



**THE BOYS' BRIGADE NIGERIA
LAGOS SOUTH BATTALION COUNCIL**

BYE-LAWS

2025

PREAMBLE

WHEREAS:

1. The Boys' Brigade Nigeria (BBN) was established to advance Christ's kingdom among Boys, promoting habits of obedience, reverence, discipline, self-respect, and Christian manliness.
2. The Lagos South Battalion Council, as part of The Boys' Brigade Nigeria, aims to uphold the rules and regulations set forth by the National Constitution and the Lagos State Council Bye-Laws.

NOW THEREFORE, WE THE MEMBERS of the Lagos South Battalion Council hereby enact these Bye-Laws as our guiding principles.

ARTICLE 1: SUPREMACY

- a. These Bye-Laws shall be supreme within the Lagos South Battalion Council and binding on all Companies, Officers, and Members.
- b. Provisions of these Bye-Laws shall not conflict with The Boys' Brigade Nigeria Constitution or the Lagos State Council Bye-Laws.

ARTICLE 2: NAME AND JURISDICTION

The Council shall be called **Lagos South Battalion Council of The Boys' Brigade Nigeria**, with jurisdiction over all Companies, Zones, and affiliated bodies within its territory as defined by the Lagos State Council.

ARTICLE 3: OBJECT

The objective of the Council shall align with the National Object:

- "The advancement of Christ's kingdom among Boys and the promotion of habits of obedience, reverence, discipline, self-respect, and all that tends towards true Christian manliness."

ARTICLE 4: MEMBERSHIP

The membership of the Lagos South Battalion Council shall consist of:

1. All registered Companies and Officers within the Battalion.
2. Chaplains, Captains, Lieutenants, Warrant Officers, and Boys enrolled in registered Companies.
3. Patrons and Patronesses of the Battalion.
4. All Zones within the Battalion.

ARTICLE 4A: DEFINITIONS

For the purpose of these Bye-Laws, the following definitions shall apply:

- **Member:** Any individual duly enrolled with The Boys' Brigade Nigeria through a Company within the Lagos South Battalion Council, including Boys, Officers, Chaplains, Warrant Officers, Patrons, and Patronesses.
- **Officer:** Any adult leader duly appointed or elected within The Boys' Brigade Nigeria and registered with a Company or the Lagos South Battalion Council, including Captains, Lieutenants, Warrant Officers, and members of the Executive Committee.

ARTICLE 5: STRUCTURE AND ADMINISTRATION

Section 1: Structure

The Battalion shall be composed of:

1. Companies registered under The Boys' Brigade Nigeria.
2. Prospective companies within its jurisdiction.
3. Zones within its jurisdiction.

Section 2: Administration

The Executive Committee of the Battalion Council shall comprise:

- a. Chairman
- b. Vice Chairman
- c. Secretary
- d. Assistant Secretary
- e. Financial Secretary
- f. Treasurer
- g. Public Relations Officer (PRO)
- h. Training Convener
- i. Internal Auditor

Appointments: The Executive Committee shall have the power to nominate and recommend Officers and/or qualified persons for the following offices to aid in the discharge of their duties. All appointments will be presented at the Battalion Officers' meeting for ratification within three (3) months of the appointment. If ratification is not secured within this period, the appointee's acting position shall cease, and the Executive Committee shall re-evaluate the position.

- j. Battalion Chaplain (Appointed)
- k. Music Director/Band Master (Appointed)
- l. Welfare/Visiting Officers (Appointed)

- m. All Company Captains and Secretaries (Ex-Officio Members)

Section 3: Powers of the Executive Committee

This power is vested in all duly elected office-bearers and in line with the National Constitution and Lagos State Council Bye-laws. The Executive Committee shall have powers to:

- a. Approve the admission of new Companies and Officers within the Battalion.
- b. Suggest programs and activities for approval at general meetings.
- c. Meet and take decisions on behalf of the Battalion council in case of emergency AND shall inform the general meeting, not later than the next Battalion meeting.
- d. Conduct disciplinary actions as necessary.
- e. Plan and execute training and outreach programs.

Section 4: Additional Appointments

1. Welfare/Visiting Officers:

- a. Three Welfare/Visiting Officers shall be appointed to oversee specific zones within the Battalion:
 - i. **Obalende - Victoria Island Zone**
 - ii. **Lekki Phase I - Ajah/Abraham Adesanya Zone**
 - iii. **Sangotedo - Okegun Zone**
- b. **Responsibilities:**
 - Conduct regular visits to Companies within their zones.
 - Identify and address welfare concerns for Boys and Officers.
 - Promote unity and collaboration among Companies in their zones.
 - Represent their zones during Battalion Council meetings and provide updates.

2. Music Director/Band Master:

a. Responsibilities:

- Supervise and coordinate all Battalion music and band-related activities.
- Organise training sessions for band members across Companies.
- Lead the Battalion band during official events and parades.
- Collaborate with the Training Convener to include musical development in training programs.

3. Battalion Chaplain

- There shall be appointed for the Battalion council, a chaplain(s) who shall be the Minister of a church within the jurisdiction of the Battalion council.
- Wherever it is practicable, the Chaplain shall be a trained officer of the BBN.
- **The Responsibilities shall include**
 - i. He shall offer spiritual leadership and plan for the spiritual growth of the Battalion council
 - ii. Shall coordinate all services and devotions of the Battalion Council.
 - iii. He shall arrange a Bible program for the Council.
 - iv. He shall coordinate all chaplains within the Battalion council to ensure their support and participation in all Battalion and company activities.

- v. Other responsibilities as stipulated in this bye-law, the National Constitution, the State Council bye-law, or as assigned by the Executive Committee.

4. Patrons and Patronesses

- The Battalion council shall appoint notable men and women of good Christian standing within the Battalion council as Battalion Council Patrons
- The attire/uniform of patrons shall be as provided in the regulations made under this national constitution and the Lagos State Council Bye-Laws.
- The admission, induction or installation of patrons shall be at a church service in a similar manner as the enrolment of companies.
- The responsibilities shall include:
 - i. The patron shall offer spiritual leadership to the Battalion council
 - ii. Promote the object of the BBN and apply their wealth of experience, wisdom and respective areas of specialisation in the service of the Battalion Council.
 - iii. As parents, participate actively in the affairs of the Boys' Brigade at all levels and encourage discipline and proper conduct among the boys.
 - iv. Support all projects of the Battalion Council and other financial assistance where necessary to effectively implement the approved projects and programmes of the council.
 - v. Interact regularly with the Executive Committee and attend the Annual Council Meetings in an observer status.

Section 5: Standing Committees

Subject to the ratification of the Battalion Council, the Executive Committee shall constitute the following Standing Committees. The Battalion Chairman shall be an advisor and ex-officio member of all standing committees.

1. Project & Investment Committee

- **Chairman:** Vice Chairman
- **Secretary:** Assistant Secretary of the Battalion
- **Other Members:** The Battalion Treasurer, the Battalion PRO, three Captains to be appointed by the Council, and the Battalion Secretary for administrative liaison purposes.
- **Responsibilities:** The Project & Investment Committee shall operate under the approval of the Executive Committee and shall be responsible for:

1. Project Planning and Development:

- Identifying potential projects aligned with the Battalion's strategic goals and needs (e.g., infrastructure development, equipment acquisition, community outreach programs, revenue-generating initiatives).
- Conducting feasibility studies and preliminary assessments for proposed projects.

- Developing comprehensive project proposals, including objectives, scope, timelines, resource requirements, and estimated budgets.
 - Presenting project proposals to the Executive Committee for review and approval.
- 2. Project Supervision and Execution:**
- Overseeing the implementation of approved projects to ensure they are carried out according to plan, within budget, and on schedule.
 - Establishing project teams and assigning responsibilities to ensure efficient execution.
 - Monitoring project progress, identifying potential risks, and recommending corrective actions.
 - Ensuring adherence to all relevant regulations, standards, and safety guidelines during project execution.
 - Providing regular progress reports to the Executive Committee.
- 3. Fundraising and Resource Mobilization:**
- Developing and implementing fundraising strategies to secure financial and material resources for Battalion projects.
 - Identifying potential donors, sponsors, and partners (individuals, corporate bodies, grants, etc.).
 - Organizing fundraising events and campaigns.
 - Preparing and submitting grant applications and proposals to relevant organizations.
 - Managing and acknowledging contributions received for projects.
- 4. Investment Management (as applicable):**
- Exploring opportunities for sound investments of Battalion funds, in consultation with the Finance Committee and with Executive Committee approval.
 - Developing an investment policy that aligns with the Battalion's financial objectives and risk tolerance.
 - Monitoring investment performance and providing recommendations for adjustments as needed.
- 5. Reporting and Accountability:**
- Maintaining accurate records of all project-related activities, expenditures, and resources.
 - Submitting detailed project completion reports, including financial reconciliation, to the Executive Committee upon project conclusion.
 - Ensuring transparency and accountability in all project and investment dealings.

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2. Finance Committee

- **Head:** Treasurer
- **Secretary:** Financial Secretary
- **Other Members:** The Internal Auditor, two Captains or accounting/finance professionals to be appointed by the Council, and the Secretary for administrative liaison purposes.

- **Responsibilities:**
 - Identifying ways to generate funds for the Council and making recommendations to the Executive from time to time.
 - Preparation of the Budget.
 - Presenting a quarterly internally audited report of the Battalion's financials to the Executive quarterly, and the entire Battalion Council twice a year and at the AGM.
 - Monitoring due payments and remittances.
 - **Account Signatories:** The Battalion Chairman, Treasurer, and Secretary shall be signatories to the account.
- 3. Training and Extension Committee**
- **Head:** Battalion Training Convener
 - **Members:** The Battalion Secretary, Assistant Secretary, All Zonal Visiting Officers and all certified trainers in the Battalion Council with STO, NTO, and ANTO certifications. Brigade school holders may be added on a case-by-case review basis and as approved by the Battalion Council.
 - **Vice Chairman of the Committee:** Battalion Secretary
 - **Secretary of the Committee:** The Committee shall have the power to choose its secretary.
 - **Responsibilities:**
 - Planning and execution of all Training Courses and programmes.
 - Considering all cases bordering on Training of Officers and Boys, and advising the Executive Committee through the Battalion Secretary accordingly.
 - Regulating training at all levels for the Battalion Council.
 - Developing Training Schemes and Syllabi for all levels in the Battalion Council.
 - In charge of the Joint Promotional Examinations.
 - Regulating the use of the BB uniform and mode of dressing through a dress code as approved by the National Council of The Boys' Brigade Nigeria.
 - Serving as the Disciplinary Committee.
 - **Advisor:** The Battalion Chairman shall be a member of this committee, serving as the de facto advisor and breaking any tie for votes.

Section 6: Ad-hoc Committees

Ad-hoc Committees shall be formed as necessary to handle specific events as they may occur (e.g., BB on the Street Committee). The Executive Committee shall appoint the Chairmen and members of these Committees.

ARTICLE 6: ROLES OF THE BATTALION COUNCIL

1. Enrolment Ceremonies:

- a. The Battalion Council shall approve, supervise and coordinate all enrolment ceremonies within its jurisdiction.
- b. Enrolment services shall be conducted by the Battalion Chaplain or an appointed Minister, with oversight from the Battalion Secretary and the State Secretary/Organiser.
- c. The Battalion Council shall have the power to admit or enrol new members into the companies within its jurisdiction and ensure the proper documentation of all enrolled Boys, Officers, and Companies.
- d. The Battalion council shall have the power to cancel the enrolment service of a company after due consultation with the church.
- e. The Battalion council through the secretariat reserves the right to provide the enrollment procedure as befitting the Battalion council and in line with the rules of the State council. All companies are mandated to abide by these rules and procedures, failure to comply will lead to disciplinary measures.
- f. All companies must notify the Battalion council of its intent to conduct an enrolment service, at least one month before the event date. All documentation, compliance with laid down enrollment procedures and letters of notification shall be submitted to the Battalion secretary on or before one month in lieu.
- g. The Battalion Council shall have the power to recommend to the State Council the withdrawal of company numbers of any member company that failed to perform their financial obligations or observe enrolment for a period of three (3) consecutive years.
- h. Welfare/Visiting Officers shall support enrolment ceremonies in their zones to ensure smooth organisation and adequate representation.

2. Promotions:

- a. The Battalion Council shall oversee and approve promotions within Companies, ensuring fairness and alignment with The Boys' Brigade Nigeria policies.
- b. Promotion guidelines, including performance and merit evaluations, shall be standardised and communicated to all Companies.
- c. The Battalion Training and Extension Committee, with the support of the Battalion Secretary, shall be responsible for organising promotional assessments where applicable.

3. Training and Development:

- a. The Battalion Council shall organize regular activities and training for Boys and Officers, including leadership courses and skill development workshops, training programs, camps, inter-company displays and competitions, and mentorship programs for emerging leaders, fostering long-term leadership sustainability.
- b. The Battalion Council shall ensure that the work of each age group of The Boys Brigade is adequately represented in any administrative arrangement which it may make.
- c. The Battalion Council shall organize an annual retreat for all Office bearers, Captains, Officers, Chaplains, Patrons and Patronesses on spiritual growth,

knowledge sharing and training on topical issues relating to the advancement of the ministry work of the Boys Brigade.

- d. Ensure participation in State and National training programs.
- e. The Training and Extension committee shall be set up and responsible for organizing and coordinating all training activities within the Battalion Council.
- f. The Music Director/Band Master shall ensure that band training programs are integrated into these training sessions.

4. Levy and Dues:

- a. The Battalion Council shall have the power to levy local dues on its member companies. This levy/dues, once approved by the general meeting shall be mandatory for all member companies.

5. Environmental and Social Responsibility:

- a. Promote environmental sustainability by incorporating eco-friendly practices in all Battalion activities and events.
- b. Encourage community service initiatives, such as clean-up drives, tree planting, and outreach programs, to align with modern organizational practices.

ARTICLE 7: MEETINGS

1. Regular Meetings:

- a. The Battalion Council shall hold meetings monthly on the **first Sunday of every month** unless otherwise specified by the Battalion Executive through the Secretariat.
- b. Meetings shall be announced at least 2 weeks prior to ensure outmost participation of Officers and members of the council.
- c. Attendance at these meetings is mandatory for all Company Captains and Officers within the Battalion.
- d. **Quorum for Executive Committee Meetings:** A quorum for Executive Committee meetings shall consist of a simple majority (more than half) of its elected members.

2. Annual General Meeting (AGM):

- a. The AGM shall be held annually to review the activities of the preceding year, present plans for the coming year, and address any other matters and elections as may befit.
- b. The Annual reports shall be rendered by each office bearer who is concerned.
- c. At the AGM, **all Companies are expected to present their annual reports**, including financial records, membership updates, and activity summaries.
- d. Quorum for the AGM shall be one-third of all registered Companies within the Battalion. If a quorum (one-third of registered Companies) is not met, the meeting shall be rescheduled within two weeks.

3. Emergency or Extraordinary Meetings

- a. Without prejudice to the provisions of this bye-law, the Secretary in consultation with the Chairman, could summon an emergency meeting. No agenda shall be forwarded to any member by the Secretary

ARTICLE 8: FINANCE

1. Sources of Income:

- a. Annual dues from Companies.
- b. Proceeds from BB Week
- c. Subvention from the Local Government, or other government bodies
- d. Fundraising events and voluntary donations.
- e. Grants from the Lagos State Council, Churches or other bodies.

2. Financial Administration:

- a. All funds shall be deposited into the Battalion's bank account not later than 48 hours of receipt, managed by the Treasurer and Financial Secretary. No expenditure or disbursement shall, therefore, be made before the funds are paid into the bank account.
- b. There shall be three signatories to the account, namely, The Battalion Chairman, Secretary and Treasurer. Two of whom shall be the Battalion Chairman, shall be sufficient to operate the account, provided always that there shall not be a situation where only one of the other signatories shall permanently be used to sign cheques to the exclusion of the third signatory.
- c. All financial transactions between the Battalion Council and companies shall be through an electronic banking system.
- d. For all electronic banking transactions, the Treasurer shall be the initiator, the secretary the reviewer and the Chairman shall be the approver.
- e. Expenditures shall be approved by the Executive Committee and documented in financial reports.
- f. Financial statements shall be audited annually by the Internal Auditor and presented at the AGM.
- g. A change of signatories MUST be completed on/before the investiture of a new tenure.
- h. **Procurement Process:** Procurement shall be by an open tender process where requests shall be put forth to the entire Council. Members or external parties may bid, and the committee in charge of the request shall award the order to the most preferred vendor after a fair review and evaluation of all tenders presented. All conflicts of interest should be declared, and in such situations, those members with a conflict of interest shall not be part of the selection and tender evaluation process.

ARTICLE 9: CODE OF CONDUCT

Section 1: Values and Biblical Principles of Leadership

- **Demonstrate Biblical Leadership:** Leaders are to lead diligently ([Romans 12:8](#)), be above reproach, be worthy of respect, and be sincere ([1 Timothy 3:2,8](#)). They must hold

to the deep truths of the faith with a clear conscience ([1 Timothy 3:9](#)) and shepherd those under their care, eager to serve and lead by example ([1 Peter 5:2-3](#)).

- **Fruit of the Spirit:** Leaders and members must exhibit the fruit of the Spirit—love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control ([Galatians 5:22-23](#)). They must avoid acts of a sinful nature such as hatred, discord, jealousy, fits of rage, selfish ambition, and dissension ([Galatians 5:19-20](#)).

Section 2: Expected Conduct

1. **Christian Commitment:** Members must be true believers in Jesus Christ, demonstrating Christian values in all aspects of life.
2. **Integrity and Accountability:** Members and members must act with honesty, fulfil promises, avoid conflicts of interest, and not show favouritism.
3. **Privacy and Safety:** Officers must respect members' privacy and avoid situations where they are alone with a member in unobservable settings.
4. **Prohibited Items and Behaviour:** Members must not provide or possess drugs, alcohol, cigarettes, or inappropriate materials.
5. **Fair Discipline:** Discipline must be fair, just, and constructive, avoiding physical punishment or abusive language.
6. **Communication:** Communication with members must always affirm their dignity and worth. Inappropriate or excessive correspondence is prohibited.
7. **Family Partnership:** Officers should collaborate with parents and families to nurture and support members effectively.
8. **Safe Environments:** Officers must provide safe practices for activities and refrain from taking on responsibilities beyond their training or competence.
9. **Prohibited Affiliations:** Members must not belong to any secret cult or society.
10. **Adherence to Policies:** All members must adhere to the Boys' Brigade Nigeria Constitution, Lagos State Council Bye-Laws, the Lagos South Battalion Bye Laws, the Laws of the Federal Republic of Nigeria, and other laws legally binding within the jurisdiction.
11. **Respect for Authority:** Members shall respect the authority of officers and follow Battalion policies and procedures.
12. **Active Participation:** All members shall ensure full participation in all activities of their respective companies, battalion, and state or national council. Any company with less than 80% participation in Battalion activities and programs shall be deemed "inactive" for the session.
13. **Transfer Protocol:** All trainers and officers transferring into the Battalion Council are expected to submit their letter of transfer and credentials to the secretariat no less than three months after their transfer.
14. **Prohibition of Solicitation:** Soliciting money or personal favours under false pretence or under the guise of offering services in an official capacity or the name of the Battalion Council is strictly prohibited. Erring officers will be subjected to a disciplinary review and, if found guilty, will be recommended for a summary suspension of not more than

three months, with a case filed with the State Secretariat and the T&E committee of the State Council.

15. **Commitment to Development:** Officers must engage in ongoing training, skill enhancement, and personal growth.
16. **Respect for Property:** Officers must appropriately use and respect personal, church, and Brigade property.

Section 3: Uniform and Dress Code

1. **Official Colours and Uniform:** The colours and uniform of The Boys' Brigade shall be as prescribed and approved by the National Council.
2. **Uniform Compliance:** Members must attend all meetings and official functions in full Boys' Brigade uniform; violators may face penalties
3. **Prohibition of Unauthorised Attire:** All unofficial or illegal uniforms and attachments are strictly prohibited. The Battalion Council, through the Secretariat and Training & Extension Committee, shall have the right to enforce full compliance.

Section 4: Disciplinary Procedures

1. **Reporting Misconduct:** Complaints about misconduct by any Member (including Boys, Officers, Patrons, and Patronesses) shall be reported to the Battalion Secretary in writing.
2. **Investigation:** The Executive Committee shall investigate allegations and, if necessary, convene a disciplinary committee hearing. For matters concerning Boys, the relevant Company Captain and Chaplain shall be involved in the initial investigation. Complaints shall be investigated within 14 days.
3. **Sanctions:** Sanctions may include warnings, suspension, or expulsion, depending on the severity of the offence and the status of the Member. Specific disciplinary guidelines for Boys shall be developed and communicated by the Training and Extension Committee.
4. **Appeals:** Appeals may be submitted to the State Council for review within 14 days of the disciplinary decision. The appeal shall be in writing, stating the grounds for appeal, and addressed to the State Secretary/Organizer. The State Council shall review the appeal based on its established procedures and communicate its decision to the Battalion Council and the appellant within a reasonable timeframe, typically not exceeding 30 days. The decision of the State Council shall be final.

ARTICLE 10: ELECTIONS

Section 1: Purpose

Elections shall ensure the democratic selection of leaders within the Lagos South Battalion Council, in alignment with The Boys' Brigade Nigeria Constitution and Lagos State Council Bye-Laws.

Section 2: Positions to Be Elected and Their Roles

The following positions within the Battalion Executive Committee shall be elected, with the associated responsibilities and requirements:

a. Chairman

• Roles:

- Is the overall head of the Battalion Council.
- Must be a true believer of Jesus Christ, whose influence and affluence might be a source of strength to the Organisation.
- Presides over all Battalion Council and Executive Committee meetings.
- Presides over all meetings, including the Executive Committee, Battalion Council/AGM and signs the minutes of meetings after their adoption.
- Signs other documents of authority, including certificates of Merit for Members, Companies, or Zones, as the case may be.
- Ensures smooth operation and alignment with the Constitution and Bye-Laws.
- Shall direct the Secretary to summon General & Executive meetings.
- Is the casting vote to determine an issue whenever there is a tie.
- Exercises control, harmonizes and coordinates all aspects of the Council including Companies, Zones or other formation within the council.
- Convenes statutory meetings/functions of the Council through the Secretary.
- Gives directives to members of the Council as to the efficient running of the Battalion Council.
- Provides overall leadership to the Battalion.
- Serves as a signatory to the Battalion's bank account.
- Exercises all powers vested in him by these Rules and Regulations in terms of Principles, Policies, Methods, Aims and Objectives of the Battalion Council as laid down from time to time.
- Discharges all such duties which are reasonably incidental to his office.
- Is a member of the disciplinary committee and shall be the tie breaker for decisions.
- Has the power to assign responsibilities and roles to other executive members of the council and every captain and officer.

• Requirements:

- Must have served as a Captain or an officer for at least 5 years.
- Be in good financial standing, defined as having paid all annual dues and levies to the Battalion Council as at when due for the preceding two years, and be a committed member of The Boys' Brigade Nigeria.

b. Vice Chairman

- **Roles:**

- Assists the Chairman in the discharge of duties and deputizes in the Chairman's absence.
- Oversees specific projects and programs as assigned by the Chairman.
- Discharge other duties as may be assigned.

- **Requirements:**

- Must have served as a Captain or an Officer for at least **4 years**.
- Be financially up-to-date, defined as having paid all annual dues and levies to the Battalion Council as at when due for the preceding two years, and actively involved in Battalion activities.

c. Secretary

- **Roles:**

- Serves as the Chief Administrative Officer of the Battalion Council, reporting directly to the Battalion Chairman.
- Is directly responsible to the Battalion Chairman for the supervision and coordination of Companies, Zones, and other formations of the Brigade in the Battalion Council.
- Maintains close touch with all Companies in the Lagos South Battalion Council and other Battalion or Group Councils of The Boys' Brigade in Lagos State.
- Deals with correspondences for and on behalf of the Battalion Council.
- Records minutes of all meetings and handles correspondence.
- Organises and coordinates programs in collaboration with the Executive Committee.
- Summons all Emergency, Executive, and General Meetings of the Council after consultation with the Chairman.
- Responsible for the day-to-day running of the Battalion Secretariat.
- Presents a written report of the Battalion Council at every Annual Officers'/Battalion Council Meeting, which shall be published for internal circulation after approval by the Executive Committee and ratification by the General House.
- Responsible for all Council's properties and documents in the Secretariat, including the seal of authority and the Council's mandates.
- Takes down and reads minutes of all meetings.
- Works alongside the Training Convener and the Training and Extension Committee, under the directives of the Battalion Executive Committee, to organise and coordinate vocational trainings for the Boys at all levels; organises training courses and coordinate their activities.
- Ensures execution of all orders/decisions of the Battalion Executive Committee and other working Committees at all levels.
- Is the contact to interpret the aims, objectives, and policies of the Battalion Council.
- Ensures strict adherence to the constitutional provisions of The Boys' Brigade Nigeria and the state rules and regulations and battalion bye laws.

- Keeps an imprest account as agreed by the Executive Committee for the running of the Secretariat.
- Works directly with all Captains, Visiting officers, Company Secretaries, and other executives.
- All executives shall have a dotted reporting line to the Secretary for administrative purposes, but the Secretary and all executives report ultimately to the Battalion Chairman.
- Is a co-signatory to the Battalion accounts.
- **Requirements:**
 - Must have served as a Captain or an Officer for at least **5 years**.
 - Must be literate, able to draft reports, and have served in a previous secretarial capacity.
 - Must be a full officer and have completed all Officer Basic Courses; a Brigade School holder or Trainer will be an additional preference

d. Assistant Secretary

- **Roles:**
 - Assists the Secretary in administrative functions.
 - Acts on behalf of the Secretary when unavailable.
 - Discharge other duties as may be assigned.
- **Requirements:**
 - Must have served as an Officer for at least **2 years** and have good administrative skills.
 - Be financially up-to-date, defined as having paid all annual dues and levies to the Battalion Council as at when due for the preceding two years, and actively involved in Battalion activities.

e. Treasurer

- **Roles:**
 - Custodian of all Battalion funds.
 - Receives and deposits all funds into the Battalion's bank account within 48 hours.
 - Maintains up-to-date financial records and provides regular financial reports.
 - Shall be a member of the Budget Committee and submit an annual budget at the Annual General Meeting.
 - Collects all dues, levies and other financial returns from companies and members, and issues a receipt of payment.
 - Shall be a signatory to the Battalion Council account
 - Discharge other duties as may be assigned.
- **Requirements:**
 - Must have experience in handling finances or accounting.
 - Must be financially up-to-date with the Battalion and have served as an Officer for at least **3 years**.

f. Financial Secretary

- **Roles:**
 - Prepares financial reports and ensures proper documentation of income and expenses.
 - Prepares and presents annual financial statements during the AGM.
 - Discharge other duties as may be assigned.
- **Requirements:**
 - Must have basic knowledge of accounting principles and financial record-keeping.
 - Must have served as an Officer for at least **3 years**.
 - Be financially up-to-date, defined as having paid all annual dues and levies to the Battalion Council as at when due for the preceding two years, and actively involved in Battalion activities.

g. Public Relations Officer (PRO)

- **Roles:**
 - Promotes the Battalion's programs and image within and outside the organization.
 - Issues press releases and liaises with the media as directed by the Executive Committee.
 - Discharge all correspondences and other duties as may be assigned of a Public Relations Officer
- **Requirements:**
 - Must have good communication and interpersonal skills.
 - Must have served as an Officer for at least **3 years** and actively involved in Battalion activities..
 - Be financially up-to-date, defined as having paid all annual dues and levies to the Battalion Council as at when due for the preceding two years

h. Training Convener

- **Roles:**
 - Oversees all training activities within the Battalion.
 - Coordinate workshops, leadership courses, and officer development programs.
 - Liaise and coordinate with the Battalion Secretariat in the discharge of their duties.
 - Discharge other duties as may be assigned.
- **Requirements:**
 - Must be a certified Training Officer, or at least a Brigade School Certificate Holder, with at least 3 years of experience and actively involved in Battalion activities.
 - Must actively promote the officer and Boys' training programs.

- Be financially up-to-date, defined as having paid all annual dues and levies to the Battalion Council as at when due for the preceding two years.

i. Internal Auditor

- **Roles:**
 - Audits the financial records and operations of the Battalion.
 - Prepares and submits annual audit reports during the AGM.
 - Discharge other duties as may be assigned.
- **Requirements:**
 - Must have accounting or auditing experience.
 - Must have served as an Officer for at least 3 years.
 - Be financially up-to-date, defined as having paid all annual dues and levies to the Battalion Council as at when due for the preceding two years

Section 3: Duties of the Executive Committee

The Executive Committee shall be responsible for the administration, oversight, and strategic direction of the Lagos South Battalion Council. Specifically, they shall:

- a. Formulate and implement policies for the effective operation of the Battalion.
- b. Approve and oversee programs, training, and other activities within the Battalion.
- c. Ensure financial transparency by reviewing and approving budgets, financial reports, and audits.
- d. Monitor compliance with The Boys' Brigade Nigeria Constitution and Lagos State Council Bye-Laws.
- e. Act as the disciplinary body for handling violations of the rules or misconduct by Officers or Companies.
- f. Represent the Battalion in meetings and functions at the State Council level.

Section 4: Removal of Office Bearers

An elected office bearer may be removed for gross misconduct, incompetence, or failure to perform duties. The process is as follows:

1. **Grounds for Removal:**
 - a. Financial mismanagement or embezzlement.
 - b. Failure to attend three (3) consecutive meetings without valid reasons, such as documented illness, family emergency, or official Brigade assignments approved by the Chairman in advance
 - c. Actions that violate the Object or Constitution of The Boys' Brigade.
 - d. Disciplinary actions resulting in suspension by the State Council.
2. **Procedure for Removal:**

- a. A written petition signed by at least one-third of the Executive Committee members or Company Captains shall be submitted to the Battalion Secretary.
- b. The petition shall be reviewed by the Executive Committee, and the officer in question shall be given an opportunity to respond.
- c. A vote of no confidence shall be conducted, requiring a two-thirds majority to remove the officer.
- d. The decision shall be communicated to the State Council for final approval.

3. By-Elections for Vacant Positions:

- a. If an officer is removed, a by-election shall be held within **three (3) months** to fill the position.

Section 5: Registration from Offices

1. Registration of Elected Officers:

- a. All elected officers shall register their positions with the Battalion Secretariat within **one month** of the elections
- b. The registration shall include an oath of office, signed by the officer and witnessed by the Chairman or Secretary.

2. Annual Renewal of Office:

- a. Officers must confirm their commitment to their roles annually by submitting a brief report of their activities and achievements to the Battalion Executive.
- b. Failure to submit this report may result in disciplinary action, including suspension from office.

3. New Company Registration:

- a. Companies seeking to be part of the Lagos South Battalion must submit a registration form through their respective churches, signed by the Chaplain and Captain.
- b. Registration is subject to approval by the Executive Committee and compliance with financial obligations.

Section 6: Electoral Committee

1. The Electoral Committee shall be appointed and supervised by the **State Council through the Office of the State Secretary/Organizer.**
2. Responsibilities of the Electoral Committee:
 - a. Set election timelines and nomination procedures.
 - b. Screen all intending candidates.
 - c. Ensure impartiality and transparency throughout the electoral process.
 - d. Announce results during the AGM.

Section 7: Eligibility to Vote and Be Voted For

1. Voting rights shall be granted to Captains or designated representatives of registered Companies.
2. Candidates must:
 - a. Meet the requirements specified for each position.
 - b. Must be active and have participated fully in the activities and service of the Battalion council for at least one year preceding the elections. This includes 80% attendance in all Battalion council programmes, Officer meetings, enrollment services, and State and National programmes among others.
 - c. Be financially up-to-date with the Battalion Council, defined as having paid all annual dues and levies as at when due for the preceding two years.
 - d. Must be a resident of Lagos and an active member of a company within the jurisdiction.
 - e. Receive recommendation letters each from their company captain and chaplain.
 - f. Must not have any pending investigation or disciplinary queries within the preceding year.
 - g. Exhibit leadership qualities and commitment to the Object of The Boys' Brigade.

Section 8: Voting Process

1. Voting shall be conducted by secret ballot unless otherwise specified by the Electoral Committee.
2. Each registered Company shall have **one vote**, exercised by its Captain or representative.
3. The candidate with the majority vote shall be declared the winner.

Section 9: By-Elections

1. In the event of a vacancy due to resignation, suspension, or other reasons, a by-election shall be conducted within **three (3) months** to fill the position.
2. The elected officer shall serve for the remainder of the original tenure.

Section 10: Dispute Resolution

1. Any disputes arising from the electoral process shall be referred to the Electoral Committee.
2. Decisions by the Electoral Committee shall be final, subject to ratification by the State Council.

Section 11: Swearing in and Handing over

1. This shall be conducted in a Church under the supervision of the State Secretary/Organizer and in accordance with the National constitution and the State Council bye-laws.

2. All outgoing executives shall submit all official materials under their custody and render the account of their office, where necessary, not later than a fortnight after the election of the new executive council.
3. The Chairman shall dissolve the outgoing Executive Council before going to elect the new officers.
4. Failure to handover or provide an account as prescribed in (2) above shall be seen as gross misconduct, and erring officers shall be recommended for disciplinary measures, and where found guilty, handover only done partially or not done in good faith shall forfeit their right to be voted for in subsequent two elections (6) years.

ARTICLE 11: THE COMPANY

- a. A company shall be an assembly of 20 or more Boys and not less than three officers, at least one of whom shall be a lady, in a church or an institution as provided in the National Constitution and State Bye-laws
- b. Company Finances**
 - i. Every captain shall ensure that detailed records are kept of all financial transactions, provided that an officer or a patron other than the captain may carry out the job of the Company treasurer.
 - ii. Company funds shall be kept in a separate bank account from individual personal accounts.
 - iii. The chaplain shall be a co-signatory to a company account
 - iv. No individual personal bank accounts shall be used for Company funds.
 - v. A financial report shall be prepared annually and presented to the company for examination at both the officers' and patrons' meetings.
 - vi. The ultimate responsibility for Company's finances rests with the Church and, therefore, the Church authorities shall approve the use of funds.
 - vii. Unless otherwise registered, the charitable status of the Company is dependent on its position as part of its church.

ARTICLE 12: THE CHURCH

- a. Every company in the Battalion shall be part of a church, any other Christian organisation, the Chaplaincies of the Armed Forces and the Police, or an institution as may be approved by the National Council.
- b. The Church, Christian Organization, Chaplaincies or Institution shall be responsible for the Christian education of the company.
- c. The Church, Christian Organization, Chaplaincies or Institution shall be responsible for;
 - i. The appointment of the Company Captain and the nomination of all Officers, with due consultation with the Battalion council.
 - ii. The appointment of the Chaplain of the Company.
 - iii. The property and finance of the Company.
- d. The tenure of a captain in office shall be five (5) years and may be renewed for another 5 years but not more than ten (10) years.

- e. The tenure of a Chaplain shall be at the pleasure of the Head of Denomination or institution as the case may be.

ARTICLE 13: AMENDMENT OF BYE-LAWS

Amendments to these Bye-Laws shall be proposed by the Executive Committee and ratified by a two-thirds majority at an Annual General Meeting, subject to approval by the Lagos State Council.

Article 14: Digital Archiving

1. The Battalion Council shall implement a digital archiving system to store and maintain reports, financial statements, meeting minutes, and other important records.
2. These records shall be accessible to authorized members for accountability and transparency.
3. The digital archive shall be updated regularly and reviewed annually to ensure accuracy and completeness.

As approved by the Annual General Meeting of 8th February, 2025 at Wesley Chapel Lekki.

Taiwo Obasan

TAIWO OBASAN, STO
Battalion Secretary



OLADIMEJI BAMIGBELE, ANTO
Battalion Chairman