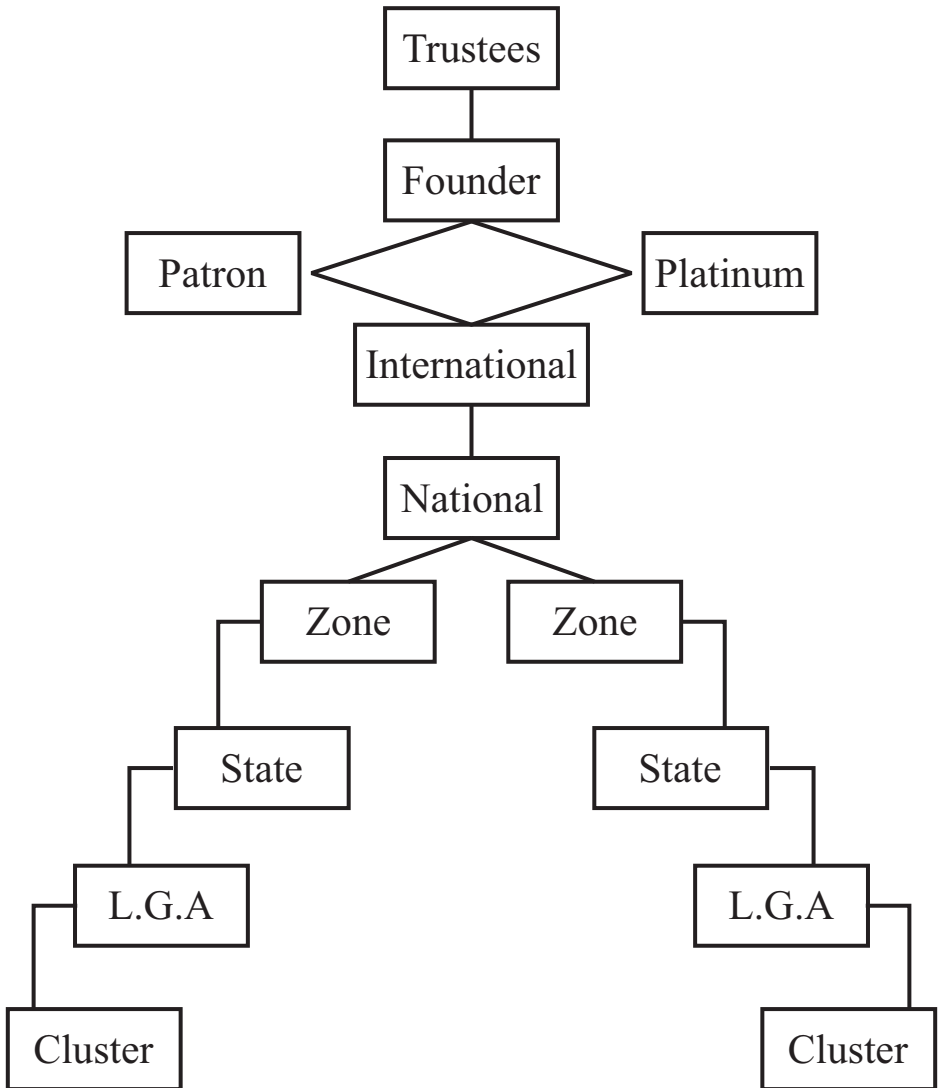
Benefits

1. Presentation of V-PAD PLATINUM MUFFLER
2. Certificate of merit
3. V-PAD INTERNATIONAL OFFICER Carder and can be appointed a the INTERNATIONAL Coordinator at the international level and he/she will be joining in the official meetings at International level
4. He/she is entitle of payment from V-PAD income at the international Level monthly for his wellbeing
5. V-PAD LOGO (A2 Size) will be provided to him/her
6. Provision of an Official Cars
7. Adequate Security and care should be provided to him or her as long as he/she lives.

Responsibility

1. Wearing of the V-PAD PLATINUM MUFLLER on V-PAD occasions and meetings.
2. Having meetings with Co-V-PAD PLATINUM Fellows internationally to share experiences and ideas that will promote activities of V-PAD and her Volunteers.

V-PAD PROJECT ORGANOGRAM



ASSOCIATION FOR A BETTER SOCIETY BOARD OF TRUSTEES

Igwe Chibuike Elias, Founder/Chief Executive Officer

Chief Dr Paul Enoka

Dr Christopher Ugwu, Chairman

Barrister Toby Offor

Chief Ambros Chukwuana

Chief Mrs Faustina Iyiegbu, Secretary

THE PATRONS, MATRONS & PEACE LEGENDS

1. The bearers of these positions are taken as the parents to the entire members/Volunteers of V-PAD and they are expected to be giving that parental advice and care to all members of V-PAD anywhere in the World.
2. The respect, privileges and rights given to the platinum members will always be given to them and the procedure of appointment therein will be the same in this position.
3. A member of this group must be a leader that propagates peace in all what he/she does on a daily bases and people can attest to that and there will be proven evidence of his/she peaceful life and how he/she builds peaceful life in other individuals other his/her care.

PLATINUM MEMBERS

1. The platinum members are the management body of V-PAD that gives advice to officers and contribute financially and otherwise for the progress of V-PAD and her Volunteers.
2. These members are to be meeting quarterly with any of the member that comes first on the scheduled date and venue presiding over the meeting to encourage early to meetings, consequently, they may

chose to elect in each meeting who will preside over the coming meeting and the assistant should the person elected failed to come or come late.

3. Membership to this body is by either merit or by appointment due to outstanding records of contributions in kind or cash to peace building in the society and this will be decided by 2/3 of the members of V-PAD officers in their joint meeting that will always be held 3 months before the world peace day, 21st September each year.
4. V-PAD members and Officers will always be recognizing their present, especially on their meetings, events and any gathering by singing V-PAD Anthem, while standing as a sign of respect to them.
5. All benefits and respect to V-PAD must senior Officer will always be accorded to them in every situation and at all times, except monthly payment, if any.
6. Members of this group is permanent except if any of the member decides to withdraw, death, Mental ill health or becomes against peacemaking to start cursing trouble at any given time, which must be investigated and approved the Headquarters of V-PAD.
7. Any member of V-PAD can nominate an individual into this group and investigation carried out about the person's life and contributions to peace building and a report sent to the headquarters for approval before contacting the person for notification and acceptance, then the ceremony which is always on the World Peace day yearly.

INTERNATIONAL MANAGEMENT TEAM

- International Project Coordinator (1)
- Asst. Int'l Project Coordinator (1)
- Int'l Project Secretary (1)
- Asst. Int'l Project Secretary (1)

- Int'l Finance Director
- Int'l Auditor
- Int'l welfare Director
- Int'l Project Planning Director
- Int'l Investigation Officer
- Int'l Public Relation Officer
- Int'l Provost
- Int'l Legal Adviser
- National Coordinators (n)
- National Secretary (n)
- Partner Agencies (n)

NATIONAL MANAGEMENT TEAM

- National Project Coordinator (1)
- Asst. Nat'l Project Coordinator (1)
- National Project Secretary (1)
- Asst. Nat'l Project Secretary (1)
- Nat'l Finance Director
- Nat'l Auditor
- Nat'l welfare Director
- Nat'l Project Planning Director
- Nat'l Investigation Officer
- Nat'l Public Relation Officer
- Nat'l Provost
- Nat'l Legal Adviser
- Zonal Project Coordinators (6)
- State Project Coordinators (36+1)
- Partner Agencies (n)

ZONAL COORDINATING TEAMS

- Zonal Project Coordinators (6)
- Zonal Project Secretaries (6)
- Zonal Finance Officers (6)

- Zonal Legal Advisers (6)
- Zonal Mission Officers (30)

STATE WORKING OFFICERS

- State Project Coordinators (36)
- State Project Secretaries (36)
- State Finance Officers (36)
- State Legal Advisers (36)
- State Mission Officers (180)

LG WORKING OFFICERS

- LG Project Coordinators (774)
- LG Project Secretaries (774)
- LG Finance Officers (774)
- LG Mission Officers (3870)

COMMUNITY WORKING OFFICERS

- Community Project Coordinators (n)
- Community Project Secretaries (n)
- Community Finance Officer (n)
- Community Location Officers (n)
- Village volunteers(n)
- Family volunteers(n)

COMMUNITY STAKEHOLDERS

- Traditional Rulers (n)
- Religious Leaders (n)
- Socio-cultural Groups (n)
- Women Leaders (n)
- Philanthropists (n)
- CBOS (n)

V-PAD WORKING COMMITTEES

APR: Advocacy, Planning, & Resources

MER: Monitoring, Evaluation & Research

DCMR: Disciplinary, Conflict Management & Resolution Development

SRM: Supply, Repairs & Maintenance Etc.

RESPONSIBILITIES OF V-PAD OFFICERS & COMMITTEES

(Under construction)

The responsibilities stated herein are to be replicated at all levels and according to positions. The officers at all level will always be reporting to their immediate superior Officer in the same position in the next/nearest level. For position that is not Coordinator, they will be reporting to their Coordinator and their immediate superior Officer in the same position at next level and at all times.

Project Coordinator

1. He/she shall preside over meetings of V-PAD within his jurisdiction
2. The individual shall be signatory the Bank account of their group
3. The officer shall be responsible of appointments of committees of V-PAD during meeting session and allow participants therein to ratify the appointment
4. He is to give final approval before any activity/action in the group
5. He/she shall assign some responsibility to his assistant and involve him/her in discussion regarding to the progress of V-PAD
6. He/she shall ensure all the people living around his/her jurisdiction are converted to become peace builders
7. He/she shall be encouraging members to come up with ideas that can enhance the work of V-PAD and empower the people
8. He/she shall ensure that all officers does their work effectively and continue to mobilize more members for the Peace Work
9. This Officer is the Chief Security, Chief Accounting, Chief investigating and Chief operation, Chief planning, Chief Welfare and

Chief mobilization Officer of his/her jurisdiction and shall be held responsible for any issue arising therein

Assistant Project Coordinator

1. This Officer is to be presiding over disciplinary committee of V-PAD and outcomes of the committee's interventions at all times shall be communicated to the Coordinator and Assistant Project Coordinator at the next level Office
2. This Officer automatically assumes the office of the Coordinator in his absence and he/she will be carrying out the responsibilities
3. He/she with his committee members will be screening V-PAD Volunteer's applications and give approval and the end give report to the Coordinator and the Superior Officer
4. He/she shall be one of the signatories to the Bank account of the group

Project Secretary

1. This Officer is the chief administrative Officer of V-PAD at his/her jurisdiction and to be keeping records of all transactions and events
2. He/she takes minutes at every meeting except Committee and ensure all minutes are well documented for future reference
3. The stamp of V-PAD in his jurisdiction will always be in his/her custody
4. He/she is to draft articles to be used by their group and send to the house for editing and approval. Such article for event or fundraising shall be sent to the superior officer in the next level office
5. He/she shall be signatory to the group bank account
6. He/she shall be drafting all correspondents of the group and sign them, in some occasion or if necessary with the Coordinator
7. He/she can assign responsibility to his/her Assistant

Assistant Project Secretary

1. He/she shall be the secretary to the disciplinary committee and gives

report of outcomes and such report shall be sent to the Coordinator, through the Secretary at his/her jurisdiction and the superior Officer (Assistant Project Secretary) at the next level

2. This Officer will automatically take the Secretary's responsibilities in his/her absence

Finance Officer

1. Head of financial administration of the V-PAD groups and one of the signatory to the bank account
2. He/she ensures proper accounting of all financial transactions of V-PAD at each level and supervises the activities of the officer at the lower office
3. This officer reports to his/her coordinator and the finance officer at the next level office, at all times
4. He/she ensures that transparent financial record book for financial activities of his/her jurisdiction are kept and if possible soft copy too. And be ready for auditors at all any time without notice.
5. Ensure all income generated, dues or donations are paid into his/her group not more than 48 hours of receipt of such income or stand to be suspended according to punishment in this bye-law
6. He/she is expected to lead all fundraising activities and ensure V-PAD at his/her jurisdiction meets her financial targets for activities
7. He/she shall keep record of each member's financial activities and debit where necessary (fine, dues, levies etc.) and such record of debt shall always made available in all meetings
8. This officer is to be giving financial advice to the coordinator and the general house in times of financial transaction in his/her jurisdiction

Auditor

1. This Officer audits the financial records of his V-PAD jurisdiction and give report to the general house, which will be sent to the next level general house and when reporting to the superior officer will include the report of his lower house where it is applicable and the final report

gets to the platinum house through the international finance Director to the general house of the international body and through the international coordinator to the platinum house

2. He/she audits the account of the house quarterly to be able to stop any sharp practice early enough before it courses damage
3. He/she shall produce material that will aid his auditing and hand over to the finance officer
4. He/she may employ the services of other personnel to assist him in his/her job

Project Planning Officer

1. This is Officer will be in charge of designing a project, programme or event of V-PAD and present to the house for approval, also transmit such to the next level Office
2. He/she is to advice the house on the type of project to be executed that will be more beneficial to V-PAD and her volunteers
3. He/she will nominate the person to preside over the monitor and evaluation committee and send the name to the house for approval
4. He/she shall take charge of write proposal and business plan for empowerment programme for V-PAD volunteers
5. He/she will be representing V-PAD on a business conference, seminar, meeting or discussion with the coordinator's approval and may be accompanied by any other officer or member
6. He/she may engage other professionals or seek advice to support him/her for effective planning and execution

Welfare Officer

1. This officer will be in charge of designing programmes and activities that will benefit volunteers,
2. He/she shall at all type monitor the situation surrounding members and give advice on a better way of addressing issues
3. He/she shall be part of committee for event planning to ensure volunteers' interest are protected at all times

4. He/she shall be responsible for procurements of entertainment and preparation of entertainment in every V-PAD gathering, including meetings
5. He/she shall be the officer responsible for reporting issues affecting volunteers in a meeting and such report shall be sent to the next level welfare officer
6. He/she shall be organizing event with the planning officer

Investigation and Security Officer

1. This Officer is incharge of investigation and shall investigate all cases before any action is taking by the group and he/she shall send such investigation report to the house for deliberation and approval
2. He/she shall be held responsible for outcome of any false information given to the house and shall be suspended for three (3) months without any benefit from V-PAD within the time of such suspension.
3. Complaints of all kinds shall be sent through his/her office before reaching the coordinator and then appropriate office that will handle it. Though coordinator must give approval for the commencement of investigation on any issue
4. This officer can employ the services of other experts to help in the investigation for better result/outcomes
5. He/she shall be incharge of security alert to members and general public on a threat after investigation report submitted to the coordinator and letters regarding to such alert to partners will be stamped by the secretary

Mobilization Officer

1. This Officer is to work closely with the coordinator to ensure adequate mobilization of members and a standard group/cluster should be a minimum of 500 volunteers in number
2. This Officer should be designing strategies and programmes that will encourage people to join V-PAD peace work
3. He/she shall be heading any activities geared towards mobilization of

more members or visit to other groups for introduction of V-PAD activities

4. This Officer will be working with Public Relation Officer in some cases that has more public audience
5. All application shall be passing through him/her to the secretary before screening for documentation, while his/her Office will keep records of membership in his/her group
6. He/she shall be monitoring membership status and report challenge to the house.

Public Relation Officer

1. This Officer is the image maker of V-PAD and he/she shall be protecting the image of V-PAD at any given time or place.
2. He works with Secretary to present a standard and practiced articles for the promotion and mobilization of membership of V-PAD.
3. He/she must always head committee set for public article, magazine, news letter or any publication at all.
4. He shall be the speaker of V-PAD in any gathering, unless the coordinator seeks to do that himself/herself.
5. He/she will be advising V-PAD volunteers on the good articles that will always project the image of V-PAD.
6. He/she shall be reporting to the house of his/her unit and his/her superior officer at the next level office.
7. He/she can engage other experts to assist him/her in her work for effectiveness.

Provost

1. This officer ensures orderliness in all gathering of V-PAD Volunteers and report erring members to the house and determines the offense do for any offense after investigation and approval of the house in a meeting.
2. He/she shall be incharge of giving bills to offenders after approval by the house and ensure that such penalty is recorded against the offender

- by the finance Director/Officer to be able to debit or collect the penalty
3. He/she determines who talks in a gathering that members are contributing, even at the monthly meetings
 4. He/she shall monitor all members and report defaulters to this bye-law to the house for investigation and penalty, if any.
 5. He/she reports to the general house and his superior officer at the next higher level office of V-PAD

Legal Adviser

1. This Officer incharge of all legal issues/activities of ASBESOC/V-PAD in each location/office
2. He/she advises the house on issues regarding to rules of law and human rights abuses
3. He/she represents Association for a Better Society (ASBESOC) in the court regarding to her case, members or V-PAD project
4. He/she shall be the one writing letter outside the organization regarding to legal issues
5. He/she shall be prosecuting for members, ASBESOC or V-PAD without extra charge(s) unless transportations or filing of cases, which will always be the exert price/cost.
6. He/she shall be notifying the house early the implication of steps to be taken
7. He/she shall be reporting to the general house and his/her superior officer at the nearest level office of V-PAD
8. He/she shall be responsible of drafting agreements and other legal documents for all ASBESOC/V-PAD transactions without any extra cost, but the cost of producing such document (typing and printing etc.) shall be paid. He/she takes part in all commission accrued to a transaction carried out by members of ASBESOC/V-PAD, if no other money paid to him/her from such transaction.

PARTNERSHIP & COLLABORATION

The project is a hard task to embark upon, an area dreaded by many. But, “he who thinks peace is expensive should try war a little”. The obvious fact is that in life, “Someone has to die for others to live” and the rewards for such voluntary voyage, a rare sacrificial route to save lives, are beyond material gains or human estimations.

To really and effectively carryout these activities, we have to partner with all stakeholders, relevant organizations and agencies, especially the law enforcement agencies. Consequently, continually mobilizing capable volunteers and train them in different thematic areas, especially as regards to effectiveness of the peace building activities

V-PAD shall work and collaborate with partner agencies, groups, companies and institutions. As a non-governmental, non-religious and non-profit oriented organization, V-PAD collaboration shall be to source for funds and resources, gain access to skills, capacity building and materials, personnel support, linkages to government programmes and projects, networking strategies, joint establishments and overall progress and development of V-PAD in particular and members in general.

Partners

1. We shall always seek partnership of other organizations, government agencies, individuals and private sectors.
2. We expect to work with each partner within their jurisdiction of work that encourages peace building and improve wellbeing of the people
3. V-PAD Volunteers/Officers will be communicating each partner when their services are need and invite them in all V-PAD events, especially during the World Peace day of each year.
4. The Partners are also expected to inform V-PAD Officer the areas they will want to work with them to improve on their services
5. All communication to the partners will be documented for reference purposes

6. All units/location of V-PAD are expected to identify with all the partners within their jurisdiction
7. At any time V-PAD members have enough resources they shall show appreciation to the partners that are adding value to the work of V-PAD.

RULES & REGULATIONS

The rules and Regulations of every organization is for orderliness, focus, sustainability and progress and V-PAD project will not be left behind in getting her volunteers focused to be able to deliver in their mandate of building peace in our society and powers of these rules and regulations are drawn from Association for a Better Society the introducer of Volunteer Peace Advocates Project (V-PAD). These rules and regulations are listed and not limited to it but including those stated above in this document.

Leadership Positions

1. Leadership in V-PAD is not contestable rather by merit according the recognitions(Associates, Fellow, Silver Fellow, Gold Fellow etc.) above
2. No duration to any position unless the officer started misbehaving, mentally ill, a member takes his/her position by merit or have questionable character, but all of this must be determined by the 2/3 of the house where he belong and report sent to office hierarchically, then to the headquarters for final approval. But the matter can be settled before the headquarters
3. Any appointment into any leadership position in V-PAD is on acting bases, pending when members begin to receive the recognitions and start belonging to the leadership position according to the merit.
4. Once and member receives a merit recognition and decides to be in the leadership position he/she will join, while an officer without merit comes down by voting for who steps down among all that have not receive merit recognition in the officer's carder of group.
5. As such a member with higher merit can take over from a lower merit

Officer and all these must be discussed and carried out officially by the Conflict management Committee, after receive a letter of notification from the member/officer concern.

6. Any member trying to course trouble in the process of transiting from one position to the other will be suspended for six (6) without any benefit from V-PAD, though disciplinary committee will look into the matter and send report to the house before the said suspension.
7. Ones a member receives a recognition he/she belong to the same carder with or without position and should be given the same privileged and rights given to the officer in the same carder.
8. No Officer has right to intimidate a member or fellow officer, no matter the situation or else face suspension and be withdrawn from the position he/she is holding
9. Every Officer must ensure that the grassroots members/group where he/she is coming from is formidable and well organized or be withdrawn from the Officer level. As such each Officer must have a cluster where he/she belongs and attends their monthly meetings, events and contributions. But must be given the respect and be among officers in the presiding table

Operations

1. V-PAD Volunteers will always be working as a Team at all levels to achieving the targeted goals of building peace in our society
2. Every level of offices will keep record of her members and make roll call in every meeting, monthly.
3. Every report from members or non members must be documented and a file opened for such report, especially when its issues that will take time to be resolved
4. When a report is sent to any office of V-PAD the investigation officer should follow up with such report to find the facts and write a report on that, which the general house will be approved for intervention before contacting any of the project partner
5. Emergency meeting can be called at any time when there is an issue that needs urgent attention

6. All letters to be sent to partners as report of a situation will have only volunteer's signature on it and stamp, no name, especially on matter that has threat to life.
7. Invitation of anybody for hearing in a mediation must be in writing and copy partners, especially those that are relevant to the issue
8. Communicating partners for any issue regarding to their Office or officers must be in writing and the Coordinator and the secretary of the group signs it
9. Any member's death must be investigated very well and followed to a logical stage to ensure justice is done at all levels
10. Invitations from a volunteer for an events will be honoured
11. Members/intending members must receive training and screening before full acceptance and issuance of I.D Cards and Membership Certificate is compulsory.
12. Member must always put on V-PAD wears, especially in a meeting and events or be queried.
13. V-PAD members will ensure that V-PAD member's wellbeing are properly taking care of through programmes and income generating activities
14. V-PAD Anthem and SLOGAN must always be used in V-PAD gathering, SLOGAN can as well be used for greeting of other V-PAD member(s)
15. V-PAD groups or Officers will be sharing visits rom time to time for learning and excursion
16. The LG Officers will establish and manage Clusters/Communities, the state will establish and manage LG's, Zonal will establish and Manage States, National will establish and manage Zones and Headquarters will Manage and establish Countries.
17. Headquarters will establish database of active members of V-PAD, their contacts/location, publish and share to each member for business transaction, sharing of travels and information and the office of the public Relations does takes responsibility of this.
18. There will be a magazine to support the work of V-PAD in building peace in our society
19. Programmes and projects will be initiated to help generate incomes

for the empowerment of members

Financial Services

1. All income generated in the course of operation and activities of this project belong to every registered and certified Volunteer of the Project
2. The Officers of V-PAD takes 40% of money generated Monthly and 10% goes to running of Office and 50% saved for peace work within that level
3. The 50% of the Income saved will be shared 50/50 and a portion being sent to the nearest hierarchy Office of V-PAD and it will form part of the month's income for such hierarchy Office and the same sharing method will repeat until its gets to the Headquarters.
4. The Officers sharing of 40% income, the Coordinator gets 30% higher from that, while the assistant Coordinator and secretary gets 10% higher than other Executives/Officers
5. In the case of a member or any officer initiates a project, he/she will be taking 30% of the proceeds before any sharing and that is permanent as long as that project continue to bring income, even when the volunteer is dead his/her family members will be collecting that.
6. Every money generated shall be paid into the organisation's Bank account within 48 hours, unless the defaulter will be immediately suspended for 3 months without any benefit from the project, if no good reason given to the house and the house accepted that
7. Every account of the Organisation must be 4 signatories and 3 to sign before any withdrawal
8. All offices and at all levels must open a Bank Account from where they will be carrying out their financial transactions and we expects that one month after inauguration of such Office
9. Project Bank account shall always be opened by the headquarters and any income from there will always be shared down wards as in clusters to the Headquarters
10. Registration will always be done at all level, but money associated to it, I.D Cards or production of V-PAD materials will be sent to the

Office of the Founder of Association for a Better Society.

11. Money for the production of any material for V-PAD will be sourced by the office mention in 10 above when designed by Headquarters
12. All fines or levies will always be paid into the account before expenditure or attract 2 months suspension without any benefit to the defaulter(s)
13. Deduction will always be made from an Officer or member's financial benefits, if he/she fails to clear his/her bills or levies
14. Withdrawals for purchases, bills or rents will be approved in the house during a monthly meeting and such expenditures will be paid from the savings of such Office
15. Any expenditures above N10,000.00 must be approved in the monthly meeting
16. Non- of the signatories to the Bank account should use the opportunity to delay intervention or face suspension for 2 months without any benefits, unless if he/she has a reason that need to be discussed in the monthly meeting before that and he/she must do so the next meeting day or face the same suspension
17. Every Financial transaction must be properly documented. both soft and hard copies
18. Every member shall be paying monthly dues of N200.00 for the up keep of the offices and interventions
19. I.D Cards will cost N1500 for the first time and renewal is N1000. N1000 from the first time issuance and or N500 from the renewal will be paid into the account of the group requesting the I.D Card while the rest be paid to the Headquarters for the Founder.
20. Donations to V-PAD activities must always be recognized by the Headquarters, there for any Office or cluster that receive donation should send the information to the Headquarters for acknowledgement and recognition.
21. Any miss use of V-PAD funds by a member, such person must be suspended without benefits for 6 months, if investigated with report that will get to the headquarters hierarchically and comments made by each office through the finance directors
22. Any officer that fails to attend any meeting without an excuse will not

get any share of benefits that month, unless with reasons accepted by officers present in that meeting

23. Also any officer that comes to a meeting 15 minutes late share receive half of any benefits that will be shared that month, if the other officers did not accept his/her reason

Meeting

1. Meeting of V-PAD will be scheduled as stated above in this document and every member is expected to be in attendance or pay a fine of N1,000.00, but if without a good reason that the house accepted, if not a bill will be issued for that.
2. V-PAD Anthem will be said before any meeting or in an event
3. Before any comment in any gathering of V-PAD members (meeting or event), when given permission to talk or the presiding officer, V-PAD slogan must be said or a fine of N100.00 and the provost gives bill for that.
4. Noise making in the Volunteers meeting is N200.00 fine, which the provost will record and collect immediately or debit the defaulter and give him a bill for the offense
5. Lateness in a meeting attracts a fine of N500.00, unless with a good reason that the house accepted and a bill of the offense will be issued immediately, if the house refuse to accept the excuse
6. A fight in a meeting will attract one year suspension from the group, after investigation and report provided to the state through the hierarchy of offices, but that of State will go to the Headquarters
7. Quarrelling in the meeting, attracts fine of N1,000.00
8. The Office of Provost will ensure the venue of the meeting is well kept and in time before the meeting scheduled meeting time and if he/she fails to comply to this twice in the house, he/she should be remove in that office
9. If the time scheduled for any meeting of V-PAD reaches and the Coordinator and or secretary did not come, any V-PAD member can take over and preside over the meeting of that day, once it is 15 minutes late. If the members failed to do that, the Provost should fine

all the members waiting N500.00 each and give them bills

10. Minutes of every meeting should be made available to every member the next meeting after typing it and corrections made during the reading will be effected in the next minutes.

Events

1. In every event that Volunteers of V-PAD members will be participating, every member participating must wear V-PAD uniform or pay fine of N2,000.00
2. A member has the right to invite other Volunteers to participate in any of his/her event with at list one or two months notice of the event in the meeting of those he/she needs their present.
3. The gift to be given to the celebrant will be decided in the same meeting group he/she gave invitation and the agreed gift/offer must be bounding on every volunteer of that group whether present or not in that meeting.
4. The group can support their agreed terms with the money in their account and be replaced by Volunteers as they contribute their potion of the agreed amount.
5. Any agreed in event is bounding for such event for a duration of four (4) years, before it can be review
6. A member that failed to participate in any agreed event will pay a fine of N1,000.00, if the members did not accept his/her excuse or that he/she fails to take excuse
7. Any member that fights at an event will be suspended for 1 year, he/she will not participate in V-PAD activities and will not benefit from V-PAD for that year. Though investigation Officer will investigate on that matter and give report to the house and the house agreed to suspend him/her.
8. Lateness beyond the agreed time in an event will cost N500.00 fine, if no good reason is given

A Members Burial

- a. In the case of a member's death, the group has to investigate it and follow it up to a logical stage and provide report to the house. Such report will be sent to the Headquarters through the hierarchy of Offices (Cluster, LG, State, Zonal, National and International) in V-PAD and each level makes comment on the report and pass it over to the next level until it gets to the Headquarters
- b. The V-PAD group where the deceased belong will plan the burial and seek support, if they need it and such support will be contributed from zonal to the clusters
- c. There must be representative(s) from all levels of Offices (International, National, Zonal, State, Local government Offices in the State where he/she belong and all V-PAD members in the particular Local Government he/she belong. And the fine and lateness fine applies here and the higher the office the higher the fine
- d. There must be committee chaired by the Coordinator from the group the deceased come from and report will be sent to the Headquarters hierarchically
- e. Every report of events of burial will always be passed through the welfare Director to the Coordinators.

SELF-HELP OPERATIONAL METHODOLOGY

Self-Help programme is designed to provide benefits such as Skill trainings, Formation Training, Discount Purchasing, Mobilization Bonus, quarterly income, Soft Loan for start-Ups, I.D Card and Bye-Law etc, to all V-PAD members that are interested in the empowerment programme. This requires a one-time payment of twenty five thousand naira (N25,000.00), which will take care of the above mentioned benefits and it is shared according to each benefit.

Consequently, a member who wants to participate in the Self-help must open a Bank account with one of the designated Bank where accrued benefits will always be paid into and for easy access to loan for start-up, when the need arises. This Self-Help programme must be a group exercise,

which by time to time may decide to have different meeting regarding to the programme outside V-PAD general meeting. A member can pay this contribution one time or installments according to his/her financial capacity. All payment must be done in the unit/location group account. The Coordinator of any unit/location is not eligible to be part of the signatory to the Self-Help Bank account. But he/she will be receiving phone alert, while the V-PAD head office receives the email alert. This is to monitor the movement of the money in each group account.

When a group reaches fifty (50) in numbers at the urban areas, they can start their training, but in the communities, they should be a minimum of one hundred (100) members before commencement of the trainings. Though for those that doesn't have the money to pay all at a time can pay two thousand five hundred (N2,500.00) which covers the I.D card, bye-law, orientation and integrity training. This money will be deducted from the N25,000.00 contribution for self-help. After this payment and a member wants to make other payment he/she must pay mobilization bonus of N5,000.00 first, which is still part of the N25,000.00 self-help contribution and shall be deducted.

CONCLUSION

These rules and regulations are set for volunteers of V-PAD project and its binding on every member. Review of these rules and regulations must be by the approval of 2/3 of the general members in attendance in an annual meeting after receiving the results of votes from office at all levels and 2/3 approves it. Then a committee shall be set up within the platinum members/Officers to look into it and give approval for the amendment of the relevant areas as indicated by the member/officer proposing the amendment. Though the officer/member who proposes the amendment shall put in writing his/her findings and its effect in the activities of V-PAD and send to the International/National Coordinator and copy his/her State/District. This must be observed before effecting any change in this document.

Official Contacts:

Office Address:

*No. 9 CIDJAP Street, Ground
Floor, Behind MTN Enugu Office,
Uwani, Enugu, State Nigeria, Tel:
07081486898, 08037143455*

Contact e-mail addresses:

*infoasbesoc@gmail.com,
elijahasbesoc@yahoo.com,
info@asbesocng.org*

Website:

www.asbesocng.org

Contact Phone Numbers:

*(234) 8037143455,
08113143999,
07081486898*