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# AFRICAN COUNCIL ON NARCOTICS

## THE CHARTER OF THE COUNCIL 1995

### PRELIMINARY REMARKS

Consequent upon the increasing involvement of Africa in the illicit dealership of controlled substances, the virulent effect of the scourge of drug abuse is pushing young Africans who are the bud promise of our race into the precipice of destruction;

Conscious that by means of illicit drug activities transnational criminal organizations have penetrated and are determined to destroy the legitimate economies, social and governmental fabrics of African states, the vision for the founding of an African Council on Narcotics was born;

African Council on Narcotics (ACON) is an autonomous, non-profit, non-racial, non-religious, non-political and non-governmental organization. ACON has been initiated, therefore, to fill the vacuum created by the challenges facing various Drug Enforcement Agencies and Administrations on the African continent, particularly, in the areas of Research, Control, Reduction, Treatment and Rehabilitation;

A professional initiative aimed essentially at creating a positive impact against the drug scourge, ACON is not out to arrest or prosecute but to ultimately offer sincere, honest and truthful humanitarian charity to various victims of this evil through a group of like-minded Africans;

The nomenclature African Council on Narcotics was carefully chosen by its Founder, **Deacon Rekpene Effiom Bassey** and **certified by the Founding Members of the Council** in reflection of the need to focus attention on problems specifically associated with the abuse of Narcotics substances in Africa;

There are several other bodies across the world sharing in this vision. It is noteworthy that the term **substance abuse is generic and encompasses drugs of abuse generally**. It seems that because several organisations are involved in substance abuse programmes in a generalized manner, not much success has so far been achieved in this regard. Wherefore, the ACON core mission is particularly geared towards substances which have been earmarked as Narcotics under the **American Control Substances Act (CSA) 1970 including Opium, Morphine, Codeine, Heroine, Hydrophone, Meperidine (Pethidine),**

**Methadone, Lerithine, Periodan and Cocaine.** ACON's interests will also spread to cannabis (marijuana) and Khat because they are predominantly produced in Africa and dealt with in line with the provisions of this Charter.

## CHAPTER ONE

### GENERAL PROVISIONS

#### ARTICLE 1

##### THE NAME

The Organisation shall be called

**"AFRICAN COUNCIL ON NARCOTICS"**

(hereinafter referred to as ACON)

#### ARTICLE 2

##### ARTICLE 2

##### OBJECTIVES

**The Objectives of ACON shall be to:**

Embark upon intensive urban and rural campaigns for Public Support and Participation in the fight against abuse of Narcotics Substances on the African Continent; facilitate awareness and the mobilization of all Africans including Governments, Organizations, Agencies, Institutions, Trusts, Foundations, Writers, Intellectuals, and other Professionals to support and act towards enhancing the eradication of the drug scourge in Africa.

Promote cooperation between African Governments and the Governments of other Continents including statutory bodies, agencies, foundations, trusts, projects and organizations, governmental and non-governmental on matters of common concern in relation to drugs of abuse; advice on policy and speak on matters pertaining to controlled substances for African countries to

i)

Regional, Continental and World bodies; relay information between such bodies, organs or agencies and countries on the African continent.

ii)

Provide a forum for discussion by various African Governments, governmental and non-governmental organizations and agencies to share experience and knowledge in a common objective of eradicating the drug scourge in Africa.

Embark on Researches generally for effective Demand Reduction, Treatment and Rehabilitation and to conduct inquiries into syndicate activities to identify demand and supply outlets, barons,

iii)

their collaborators, couriers, traffickers, neighbourhood dealers, peddlers and users of narcotics substances generally; such information shall be classified as security materials and guarded jealously.

iv)

Carry out Researches into the phenomenon of abuse of narcotic substances to gather information and statistics on governmental and voluntary agencies activities in view thereto; and to provide independent empirical findings, data and balanced opinion on the extent and general efforts of various African Governments in the fight against the drug scourge.

Plan, organise and promote activities that will enhance healthy African societies including the prevention of HIV/AIDS and crime.

Establish institutions and centres for formidable treatment and rehabilitation of addicts; promote and sponsor the setting-up of holistic neighbourhood cooperative societies for the treatment, rehabilitation and support of recovering addicts. Treatment as shall be administered by ACON shall straddle 3 levels namely: *chemotherapy, psychotherapy and spiritual counselling*.

Plan, promote and carry out lectures, TV, Radio Workshop and mini-synposia, seminars, conferences, exhibitions, drama, guidance and counselling programmes and clinics on abuse of narcotics substances among rural/urban dwellers, students and various other groups sociogeographically; undertake film documentary projects, and sponsor Newspapers and TV advertisements, erect billboards, publish posters, monographs, newsletters and ACON Magazine *ANTINARCOTICS*.

Equip the various personnel within ACON and other organisations with necessary skills, training and orientation that will assist recovering addicts to resist pressures that predispose them to drug abuse as preventive measure towards demand reduction or relapse upon rehabilitation.



v) Source and provide technical support by way of materials and manpower to governmental and nongovernmental organisations involved in similar projects in Africa.

Provide post-abuse support incentives to treated addicts to enable them become socially reintegrated into the mainstream of society.

vi) Do all such things in co-operation at all levels with international, Continental and National Institutions, agencies and organisations to the attainment of these objectives of **AFRICAN COUNCIL ON NARCOTICS**; to procure the (registration of the Council) in any country in Africa or outside Africa.

vii) **AND IT IS HEREBY DECLARED THAT** the objectives of the **AFRICAN COUNCIL ON NARCOTICS** in each of the foregoing paragraphs (except only if and so far as otherwise expressly provided in any paragraph) shall be separate and distinct objectives of the Council and shall not in any wise be limited by reference to any other paragraph or the order in which the same occurs or the name of the Council and in the event of any ambiguity this clause shall be construed in such a way as to widen and not to restrict the powers of **AFRICAN COUNCIL ON NARCOTICS**.

viii) In order to achieve the set objectives of the Council, all who are part of, either by way of membership of her Board of Trustees, Executive Council, Staff or in any such other capacities of association or affiliation with the AFRICAN COUNCIL ON NARCOTICS shall be mobilized and motivated to:

ix) a) Obey to the letter all laws, rules edicts, decrees, acts, statutes, regulations, approved decisions, policies and schedules banning use, sale, distribution and cultivation of Narcotics substances and other illegal drugs; and avoid criminal collusion in like manner with barons, traffickers, peddlers and users;

b) Assist in and maintain drug-free life and sound health;

c) Be honest in not being convicted of any drug or drug related or other criminal offenses; be of impeccable character;

x) d) Abstain from social indiscipline.

### ARTICLE 3

- xi) Albeit a Permanent, Autonomous, non-Profit and non-Governmental Organisation (NGO) ACON is not a club and therefore not open to the general public. However, ACON is open to Bilateral and Multilateral Co-operation, and welcomes affiliation with Governments, Governmental and Non-Governmental Organisations (NGOs), Agencies, Institutions, Trusts, Foundations, Corporate bodies and Centres interested in or involved with Epidemiological and Narcotics substances abuse control projects, and, for the purposes of designing, launching and implementing substance abuse related programmes.
- xii)

The scope of socio-geographic coverage of the Organisation straddles the entire African Continent with a networking which emphasizes exchange of information, resources, organisational capacity to plan, implement, evaluate and ensure sustainability of services on abuse of Narcotics substances, epidemiology, treatment and prevention at all levels of African communities. In this wise, ACON shall serve all African states and the International community in a wholistic drug abuse eradication effort

## ARTICLE 5 PROJECT GROUPS

**AFRICAN COUNCIL ON NARCOTICS** shall implement and enhance its institutional capacity to function independently and relate inter - dependently with a vast network of National, Continental and International support groups through the following ACON PROJECT GROUPS subject to restructuring in future, to wit:

### A. EPIDEMIOLOGY TREATMENT AND REHABILITATION PROJECT GROUP

- I. CHEMOTHERAPY DEPARTMENT
- ii. PSYCHOTHERAPY DEPARTMENT
- iii. SPIRITUAL COUNSELING DEPARTMENT
- iv. PREVENTION AND POST-ABUSE SUPPORT DEPARTMENT

### B. MANAGEMENT AND TECHNICAL SUPPORT PROJECT GROUP

- I. ROUTINE, ANNUAL AND FUTURE PLANS DEPARTMENT
- ii. FUND RAISING, MATERIALS, SUPPORT AND DISBURSEMENT DEPARTMENT
- iii. GENERAL STAFF MATTERS DEPARTMENT

### C. SECURITY AND LEGAL SERVICES PROJECT GROUP

- I. STRUCTURAL AND STRATEGIC SECURITY DEPARTMENT
- ii. INTERNATIONAL LAW AND LEGAL SERVICES DEPARTMENT
- iii. RESEARCH AND MONITORING DEPARTMENT

### D. PUBLICITY AND PUBLICATION PROJECT GROUP

- I. BILATERAL AND MULTILATERAL LINKAGES DEPARTMENT
- ii. TRAINING AND CAMPAIGNS DEPARTMENT
- iii. PUBLIC RELATIONS AND PUBLICATION (ANNUAL AWARDS) DEPARTMENT

## ARTICLE 6

### IMPLEMENTATION ARRANGEMENT

Each Project Group shall be headed by an International Project Director to be assisted by a Project Consultant.

Detailed description of the functions of each Project Group as well as the activities, administration, coordination, monitoring, annual and future plans and budgets of each Project Group shall be spelt out in a detailed schedule to be evolved by the Executive Committee of the Council subject to approval in a Joint Meeting with the Board of Trustees of the Council. The Council Secretariat (hereinafter called the Headquarters) shall oversee all details pertaining to implementation of Group Projects. Details to be worked out shall include:

- I) The general objectives of the Project Group;
- ii) The objectives of each department;
- iii) How each departmental Project Group functions (within the overall objectives of ACON);
- iv) Annual and Future Plans;
- v) Budget; and
- vi) Officers of the Project Group and Department.

For example: EPIDEMIOLOGY, TREATMENT AND REHABILITATION GROUP shall seek clients, establish Rehabilitation Centres, undertake therapy, recommend drugs, treatment, methods of treatment, equipment, monitor and evaluate the performance of clients, work out annual budget in reflection of all departments, undertake group planning, etc.

## ARTICLE 7

### OFFICERS OF ACON

The Officers of the Council shall consist of:

- I) Members of the Board of Trustees;
- ii) Members of the Executive Committee;
- iii) International Directors of Projects;
- iv) Project Consultants;
- v) Project Co-ordinators;
- vi) Assistant Project Consultants;
- vii) Other staff of the Council including volunteer staff.



## ARTICLE 8 APPOINTMENTS

### A) APPOINTMENT OF MEMBERS INTO THE BOARD OF TRUSTEES

There shall be a Board of Trustees the composition of which may be determined by the Board from time to time. Persons to be appointed into the Board of Trustees of ACON may be nominated by either the Chairman or Executive President provided that such persons meet the following conditions:

- I) Persons of impeccable social standing who have not suffered any criminal conviction.
- ii) Persons who have excelled in their professional calling irrespective of such profession, moreso, in fields related and relevant to the objectives of the council.
- iii) All such persons shall be duly vetted and passed by a vetting committee to be set up by the Headquarters of the council and if found to be eligible shall be admitted into the Board of ACON. Details of other standards and criteria to be employed for such vetting shall be set by the Headquarters of ACON.

### B) APPOINTMENT INTO THE OFFICES OF CHAIRMAN AND EXECUTIVE PRESIDENT

- I) Whereas the Founder shall hold office for life, in the event that the post of the present Chairman and, or, the Executive President become vacant, such post shall be filled by election amongst members of the Joint Board of Trustees and Executive Committee. ii) Election shall be by open ballot and shall be determined by simple majority of the members present.
- iii) Special meeting for Election into any of these posts shall be held by giving at least one month notice to members of the Board of Trustees and Executive Committee.

iv) The tenure of the Chairman and President shall be for five years in the first

instance subject to renewal by the Board of Trustees of ACON.

## ARTICLE 9

### MEMBERSHIP OF THE BOARD OF TRUSTEES

Membership of the Board of Trustees of ACON shall consist of the following officers:

i) Chairman of the Board of Trustees ii)

Executive President of the Council

iii) Other officers duly proposed and nominated according to the procedures set in Article 8 and admitted into the Board of ACON or by the joint executive fiat of the Chairman and Executive President.

## ARTICLE 10

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A. The Board of Trustees of ACON shall meet, at least, once a month.

B. Agenda of meetings shall be circulated to members along with notice of not less than 7 days before each such meeting.

C. ACON may call an Extraordinary General Meeting of the Board of Trustees, at any time, and shall do so upon request, in writing, of not less than half of the members, to consider such matters as shall be stated in the request; in which case at least 7 days' notice will be required.

A Joint Meeting of the Board of Trustees and Executive Committee of ACON shall be held on any convenient dates as may be directed by ACON, but not less than twice in a year provided that a Joint Annual General Meeting will be held each year

Agenda of the meeting as well as Audited Accounts shall be circulated to members not less than 14 days before the Joint Annual General Meeting of ACON.

Meetings called for the passing of a Special Resolution shall be called by notice of the same number of days in writing at least, and be exclusive of the day on which it is served or deemed to be served and of the day it is given and shall specify the place, day and the hour of meeting, and in case of special programmes or

projects, the general nature thereof shall be given, in a manner, if any, as may be prescribed by ACON in general meeting to such persons as are, under regulations of ACON, entitled to receive such notices from ACON; provided that a meeting of ACON shall notwithstanding that it is called by shorter notice, be deemed to have been duly called if it is so agreed:

i) in the case of a meeting called as the Annual General Meeting, by all the members of the Joint Annual General Meeting of ACON entitled to attend and vote thereat; and ii) in the case of any other meeting, by a majority in number of the members having a right to attend and vote at the meeting, being a majority together holding not less than 70 percent.

## ARTICLE 12

### OMISSION TO GIVE NOTICE

The accidental omission to give notice of a meeting to or non-receipt of notice of a meeting by any person entitled to receive notice shall not invalidate the proceedings nor the participation of a member at any particular meeting.

- i) The Chairman of ACON or in his absence, the Executive President, or in his absence, a member of ACON Board of Trustees in good standing, in that order shall preside at any meeting whether of the Board of Trustees, Executive Committee or joint meeting of both.
- ii) A member of ACON is said to be of good standing as long as he remains a committed member, and is neither impeached by the Council nor convicted of a criminal offence or disqualified under Article 17.

All decisions, save the Chairman has reasonable grounds to suspect prejudice or unholy conspiracy, shall be by a simple majority of members present; in case of any equity of votes, the Chairman and President respectively shall have casting votes; or if the decision is such that will be totally detrimental to the tranquillity and objectives of ACON, the Chairman and President may veto such a decision or decisions to protect the institutional corporate harmony of ACON. ACON meetings shall admit only bonafide officers in good standing and not their proxies.

## ARTICLE 15

### VOTE OF MEMBERS

On a show of hands every officer present in person shall have one vote.

## ARTICLE 16

### POWERS OF THE BOARD OF TRUSTEES

The Board of Trustees of ACON as constituted by the Chairman or the Executive President shall be the highest organ of the Council. It shall have powers to initiate broad policies, advise on and approve policy decisions; acquire and dispose of assets of the Council, whether movable or otherwise, borrow, donate or lend monies in the name of the Council; approve nominations by the Annual Awards Committee for Annual ACON Awards.



The Board shall have powers to invest its assets in any venture(s) as it may deem fit. The Board of Trustees may from time to time, and at any time, sub-delegate, or provide through Local Agencies, Attorneys or Boards for the Management of the affairs of ACON outside Africa and may remove any person so appointed and appoint others in their place.

Except the Chairman or Executive President of ACON, no other member of the Board of Trustees is empowered at any time to appoint any other person to be his alternate, and persons so appointed shall not be recognized.

The Trustees may hold office for life but a Trustee shall cease to hold

office: I) if he resigns; ii) if he is found lunatic and of unsound mind;

iii) if he abuses any hard drug or is implicated and or convicted of hard drug dealership or any criminal offence; or is adjudged bankrupt; and

iv) if he is removed by an Extraordinary Resolution by members of the Board of Trustees at any General Meeting of ACON.

A Trustee shall be counted for the purpose of forming a quorum notwithstanding that he may be disqualified from voting under this article.

## ARTICLE 18

### THE EXECUTIVE COMMITTEE

ACON Executive Committee shall consist of the following officers:

- I) The Chairman of the Board of Trustees;
- ii) The Executive President of ACON;
- iii) The Council Secretary (who shall also serve as the Secretary to the Board of Trustees);
- iv) International Project Directors;
- v) Regional Project Co-ordinators; and
- vi) Project Consultants.

## ARTICLE 19

### GENERAL DUTIES OF OFFICERS

The business of ACON shall be administered by the Executive Committee under the directions and direct supervision of the Chairman who by virtue of his capacity possesses executive powers jointly with the Executive President of ACON, to be assisted by other officers:

- a) The Chairman shall preside over all meetings of Board of Trustees, Executive Committee and joint meetings of the Board and Executive Committee respectively.
- b) In the absence of the Chairman, the Executive President shall preside at such meetings. In the absence of both, members present shall elect one of their regular members to take the chair.
- c) The Headquarters of ACON shall be administered by the Executive President. The Executive President shall be the Chief Accounting/Executive Officer of ACON and Principal Signatory to all ACON accounts and documents.
- d) The Council Secretary shall record minutes of all meetings of the Board of Trustees, Executive Committee or joint meetings of both, issue notices of future meetings and perform all such other duties as may be assigned.
- e) International Directors of Project Groups shall oversee all matters pertaining to their project groups ably assisted by Project Consultants and other staff.

- f) Regional Co-ordinators shall be in charge of all council activities in Regions to which they are assigned, ably assisted by Assistant Project Consultants and other staff.

## ARTICLE 20

### THE SECRETARIAT

There shall be a Secretariat of the Council (hereinafter called "the Headquarters" of ACON). The Headquarters of ACON shall be located in Nigeria and may be temporarily moved to any other African country according to the dictates of peace and stability in line with the Council's objectives and headed by the Council Chairman and administered by the Executive President. All staff of ACON shall be responsible to the Executive President who may employ, penalize, terminate or dismiss them according to the provisions of this Charter.

Among its other functions, the Headquarters of ACON shall coordinate policies, programme and projects; keep custody of all records and property of ACON. Resolve all issues pertaining to inter-project and intersectoral conflicts. It shall also keep accurate records of all finances, income and expenditure and records of Board of Trustees and Executive Committee Meetings and see to it that all decisions are honestly, promptly and faithfully conducted and executed.

## ARTICLE 21

Membership of the Council does not preclude an officer from functioning in other professional, ad hoc or volunteer capacity provided such an officer does not interlope or act at any given time to the detriment of the objectives of the Council or their subordinates.

Five Regional Offices of ACON shall be established consistent with her continental outlook to coordinate ACON activities in Africa, to wit:

- i) West African Office of ACON; ii)  
East African Office of ACON; iii)  
Central African Office of ACON;

- iv) North African Office of ACON;
- and v) South African Office of ACON.

## ARTICLE 23 ANNUAL AWARDS

ACON shall make Annual Awards to individuals, groups and organisations who have excelled or made substantial and credible impact and inputs into Local, National, Regional, Continental and Global efforts towards eradication of abuse of Narcotics substances. Details on this shall be worked out by an Annual Awards sub-group of which Chairman shall be the International Director in-charge of Publicity and Publication Project Group, or, such other officer as may be approved by the Headquarters of ACON in conjunction with the Board of Trustees. Details to be worked out shall include nominated candidates, groups, organisations or country, budget, venue, date and other considerations.





## CHAPTER TWO

### FINANCES OF ACON

#### ARTICLE 24 SOURCES OF FINANCE

Funding for ACON shall be sourced from the following avenues or sources through writing of Project Proposals:

- I) Countries within and outside Africa;
- ii) Foreign Embassies and High Commissions, Consulate and Chanceries;
- iii) Donor Agencies;
- iv) Research Institutions;
- v) Local and International Governmental and Non-Governmental Agencies (NGOs);
- vi) Private Companies;
- vii) Private Individual philanthropists with genuine sources of income.

The Headquarters of ACON shall carry out the aforesaid by means of a standard ACON Proposal Format duly jointly signed by the President and Chairman of ACON. All donations and other funds shall be paid into the Account of ACON. ACON shall be permitted to receive remittances of monies addressed to the Council.

#### ARTICLE 25 OPERATION OF ACON ACCOUNTS

Bank accounts shall be opened in the name of ACON to which any two of the following officers shall be signatories:

- I) The Chairman of ACON ii)  
The President iii) The  
Treasurer (Accountant)

## ARTICLE 26

### DISBURSEMENT ARRANGEMENT

Funds for projects shall be advanced to those concerned on a 3-month period to meet the basic operating cost of ACON Projects including salaries allowances and honoraria (to be determined by the Executive Committee) of officers. Those through whom funds are disbursed shall be required to retire advances before requesting for funds for future expenditure, salaries and allowances. A retirement format and procedure will be devised for use.

All payments exceeding \$5,000 or its equivalent shall be thoroughly scrutinized and jointly approved by the President, Chairman and Internal Auditor.

Disbursements which exceed the sum of \$20,000 or its equivalent shall have prior approval by the Board of Trustees of ACON.

## ARTICLE 27

### ACCOUNTING AND AUDIT

- a) The Board of Trustees and Executive Committee of ACON shall keep proper accounts consistent with ordinary commercial standards of its receipts, payment, credits and liabilities.
- b) The accounts shall be audited every bi-annually by external auditors and at all times as may be directed by the Board and the professional fees of such be charged to the funds of ACON.
- c) The Accounting Year of ACON shall run from 31st March to 30th March of the following year.
- d) The Audited Account of ACON shall be presented to the Joint Annual General Meeting of the Board of Trustees and Executive Committee of ACON as provided for in paragraph two of Article 11.

## ARTICLE 28

The income and property of ACON shall be applied solely towards the promotion of the objectives of ACON, as set forth in this Charter, and no portion, thereof, shall be paid or transferred directly or indirectly, to the officers of ACON.

ACON shall satisfy all its debts and liabilities and every officer of ACON for the time being shall be indemnified by the Council against any liability incurred by him in defending any proceedings, whether civil or criminal, in which judgement is given in his favour or in which he is acquitted or in connection with application in which relief is granted by a court.

## ARTICLE 29

### SIGNATURE AND THE ACON SEAL

The ACON Seal shall not be affixed to any instrument except by means of a resolution of the Board of Trustees and in the presence of at least one member of the Executive Committee or a subordinate officer. Such Common Seal shall be kept in the custody of the President.

All official documents emanating from the Headquarters of ACON shall be jointly signed by the President and Chairman or for either or both by authorised officers of the Council.

## ARTICLE 30

### STAFF RECRUITMENT

- i) Staff shall be recruited in order to enhance Project Implementation at all levels of ACON Projects. All such staff including volunteers shall be recruited by the Headquarters of ACON and where so recruited by Regional Offices such recruitment shall have prior approval of the Headquarters in consonance with ACON employment criteria.
- ii) All positions for which staff are sought shall be advertised in National and, or International News Media. All short-listed applicants shall duly be vetted (screened), interviewed and if they meet the standards set for appointment of such officers (which may include passing a polygraph test) shall be issued letters of contract appointment.
- iii) All employees of ACON shall be formally appointed and given an employment contract signed by the Chairman and President of ACON whose duration may not exceed an initial period of 3 years, renewable by mutual agreement. All appointment letters shall be accompanied with conditions of service.

In the event of winding up or desolution of ACON, there remains, aer the satisfaction of all its debt and liabilities, any property whatsoever, the same shall be given to other institutions having similar objectives as ACON.

## **ARTICLE 32**

### **AMENDMENTS**

The Articles herein contained may not be altered except by resolution by not less than majority present at an Extraordinary General Meeting. The text of any proposed amendment shall be sent to the Chairman or

President not less than twenty-one days before the Joint Annual General Meeting, at which it is to be considered. The Chairman, or President or their Personal Secretaries or Assistants as the case may be shall circulate the text of the proposed amendments to all members with the notice of the meeting.

## **ARTICLE 33**

### **INTERPRETATION**



The Board of Trustees and members of Executive Committee of ACON shall have powers to decide on any question arising as to the omissions, discrepancies or interpretation of any of these Articles or any other question not herein provided for.

## **APPENDIXES**

The following appendixes are annexed to this document:

- I) ACON Code of Conduct;
- ii) Conditions of Service;
- iii) Employment Contract;
- iv) Organisational Structure of ACON; and
- v) Founding Members.

### **APPENDIX I**

#### **THE ACON CODE OF CONDUCT**

## **PREAMBLE TO ACON RULES**

In order to enhance the objectives of AFRICAN COUNCIL ON NARCOTICS, all officers of ACON shall be guided by, and are expected to strictly abide by the rules, regulations and Code of Ethics enshrined herein; Code of Ethics in general relate to conducts, principles to means and methods of carrying out services, particular constraints to be exercised by all officers in all situations in relation to their involvement directly or indirectly with ACON.

All due recognition and respect is to be given to officers in reflection of hierarchical order. This will not in any way be embraced as an excuse for indiscipline.

All officers must maintain, and shall be encouraged to maintain a disciplined life style both on and off official activities. Any act of indiscipline either on or off official activities may be investigated by the Executive Committee of ACON and appropriate action recommended.

The term indiscipline is analogous to ACON objectives and in this wise, encompass all such acts, conducts and manner of activities which border on penal or indictable offenses, such as dealership or conspiracy, connivance to deal in or use of banned or controlled substances generally, stealing in general, cheating in general, forgery in general, misappropriation in general, corruption and abuse of office generally, extortion and membership of any secret cult, body or organisations, failure to keep promises, concealment of known facts on dealership in banned substances and sharp practices in any guise or form. All these shall constitute acts of indiscipline under this article.

### **ARTICLE 3**

#### **DUTY TO OTHER OFFICERS OF ACON**

Officers must decline to harass, injure or make comments, hold discussions, monger rumours or such other perverted acts about other officers of ACON. It is unethical to ACON for officers of ACON to bring suit against ACON or its officers.

### **ARTICLE 4**

#### **DUTY TO SOVEREIGN AUTHORITY**

Officers of ACON have special duty to uphold all enacted constitutional laws, promulgated decrees, and edicts by all states in Africa firstly on the principle of security, democracy, equity and good conscience and ultimately against abuse of Narcotics substances.

## ARTICLE 5

### DUTY TO OTHER AGENCIES

ACON does not exist in isolation of international efforts on drug abuse eradication. Efforts shall therefore not be made directly or indirectly by ACON officers to encroach upon the efforts of other agencies, bodies and organisations internationally to impede or act as a bar in singular or collective initiative against substance abuse. Rather, ACON officers shall without fear or favour support such initiative.

## ARTICLE 6

Officers of ACON shall by no means disregard, mistreat or treat known or suspected, treated or recovering drug addicts with contempt as if they were unforgivable sinners or lepers for they are the primary objective for which ACON was founded to treat, rehabilitate and restore hope to. Officers of ACON shall in addition give relief, proper attention, treatment, spiritual counselling and provide rehabilitation incentives to addicts with whom contact is made.

Any aggrieved officer may petition the office of Chairman, the President and, or the Executive Committee of ACON for action or redress.

Any act of indiscipline by officers of ACON including but not limited to those listed in Article 2 (Code of Conduct) may be investigated by a disciplinary committee to be set up by the ACON Headquarters and appropriate penal action recommended to the Executive Committee.

The Executive Committee has absolute powers to discipline any officer. Decisions taken by the Executive Committee shall be communicated to the Board of Trustees. Under this provision, penal action for breaches of ACON rules shall range from query, suspension, summary dismissal to complaint against officers to appropriate governmental authorities for prosecution.

## APPENDIX II

### CONDITIONS OF SERVICE

Employment shall be on permanent or volunteer basis, and where on permanent basis it shall reflect the following conditions:

**a. Probation :** Six months probation before confirmation of appointment.

**b. Termination**

One months notice must be given by employer or employee before termination of service.

For part-time employees, two weeks notice must be given by employer or employee before termination of service.

**c. Vacation Leave :** Leave will be granted for all full-time employees at the rate of:

- I. 6 weeks per annum for:  
Senior staff as may be approved by the Secretariat.
- ii. Aid cadre staff as may be approved by the authorised officers.
- iii. 2 weeks per annum for:  
Domestic staff, Drivers Messengers.  
Gardeners.

**d. Bonus**

A bonus of approximately 7.5% calculated on the monthly salary, multiplied by the number of completed months service, is to be paid each year at the end of November in accordance to Government regulations.

**e. Sick leave**

will be approved with presentation of a medical aid form a doctor's note.

**f. Taxation**

PAYE deductions will be made monthly form all salaries paid out by the Foundation.

**g. National Holidays**

National Holidays will be observed

**h. Hours of work (overtime)**

Office opens form 8 AM to 4:30 PM with an hour for lunch and 30 minutes for tea. No overtime will be paid. Manual workers will start from 7:30 AM to 5 PM on weekdays (including Saturday) with an hour for lunch and an hour for tea. Sunday will be their day off.

**I. Pensions Scheme**

**j. Travel and Subsistence (out of station).**

**APPENDIX III  
EMPLOYMENT CONTRACT**

Every employee shall be formally contracted and given an employment contract. Such periods of contract shall not exceed an initial period of 1 year, renewable on agreement between the 2 parties concerned. A sample contract follows:

**AFRICAN COUNCIL ON NARCOTICS (ACON)  
AGREEMENT FOR AN EMPLOYEE**

Project:

Agreement No:

Agreement entered into between the African Council on Narcotics (ACON) and.....  
.....

(hereinaer refereed to as the employee) Address:

Telephone:

Work Assignment (include any travel arrangements) - The employee  
shall carry out the following function:.....  
.....

Nature of services:.....

This agreement shall commence on the..... day of .....19.....,and

shall expire (check one) with a month's notice from ACON or employee, or .....upon the satisfactory completion of the service described above, but not later than the .....day of .....19....., unless sooner terminated under the terms of this agreement.

**CONSIDERATION** - As full consideration for the service performed by the employee under the terms of this agreement, the ACON shall pay the employee upon certification by the above-named Project Group that the services have been satisfactorily performed.

d) A fee (check arrangement that applies)

.....Hourly .....Daily ..... Weekly ..... Monthly ..... Lump Sum.

Currently

Instalment fee

Total fee

b) A fee of .....per thousand words of text (check type).....translated typed.

c) The fee is payable in instalments upon certification of satisfactory performance at each phase.

Phase..... Amount.....



Phase..... Amount.....

Phase..... Amount.....

Phase..... Amount.....

I acknowledge that I understand the above arrangements.

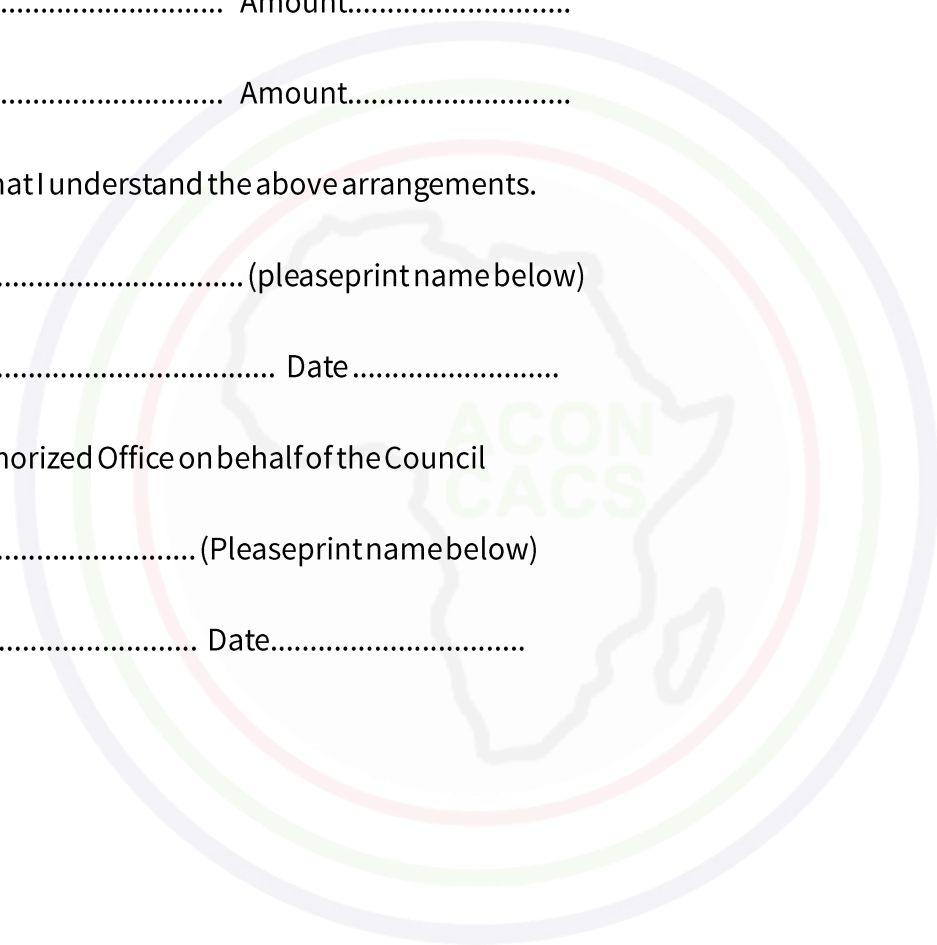
Signature..... (please print name below)

Printed name ..... Date.....

Signature of Authorized Office on behalf of the Council

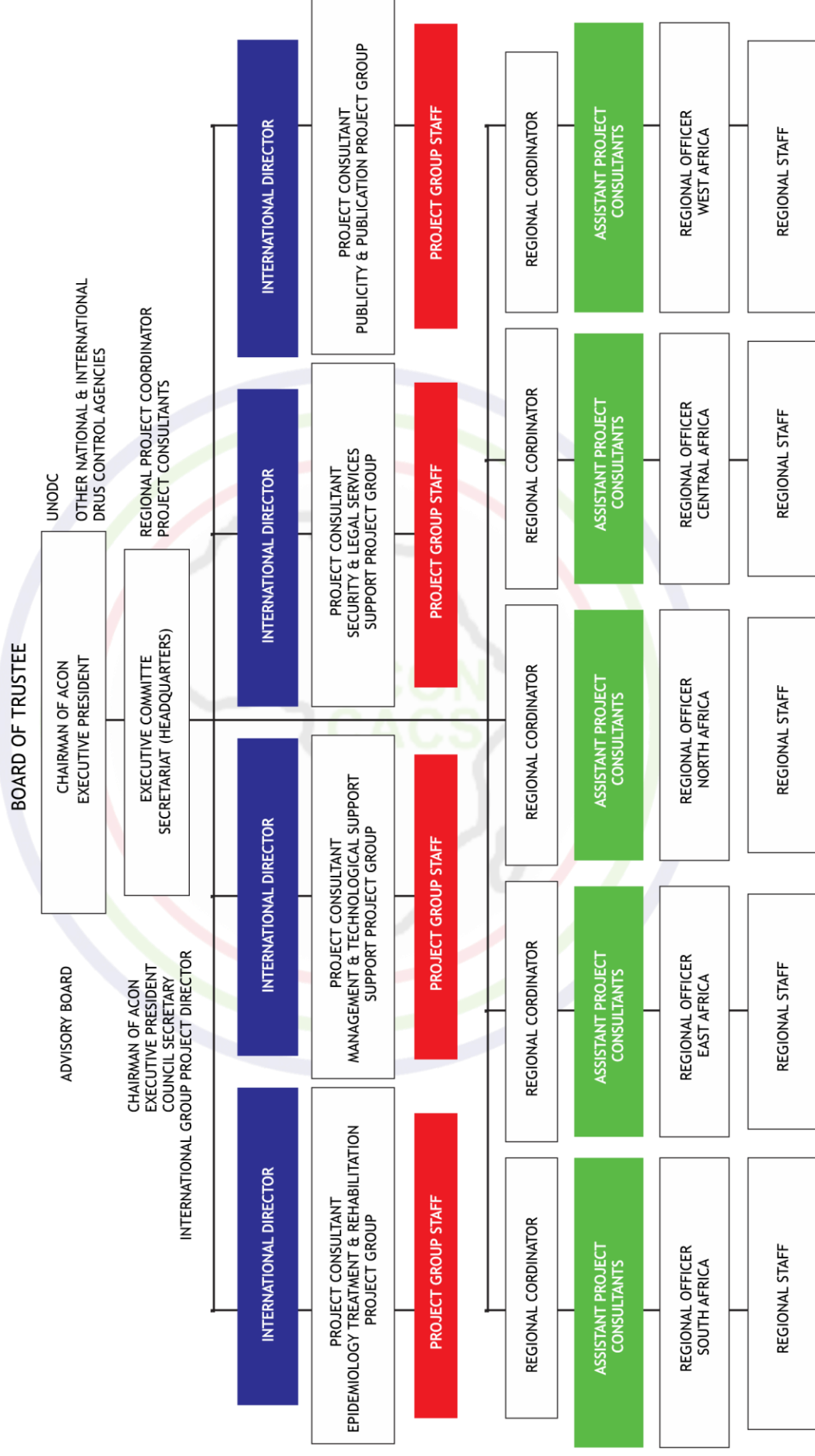
Signature..... (Please print name below)

Printed name..... Date.....



## APPENDIX IV

# THE ACON ORGANISATIONAL STRUCTURE



## APPENDIX V

### TRUSTEES

Prof. (Mrs) Jamila Nasir Mohammed

Dr. (Mrs) Stella Bassev

Prof Moses Ikoh

Dr. Martin Morgan

Prof. Idris Musa Okpanachi

Deacon Rekpene Bassey

President

### GRANDPATRON/ADVISORS

HRM King Alfred Papapreye Diette-Spiff

Rtd. Gen. (Prof) AB Dambazau

Prof. Wilson Tamfuh

Prof. Temple Osam Edim

Prof. Oshita Oshita

Ms Anna Fehlman

**ACON Collaborates and is in membership  
with the following organizations**

**In Special Consultative Status with the Economic and**

- **Social**

**Council (ECOSOC)**

- **Open Society Foundation, New York**
- **International Society of Substance Use Professional (ISSUP), London**
- **Vienna NGO Committee On Drugs, Austria**
- **World Federation Against Drugs (WAD), Stockholm**
- **The Independent Corrupt Practices and Other Related Offences Commission (ICPC), Nigeria**
- **National Drug Law Enforcement Agency (NDLEA), Nigeria, among others**