

Environmental and Economic Resource Centre (EERC)



EERC
ENVIRONMENTAL &
ECONOMIC RESOURCE
CENTRE

CONSTITUTION



SECTION 1: NAME, JURISDICTION AND OBJECTIVES

1.1 The Organization shall be known as Environmental and Economic Resource Centre with a popular acronym EERC.

1.2 EERC shall:

- a. Operate primarily in the continent of Africa with a Headquarter situated at Environmental and Economic Resource Centre (EERC) Building, 1 Oniporo Community, Opposite Elepa Junction, Abeokuta-Ibadan Road, Ogun state, Nigeria.
- b. Be non-political, non-governmental, and not-for-profit Scientific Research Centre
- c. Be made up of networks that are researchers, and experienced professionals, academics and entities in the field of agriculture, environment, livelihoods, food security, socioeconomic, sustainable development, and related fields.
- d. Manage Regional Offices in West Africa; East Africa; Southern Africa; North Africa and Central Africa.

OBJECTIVE

1.3 The main objectives of EERC is to promote quality research, build and develop human capacity through training, and project implementation, for agricultural livelihood and a sustainable environment.

VISION

1.4 The vision is to Catalyze and develop inclusive agriculture, sustainable livelihoods, natural resource conservation, and environmental management in Africa through research and capacity building, and to support African countries on a pathway to sustainable development.

1.5 EERC shall operate independently to:

- a. access a wide range of researchers in all aspects of agriculture, environment, food security, livelihoods, and socioeconomic development.
- b. promote sustainable practices in agriculture, environment management, and livelihoods.
- c. improve access of stakeholders and beneficiaries to new innovations and training.
- d. design, innovate and raise funds to build and develop human capacity,
- e. conduct research and implement projects that will promote agricultural livelihoods and sustainable environment.
- f. involve private and public-sector organization and individuals to partake in social responsibility projects.
- g. make available modern research facilities and research outputs for individuals, private and public-sector.

- h. Work closely with a wide range of partners like Government, Ministries and Agencies (MDAs), private sectors, research institutions, Universities, and Civil Society Organizations (CSOs).

SECTION 2: MANAGEMENT STRUCTURE

GOVERNING BODY AND TRUSTEES

- 2.1 EERC shall have registered trustees in all country of operations and the trustees shall include key operating staff of EERC whose names are documented with relevant national authorities in charge of NGOs registration and operations within the country of operation.
- 2.2 The respective in-country administrative responsibilities of EERC shall covered by the registered trustees (nationals) in each of the country of operations, however, the regulation of EERC operations across Africa shall be vested on the Governing Body, comprising of 5 – 7 members: who shall sit as the principal arm of the Organization.
- 2.3 The Governing Body shall be led by a Chairperson with support of other executive members.
- 2.4 The Governing Body shall comprise of independent individuals of any nationals, nominated and elected to power, to manage and provide leadership role to EERC.
- 2.5 The appointment of the Governing Body Executives and other members shall be strictly by nomination and election by the registered Trustees of EERC across the country of operations.
- 2.6 The tenure of Governing Body members shall last for five years and shall be renewable by vote of the registered Trustees.

ADMINISTRATION

- 2.7 The overall EERC operations in Africa shall be managed by the Executive Director. The Executive Director and or Program managers shall be enlisted as one of the registered trustees for EERC in all the country of operations.
- 2.8 The Executive Director shall sit as the principal head of administration for all EERC offices across Africa, domiciled at the EERC headquarter and S/he shall be answerable to the Governing Body.
- 2.9 The Executive Director shall be supported by the Program Managers who shall act as the country heads across EERC regional offices.
- 2.10 The Executive Director shall provide technical leadership for EERC and preside at Congresses and other meetings of the organization.
- 2.11 The chairman shall perform various other roles assigned in this constitution.
- 2.12 The day-to-day operation of EERC in regional offices shall be handled by a Program Manager (PM).

SECTION 3: REGIONAL OFFICES, PROGRAMS AND MANAGEMENT

3.1 EERC shall open Regional Offices in West Africa (Ghana); East Africa (Tanzania); Southern Africa (Malawi); North Africa (Morocco) and Central Africa (Cameroon/Gabon).

3.2 Each of the Regional Office shall be run by a Program Manager appointed by the Executive Director.

3.3 The Program Manager shall be:

- a. Recruited by the Executive Director under the close supervision of the Governing Body.
- b. Manage the affairs of EERC within the Regional Office
- c. Responsible to the Executive Director in the management of the organization
- d. Coordinate grant sourcing and proposal development within the country of operation
- e. Manage all programs and sponsored projects at the country/regional level
- f. Keep a central register of all members and Regional Offices
- g. Maintain active communication with Headquarter and the Regional Offices
- h. Keep records of all monies due or received by the organization
- i. Keep a record of monthly and end of year reports
- j. Perform all other duties as may be assigned by the Executive Director.

3.4 Each of the Program Manager in each of the regional office shall be assisted by Program Officers in charge of:

- a. Agriculture and Environmental Management Program
- b. Natural Resource Management Program
- c. Livelihood and Economic Development Program
- d. Human Resource and Capacity Building Program

3.4.1 The Program Officer (Agriculture and Environmental Management) shall:

- a. Monitor and implement research and funded projects on Agriculture and Environment
- b. Work closely with the Program Manager to develop proposal and source for the project
- c. Coordinate related research, and publication of the EERC activities
- d. Maintain a database of all funded projects under his/her program
- e. Keep the Program Manager informed of all activities being carried out or planned
- f. Perform other duties assigned by the Program Manager

3.4.2 The Program Officer (Natural Resource Management) shall:

- a. Monitor and implement research and funded projects on Natural Resource Management
- b. Work closely with the Program Manager to develop proposal and source for the project
- c. Coordinate research and the organization's activities on Natural Resource Management

- d. Keep the Program Manager informed of all activities being carried out or planned
- e. Work closely with the Field Coordinator on the implementation of sponsored projects
- f. Perform other duties assigned by the Program Manager

3.4.3 The Program Officer (Livelihood and Economic Development) shall:

- a. Be in charge of all Livelihood and Economic Development Programs and related activities
- b. Monitor and implement research and funded projects on livelihood interventions
- c. Work closely with the Program Manager to develop proposals and source for the project
- d. Keep the Program Manager informed of all activities being carried out or planned
- e. Perform other duties assigned by the Program Manager

3.4.4 The Program Officer (Human and Social Development Program) shall:

- a. Be in charge of training and other capacity building programs
- b. Facilitate the EERC and public education/sensitization support project
- c. Manage the EERC human development initiatives
- d. Perform other duties assigned by the Program Manager

SECTION 4: PARTNERSHIP AND PARTICIPATION

3.1 EERC shall also have two types of partners:

- a. Registered Partners: these shall be private/public bodies who have formally engage in the signing of Memorandum of Understanding (MoU) with EERC upon the approval of the Executive Director.
- a. Associate Partners: these shall be private/public bodies who have worked or participate in all activities of EERC; but have not formally signed any MoU with EERC.

3.2 Registered partners may voluntarily withdraw or revise the MoU agreement by writing formally to inform the Executive Director through the Program Manager within the country of operation other than the head office.

SECTION 5: ANNUAL MEETINGS

5.1 EERC shall hold two (2) types of meeting/congresses

- a. Annual General meetings: this shall be meeting of the Governing Body, the registered Trustees of EERC, Executive Directors and the Regional Program Managers.
- a. Governing Body Meetings: This shall be meetings of all the Governing Body and the registered trustees. The meeting shall be held quarterly with two online meeting and two physical meetings and decisions shall be made at any such meetings comprising of 2/3 of the Governing Body.

SECTION 5: FINANCE AND BANKING

- 6.1 EERC shall keep Bank Accounts as appropriate with the approval of the Governing Body
- 6.2 All financial records and activities shall be duly managed by the Finance and Administrative Manager whose appointment shall be ratified by the Governing Body.
- 6.3 All receipts and expenses of all funds shall be maintained in appropriate account books.
- 6.4 The signatories to all Bank transactions of EERC shall be the Executive Director, Finance and Admin. Manager, respective Program Manager and or account officers.
- 6.5 In special cases, the Regional Manager or Program Officer shall also be a signatory to an account held by EERC
- 6.6 The Accounts of EERC shall be audited by a qualified auditor appointed by the Board of Advisors annually

SECTION 6: GENERAL PROVISIONS

- 7.1 EERC's common seal containing its name and logo shall be in custody of the Chairperson, Governing Body.
- 7.2 All deeds of EERC shall be executed on its behalf by three individuals and these shall be:
 - a. The Executive Director
 - b. Finance and Admin. Manager, and
 - c. The Program Manager
- 7.3 Any question as to the interpretation of any article or clause of the constitution shall be decided by the Governing Body.
- 7.4 One-third of the members of the Governing Body may bring a proposal for amendment of the constitution.
- 7.5 Proposals for amendment of the constitution shall be passed by two-thirds majority of registered members present at the annual meetings.