THE DAVE OMOKARO FOUNDATION
(2011-2015)
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ORGANISATIONAL BACKGROUND

DOF History
The Dave Omokaro Foundation (DOF) is a registered Private Trust founded in the year 2011 to develop capacity of persons and institutions leading policy development and services delivery to the ageing and older persons in Nigeria and Sub-Saharan Africa.

Vision
To promote healthy and productive ageing and the quality of life and well-being of older persons with a focus on, education and research, advocacy, policy, legislation, and sustainable services delivery.

Mission
Our compelling mission is to become the premier center on ageing and sustainability in Sub-Saharan Africa and to lead the development of capacities of persons and institutions including government to sufficiently understand and effectively set priority for ageing through training and research.

Strategy
The Foundation’s work towards improving the quality of life and well-being of older person in Nigeria and Sub-Saharan Africa is carried out on five pillars.
CAPACITY BUILDING

Promotion of Stakeholders' engagement in Policy Action and Community Programs

Information & Planning

Education & Research

Youth and Seniors Empowerment through promotion of Entrepreneurship Model in Ageing Services
ORGANISATIONAL STRUCTURE

The Dave Omokaro Foundation (DOF) Organogram

Board of Trustees
- Prof. Hilary I. Inyang (Chairman)
- Prof. Ekere James Essien
- Prof. Princewill Alozie
- Sir, Gabriel O. Awafung
- Mr. Uyi David Omokaro
- Dr. Osarieme Nosa Omokaro

Executive Director
- Dr. Emem Omokaro

Program Officer
- Mrs. Bunmi Ibitoye

Communication Officer
- Mr. Bassey Bassey

Visiting scholar, Funding developer & Program evaluator
- Prof. John Stanfield

Community Liaison
- Ms. Gomes More
ACCOMPLISHMENTS

EDUCATION AND RESEARCH

Pioneering Gerontology and Geriatric Education in Nigeria

1. In collaboration with National Universities Commission and various Universities; Development of African Society for Ageing Research and Development – (ASARD) To enhance research and knowledge transformation into policy and action on ageing

2. In collaboration with the National Universities Commission developed Post Graduate curriculum for Gerontology and Geriatrics in 11 (eleven) Nigerian Universities (2013-2014)

3. Developed the Capacity of Faculties in ( 11 eleven) in collaboration with the University of North Texas in the Specialist in Ageing Program (2013-2014)

4. In collaboration with Federal Institute of Industrial Research Oshodi (FITRO); Symposium on Nutrition and wellbeing of the elderly in Nigeria titled Nutrition and Health of the Elderly: Advancing Health and Well-being into old Age – (2014)

5. In collaboration with National Universities Commission (NUC); International Symposium on Capacity Building for Management of Older Persons –(2012)


11. In Collaboration with the National Universities Commission – Annual Celebration of International Day of Older Persons in Nigeria.
ADVOCACY

1. Advocate for the Bill for an Act to Establish the National Social Security Agency for the Elderly (2013)

2. Offers training Programs in Ageing to build capacity of CSOs and NGOs in advocacy- in understanding and translating international resolutions MIPAA and ICPD Framework of Action to advocacy tools. (2011- present)


5. Initiated the call and advocacy to National Primary Health Care Development Agency for Age Friendly Primary Health Care Centers in Rural Areas in Nigeria (2013-present)

POLICY INITIATIVES


2. In collaboration with Federal Ministry of Health (FMOH) and World Health Organization(WHO); stakeholder’s meeting on care of the elderly in Nigeria with the theme Healthy Ageing and Geriatric Care of the Elderly in Nigeria (2014)

3. In collaboration with the Federal Ministry of Women Affairs & Social Development and World Health Organization (WHO); National Summit on Ageing (2014)

COMMUNITY OUTREACH

1. In collaboration with World Health Organization (WHO); Monthly healthy ageing forum with fifty (50) elderly persons each month for the purpose of health promotion and disease prevention – (2015)


3. Celebration of International Day for Older Persons
MEMBERSHIP/PARTNERS

MEMBERSHIP
- Population Technical Working Group, Nigeria.
- International Federation on Ageing (IFA)
- International Network for the Prevention of Elder Abuse (INPEA)
- The Global Alliance for the Rights of Older People (GAROP)
- Founding Member African Society for Ageing Research and Development (ASARD)

DOMESTIC PARTNERS
- National Universities Commission (NUC), Nigeria
- National Population Commission
- National Orientation Agency
- Senior Citizens Advocacy Network of Nigeria (SCANON)
- Federal Institute of Industrial Research Oshodi (FIIRO)
- Media Organizations

INTERNATIONAL PARTNERS
- International Institute on Ageing, UN-Malta
- International Federation on Ageing (IFA)
- International Network for the Prevention of Elder Abuse (INPEA)

SOURCES OF FUNDING
The Dave Omokaro Foundation is funded by the Dave Omokaro Estate and World Health Organization (WHO).

The Foundation targets substantial funds towards the execution of its programs from Collaborating Agencies, Corporate Organisations and International Partners.
CONSTITUTION

CERTIFICATE OF INCORPORATION

CORPORATE AFFAIRS COMMISSION
FEDERAL REPUBLIC OF NIGERIA

Certificate of Incorporation
of the Incorporated Trustees of
DAVE OMOKARO FOUNDATION

I hereby certify that

HILARY INYANG, UVI DAVID OMOKARO, GABE AWAFUNG, PRINCEWELL ACOZIE, UDOAK
UMONDAK, EKERE JAMES ESSIEN, OSARIEME NOSA OMOKARO,

the duly appointed Trustees of DAVE OMOKARO FOUNDATION have this day been
registered as a corporate body, subject to the below mentioned conditions and
directions.

Given under my hand and the Common Seal of the Corporate Affairs Commission at
Abuja this Fourteenth day of October, 2010

[Signature]

CONDITIONS AND DIRECTIONS

This certificate is liable to cancellation should the objects or the rules of the body be altered without the previous consent in
writing of the Registrar-General or should the body at any time permit or condone any divergence from or breach of such objects
and rules.

Note:
This certificate does not authorize the organization to raise funds by public subscription without previous permission from the appropriate authority.

BELLO MAHMUD
Registrar-General

381650
CORPORATE AFFAIRS COMMISSION
(Established Under the Companies and Allied Matters Act 1, 1990)

INCORPORATION OF TRUSTEE
COMPANIES AND ALLIED MATTERS ACT 1, 1990; PART C
MEMORANDUM FOR GUIDANCE OF APPLICANTS

1. It will be necessary for the body desiring to be registered to appoint one or more Trustees who shall make formal application for a Certificate of Incorporation under the Companies and Allied Matters Act No 1 of 1990 Part C.

2. General Note- All applications should be submitted in this office form entitled “Enclosures A-H” attached to this memorandum and should be accompanied by two printed copies of the applicant’s constitution and by any other supplementary information which the applicant may wish to submit. Appendix A must be completed.

3. The application must be accompanied by Separate Enclosures to the following effects:
   a. The objects of the applicant body. (The objects for which applicant body may seek to be incorporated are the advancement of any Religious, Educational, Literary, Scientific, Social Development, Cultural, Sporting or Charitable purpose and none other).
   b. The rules of the applicant body, which must be dated and signed, must include provisions as to the appointment and removal of trustee, the particulars of their tenure of office and method of filling vacancies.
   c. The rules of the applicant body, which must include provision for the winding-up of the
      DAVE ONOKOARO FOUNDATION
      and therefore its removal from the register
      of TRUSTEES, incorporated under the Act.
   d. An easily identified description of the land held if any, and the tenure of which it is held, or a similar reference to land which the body proposes to acquire.
   e. The full Names, Permanent Residences and occupation of the TRUSTEES.
   f. In inverted comma, the proposed title of the applicant body in which the words “REGISTERED” and “TRUSTEES” must be included. It is suggested that the title should take a form similar to the following which has been proposed:
      THE REGISTERED TRUSTEES OF DAVE ONOKOARO FOUNDATION

4. THE RULES AND REGULATIONS relating to the Trustees should be made to incorporate the following provisions:
   A. The Trustees of DAVE ONOKOARO FOUNDATION
      For the purpose of the Companies and Allied Matters Act No. 1 of 1990, Part C, a body corporate and being a General Meeting by 2/3 majority votes of members present.
   B. Such trustees (hereinafter referred to as “The Trustee”) shall be?
   C. The Trustees may hold office for life but a trustee shall cease to hold office if he/she:
THE
CONSTITUTION
OF
DAVE OMOKARO FOUNDATION

ARTICLE 1: NAME:
The Name of the FOUNDATION shall be of DAVE OMOKARO FOUNDATION.

HEADQUARTERS: The Head Office of the FOUNDATION shall be in Nigeria.

SECTION 1 SUPREMACY
The constitution shall be the supreme authority guiding activities of all members and shall have binding force on all members.

ARTICLE 2: NATURE

DAVE OMOKARO FOUNDATION shall be a non-profit making FOUNDATION, non-religious and non-political oriented FOUNDATION.

ARTICLE 3: AIMS & OBJECTIVES

1. To offer research grants to post graduate student and faculties in the Nigerian universities for high impact research
2. To promote collaborative research and partnerships with universities, industries and government
3. To promote and encourage and the translation of research outcome into real world solutions
4. To pipeline more scholars into meaningful and relevant research to help Nigerians to be competitive with the rest of the world
5. To solicit a public a private partnership in funding, promoting and accelerating innovation in Nigeria through research in area of critical National need and to secure significant practical outcomes and communications
6. To foster a vibrant research community through with interaction programs so that academician get ideas from practitioners
7. To provide leadership training
8. To deliver research led benefits to society by influencing corporate organizations, industries and government to recognize and utilize research outcome and feed policy decisions
9. To encourage and develop critical thinking and employabilitites of youths
10. Community support and care for the elderly programme.
TARGET AUDIENCE
The Target Audience of the FOUNDATION includes:

To assist the members of the FOUNDATION.

ARTICLE 4: SOURCE OF FUND
For the purpose of raising and generating fund and other resources (in cash or in kind) for the realization of its aims and objectives, the FOUNDATION may:

1. Accept donations (whether cash and/or kind) from individuals, Trustees, friends, charity FOUNDATION, corporate bodies and FOUNDATION in Nigeria or elsewhere.

2. Receive grants or assistance from individuals, Goodwill partners, Trusts, FOUNDATION and other charitable or philanthropic FOUNDATION in Nigeria or elsewhere.

3. Private Sector participation/ contributions, donations/ participation, contributions from International Agencies and Sister Non-Governmental FOUNDATION.

4. Collect monies and financial assistance from or by any other lawful source or means.

QUORUM: It shall be 2/3 majority of the members present at the General Meeting.

1. The Trustees of DAVE OMOKARO FOUNDATION for the purpose of the Companies and Allied Matters Act NO. 1 of 1990, Part C shall be appointed at a General Meeting by two-third majority votes of members present.

2. Such Trustees (hereinafter referred to as "THE TRUSTEES" shall be Seven (7) in number and shall be known as the INCORPORATED TRUSTEES OF DAVE OMOKARO FOUNDATION.

3. The Trustees shall hold office for life but a Trustee ceases to hold office if he/she:
   a. Resigns his or her Office
   b. Ceases to be a member of the Incorporated Trustees of DAVE OMOKARO FOUNDATION.
   c. Become Insane,
   d. Is officially declared Bankrupt
   e. Is convicted of a criminal offence involving dishonesty by a court of competent jurisdiction.
   f. Is recommended for removal from office by a two-third majority vote of members present at any General Meeting of DAVE OMOKARO FOUNDATION.
   g. Ceases to reside in Nigeria.
4. Upon a vacancy occurring in the number of Trustees a General Meeting will be held to appoint another eligible member of DAVE OMOKARO FOUNDATION
5. The Trustees shall apply to the Registrar-General, Corporate Affairs Commission for a Certificate of Incorporation under the Companies and Allied Matters Act 1990.
6. If such certificate is granted, the Trustees shall have power to accept and hold in trust all land belonging to the FOUNDATION. And to acquire land on behalf of the FOUNDATION subject to such condition as the Corporate Affairs Commission may impose.

AUDITORS:
Auditors shall be appointed at the General Meeting of the FOUNDATION, to audit the Accounts of the FOUNDATION annually or as may be requested by the Board of Trustees.

The Audited Reports shall be submitted to the General Meeting through the Board of Trustees of DAVE OMOKARO FOUNDATION for approval.

ARTICLE 5 MEMBERSHIP/ MANAGEMENT SECTION 1:
MEMBERSHIP
a. Membership is open to every person who has aims and objectives of the FOUNDATION at Heart. One becomes a member only after approval by the Governing Board.

b. CONDITIONS OF MEMBERSHIP
   i. He or She must obtain and complete Membership form
   ii. He or She must return the completed membership form with the payment of an amount as determined by the FOUNDATION to the General Secretary of the FOUNDATION.
   iii. He or She must pay the annual membership subscription as determined by the FOUNDATION.

SECTION 1 STRUCTURE OF THE FOUNDATION:
For effective Management of the FOUNDATION the following offices shall be created.
1. The Board of Trustees.
2. Executive Board,
3. Chairman
4. Secretary
5. Social Publicity Secretary,
6. Treasurer/Financial Secretary.

SECTION 2: EXECUTIVE MANAGEMENT:
- Executive Director,
- Executive Secretary
- Treasurer/Financial Secretary,
- Social/Publicity Secretary & P.R.O.,
- Legal Adviser.
SECTION 3  FUNCTION OF THE EXECUTIVE COUNCIL
1. All regulations made by the council and ratified by the General Meeting shall be binding on every member of the FOUNDATION unless and until they are amended or repealed by a General Meeting of the FOUNDATION.
2. The Executive council shall have power from time to time to make regulations not inconsistent with these rules or regulations for the management of the affairs of the FOUNDATION.
3. All such regulations made by the Executive council during its terms of offices shall be read out by the General Secretary at the next General Meeting when they may be confirmed or amended by the members present at the meeting.

SECTION 4  DUTIES/FUNCTIONS OF THE OFFICE HOLDERS
1. Governing Board:
   a. Executive Board shall be headed by a Chairman at all Executive and General Meetings of the FOUNDATION.
      i. Shall sign the minutes of all Executive and General Meetings.
      ii. Shall represent the FOUNDATION in conjunction with other Executive officers at all meeting involving external bodies.
      iii. Shall be an active member and has the casting vote in a case of tie at any meeting
      iv. Shall discharge other duties reasonably incidental to his office
      v. Shall present annual report of the FOUNDATION'S activities along with Accounts to members.

2. CHAIRMAN
   i. Shall function as the CHAIRMAN and chief operating officer with responsibilities for the daily management of the FOUNDATION.
   ii. He shall assist the Executive Board in the discharge of the duties of the Executive Board and shall preside at meetings
   iii. All other functions that may be assigned or delegated to him either by the Executive Board or the General Meeting.
   iv. Shall prepare budgets and reports for presentation to the Executive Board and General Meeting.

c. SECRETARY
   i. He shall perform all secretarial and administrative duties of the FOUNDATION.
   ii. He shall take minutes and keep records of proceedings at meetings.
   iii. He shall be responsible for issuing notices and correspondence on behalf of the FOUNDATION.
   iv. He shall in consultation with the Chairman, summon all meeting of the FOUNDATION.
   v. He shall be in custody of the seal.
   vi. Shall assist the Chairman in all matters relating to the daily management operations of the FOUNDATION.
SECTION 4 BYE-ELECTION
The General Meeting shall have power to organize a bye-election to fill any vacancy in the Executive Council within 4 weeks if such vacancy exists.

SECTION 5 VACATION OF OFFICE
Vacation of office may arise in event of any of the following
i. Ceasation from membership of the FOUNDATION
ii. Removal on ground of misconduct
iii. Inability to perform due to ill health.

ARTICLE 9 REMUNERATION
a. The Executive members shall be paid all reasonable expenses genuinely incurred by them in the course of Execution of their duties or in connection with the business of the FOUNDATION.

ARTICLE 10 MEETING
For effective administration of the FOUNDATION there shall be the following Meeting.
a. An Annual General Meeting of the FOUNDATION shall be held during the month agreed to by the Governing Board
b. Monthly General Meeting - once every month
c. Meeting of the Executive Council
d. Special General Meeting
e. Executive Meeting shall be held twice a month and when the Executive council deem fit, they may call for a general meeting

SECTION 1 DUTIES OF THE ANNUAL GENERAL MEETING
i. The Business of the Annual General Meeting shall be to receive the Chairman’s report on the activities of the FOUNDATION, its financial position, to remove and elect the Auditors and to fix the dues and other payment, if any, for the following year.

ii. The Trustees shall hold meeting at least once in every calendar year and such other times and in such places as they shall from time to time decide.

SECTION 2 MEETING OF THE EXECUTIVE BOARD:
i. The Executive Board shall meet at least once a quarter to examine the accounts and review the affairs of the FOUNDATION.

ii. Three (3) members of the Executive Board shall form a Quorum at the Executive Meeting.

iii. The CHAIRMAN in his absence any other Office Holder shall preside at all General or Committee Meetings of the FOUNDATION and the presiding member will have a casting vote.
SECTION 3 SPECIAL GENERAL MEETING

i. The Executive Council shall at any time whenever requested in writing by at least (2/3) Two-Third members call a Special General Meeting.

ii. Upon such a request for a Special General Meeting having been duly received by the Council it shall within 21 days of the receipt convene a Special General Meeting.

iii. Notice of the Special General Meeting with a statement of its object shall be posted to members at least seven days before the date of the meeting.

ARTICLE 11 PROCEEDING AT MEETING

a. Notice of Meeting shall be given to the members by the secretary either in person or in writing.

b. In the case of an Annual general meeting a notice of 21 days shall be given. In case of an Extra Ordinary General Meeting a notice of 14 days shall be given.

c. In the case of a special business, the general nature of that business shall be made known.

d. A meeting of the FOUNDATION not withstanding the fact that it is called by shorter notice than that specified in this regulation shall be deemed to have been duly called if it is so agreed.

c. Resolutions at Annual General Meeting shall be passed by a simple majority of the votes entitle to be cast by those present at the meeting.

f. No business shall be transacted at any Annual General Meeting unless a quorum of members is present at the time the meeting proceeds, two-third of the members entitled to attend a meeting shall constitute a quorum.

h. The Chairman of the Governing Board shall preside as a Chairman at every General Meeting of the FOUNDATION. Where there is no such Chairman or if he is not present within thirty minutes after the time appointed for the holding of the meeting or he is unwilling to so act, as Chairman or in his absence any other office holder shall preside.
ARTICLE 12  FINANCE - SECTION 1
The FOUNDATION shall operate bank accounts in its name. The signatories to the account shall be the Chairman, the Financial Secretary and the Treasurer. All monies must be paid into the account immediately upon receipt and on no account shall the treasurer keep a cash of more than N5,000.00 with him/her at any point in time.

Finance year of the FOUNDATION shall be from 1st January to 31st December, of every year.
   i. All expenditure (Current Capital or otherwise) of the FOUNDATION must be duly countersigned by the Treasurer of the FOUNDATION.

   ii. There shall be one account i.e. one operating account (current for the FOUNDATION) and excess fund shall be invested in viable projects with the approval of the General Meeting.

SECTION 1  ACCOUNT
   i. The account shall be audited by an Auditor or Auditors appointed by the General House, from time to time. The Auditor shall scrutinize the account of the FOUNDATION when it is required. The FOUNDATION may open and operate any type of account in any Bank of their choice.

   ii. All reports by the Treasurer and Financial Secretary of the FOUNDATION to the General Meeting must include Auditor’s report on the Management of the accounts of the FOUNDATION for the relevant period.

SECTION 2  RECEIPTS:
All fees, subscriptions and money due to the FOUNDATION shall be payable to the Treasurer and a receipt issued shall be the only sufficient discharge.

SECTION 3  DONATION
The FOUNDATION shall have power to accept donation and gifts from Members, Group, Corporate bodies or individuals provided the conditions attached to such donations are not inconsistent with the aims and objectives of the FOUNDATION and is generally acceptable as not inimical to the aims and objectives of the FOUNDATION.

ARTICLE 13  THE COMMON SEAL
   a. The Trustees shall have a common seal, which shall be kept in the custody of the SECRETARY who shall produce it when requested for use by the Trustees.

   b. All documents to be executed by the Trustees shall be signed by the Chairman and Secretary and sealed with the Common Seal.

ARTICLE 14  AMENDMENTS
The constitution may be amended, altered or replaced in whole or part by the General Members, present at the General Meeting passed with a majority of two third of the votes entitled to be cast by the member present at a General Meeting called for that purpose and an approval by the Corporate Affairs Commission.
ARTICLE 16: SPECIAL CLAUSE:

THE INCOME AND PROPERTY OF DAVE OMOKARO FOUNDATION where so ever derived shall be applied solely towards the promotion of the FOUNDATION as set forth in this Rules and Regulations/Constitution and no portion thereof shall be paid or transferred directly or indirectly by way of dividend, bonus, or otherwise however by way of profit, to the members of DAVE OMOKARO FOUNDATION

2. PROVIDED that nothing herein shall prevent the payment, in good faith, or reasonable and proper remuneration to an officer or servant of the FOUNDATION in return for any service actually rendered to DAVE OMOKARO FOUNDATION but so that no member of the Council of Management or Governing Body shall be appointed to any salaried office of DAVE OMOKARO FOUNDATION or any office of DAVE OMOKARO FOUNDATION paid for by fees, and that no remuneration or other benefits in money or monies shall be given by the FOUNDATION to any member of such Council or Governing Body except repayment of out-of-pocket expenses or reasonable and proper rent for premises demised or let to DAVE OMOKARO FOUNDATION, provided that the provision last aforesaid shall not apply to any payment of any company to a member of the FOUNDATION may be a company in which such member shall not hold more than one-hundredth part of the capital and such member shall not be bound to account for any share of profits he may receive in respect of any such payment.

3. NO ADDITION, alteration or amendment shall be made to or in the RULES AND REGULATIONS/CONSTITUTION for the time being force, unless the same have been previously submitted to and approved by the Registrar-General.

IN the event of a Winding up or Dissolution of DAVE OMOKARO FOUNDATION there remains after the satisfaction of all the debts and liabilities, any property whatsoever, the same shall not be paid to and distributed among the members of DAVE OMOKARO FOUNDATION but shall be given or transferred to some other institution(s) having objects similar to that of DAVE OMOKARO FOUNDATION and the body or bodies are prohibited from distributing its or their income and property amongst its or their members to an extent at least as great as is imposed on DAVE OMOKARO FOUNDATION under or by virtue of the SPECIAL CLAUSE hereof, such institution(s) to be determined by the members of DAVE OMOKARO FOUNDATION at or before the time of dissolution and if in so far effect cannot be given to the aforesaid provision, then to some charitable object.

[Signatures and dates]

Date: 14.09.10

CHAIRMAN

SECRETARY