

THE CONSTITUTION

OF

E.C.W.A. SECONDARY SCHOOL IGBAJA
OLD STUDENTS' ASSOCIATION

ARTICLE 1: PREAMBLE

We, the ex-students of ECWA Secondary School, Igbaja, formerly Igbaja Teachers College, being members of the Old Students Association, a non-profit, non-political and non-governmental organization, aware of the need to form a virile and viable Old Students' Association, and being desirous to do so, hereby give and provide for ourselves a constitution, and hereby resolve to be governed by the provisions herein contained.

ARTICLE 2: NAME AND MEMBERSHIP

The Organization shall be known, called, addressed and recognized as ECWA College Igbaja Old Students' Association, the membership of which shall embrace and include all the old students of ECWA Secondary School Igbaja, formerly Igbaja Teachers College, from its inception in 1944 up to 1970 when it metamorphosed into a Secondary School, and thereafter.

- a. All persons (Male or Female) who attended Igbaja Teachers College, now known as E.C.W.A. Secondary School Igbaja, (hereinafter referred to as "the Institution"), as students since its inception in 1944 are eligible to be members of the Association, subject to the payment of a registration fee of N500 (Five Hundred Naira Only), which fee may be reviewed at any time by the National Executive Committee.
- b. On payment of the registration fee, a membership card shall be issued accordingly.
- c. Annual subscription of N1000 (One Thousand Naira Only) shall be paid by each member to the branch of the Association to which he or she belongs, and the subscription shall be remitted to the National Secretariat of the Association by each branch not later than 30th September each year.
- d. Members of the Association that are students in higher institutions shall be exempted from the obligation to pay registration fee or subscription fee, without prejudice to the exercise of their rights as bona fide members of the Association.
- e. Honorary membership status shall be conferred on the past and present Principals of the Institution.

ARTICLE 3: GENERAL PROVISIONS

1. The affairs of the Association shall be conducted with due regard to, and in compliance with the provisions of the constitution.
2. The constitution is supreme and binding on all members of the Association.

ARTICLE 4: SECRETARIAT.

The Secretariat of the Association shall be at ECWA Secondary School, Igbaja, Kwara State of Nigeria.

ARTICLE 5: AIMS AND OBJECTIVES.

The aims and objectives of the Association are:

- a. To provide a forum for the re-union of the old students of the **Alma Mater**.
- b. To establish branches in furtherance of the objectives of the Association
- c. To provide opportunities for social interaction and collaboration between the past and present generations of students of the **Alma Mater**.
- d. To initiate, facilitate, promote and maintain contacts among the members of the Association.
- e. To support and assist the **Alma Mater** financially, materially and otherwise as the need arises.
- f. To award scholarships and provide other educational support to deserving students of the Alma Mater.
- g. To raise funds, call for and accept donations for the purpose of carrying out any or all of the objectives of the Association.
- h. To present financial and other rewards for competitions, academic debates and generally support the **Alma Mater** in its quest for academic excellence.
- i. To create and promote a very strong sense of social solidarity among the members of the Association.
- j. To promote and encourage corporate spirit among the members of the Association.

ARTICLE 6: THE NATIONAL EXECUTIVE COMMITTEE

- i. The day-to-day running and management of the Association shall be carried out by a body hereinafter called the National Executive Committee. The committee shall comprise of the President, two Vice Presidents, Secretary-General, Assistant-

- Secretary-General, Financial Secretary, Public Relations Officer, Treasurer, Social-Secretary, Legal Adviser and two Ex- Officio comprising the immediate Past President and Secretary- General of the Association.
- ii. The members of the National Executive Committee shall be elected at an Annual General Meeting of the Association by simple majority of the votes cast;
 - iii. The term of office of the members of the National Executive Committee shall be four years, after which fresh election shall be conducted to elect new members of the National Executive Committee;
 - iv. No member of the National Executive Committee shall hold an elective office for more than two consecutive terms;
 - v. The Committee shall have the power to appoint any member of the Association to fill any vacancy in the National Executive Committee until the next elections of the Association's officers. Any member so appointed shall operate in that capacity until the expiration of the tenure of the Committee that appointed him/her and shall be eligible for election into any office as a member of the National Executive Committee
 - vi. The committee may co-opt, at any of its meetings, any member whom it deems fit as being able to assist the Committee or the Association in any respect whatsoever.
 - vii. No person shall be voted in as a member of the National Executive Committee unless it is proved that he/she has paid the membership fee and the Annual subscription fee for the current year
 - viii. The National Executive Committee shall have the powers to fix or alter the dates of the Annual General Meetings of the Association and also exercise the powers to call for emergency meetings of the Association.
 - ix. The National Executive Committee shall have the powers to discipline any member of the Association who flouts the constitution of the Association or otherwise conducts himself/herself in a way considered to be inimical to the interest of the Association. Where the erring member is a member of the National Executive Council, he/she shall excuse himself/herself from the deliberation of the National Executive Council on such disciplinary issue. In all disciplinary cases, the decision of the National Executive Council shall be subject to the outcome of a debate on the issue, to be followed by a simple majority vote at a general meeting of the Association.
 - x. Subject to the provisions of paragraph (ix) above, disciplinary measure to be adopted may include denial of right to vote or be voted for, suspension, expulsion, inclusion of name in the Association's and/or Institution's Black Book, or any other punitive measure deemed commensurable to the acts or omissions complained of.
 - xi. The National Executive Committee shall meet at least three times in a year. One-third of the total membership of the committee shall form a quorum. Minutes of its

meetings shall be properly documented and be open to inspection by any member of the Association on application to the Secretary-General.

OFFICES /FUNCTIONS/RESPONSIBILITIES.

A. THE PRESIDENT.

The President is the Chief Executive of the Association and is empowered to direct the general affairs of the Association. He shall take decision on behalf of the Association in cases of emergency, where it will be in the interest of the Association to act promptly, provided that such decisions shall be subject to ratification by the National Executive Committee. He shall:

- i. Through the Secretary-General summon the meetings of the Association;
- ii. Preside over the meetings of the Association.
- iii. Counter sign all payment vouchers.
- iv. Be a signatory to the Associations' bank accounts. Have a casting vote
- v. Uphold the integrity of the Association and defend the Association's constitution at all times.
- vi. Serve as an effective link between the Association and its members.
- vii. Pursue and protect the interest of the Association.

B. THE VICE PRESIDENTS.

- i. There shall be two Vice Presidents called Vice President I and Vice President II, for the Association. The Vice-Presidents shall assist the President in the discharge of the duties of his office. Any of the Vice Presidents shall act in the absence of the President.
- ii. Whenever the President fails to summon the meeting(s) of the National Executive Committee; or the Annual General Meeting; or any other meeting(s) of the Association, within the period stipulated in this constitution, the Vice President I, shall with the approval of 2/3 majority of members of the National Executive Committee, summon such meeting(s) notwithstanding that the period stipulated in this constitution for such meeting(s) has elapsed.
- iii. The decisions reached and/or resolutions passed at such meeting(s) referred to in paragraph ii above shall be deemed to be valid and/or proper, for all intents and purposes.

C. THE SECRETARY-GENERAL.

- i. The Secretary-General shall be the administrator of the Association and shall perform all administrative duties of that office.
- ii. Upon the directive of the President, he shall summon the meetings of the Association.
- iii. He shall record and keep the minutes of the meetings of the General Meetings, National Executive Committee and the Board of Trustees of the Association, of which he shall be the Secretary.
- iv. Prepare and submit detailed annual special report of the Association's activities to the Association's Annual General Meeting and the Board of Trustees not later than 30th September of each year;
- v. Function as Secretary to the Board of Trustees and the National Executive Committee.
- vi. Perform such other executive duties as may be assigned to him/her by the National Executive Committee or the Board of Trustees.
- vii. He shall be responsible for compiling and keeping an up-to-date record of members and their addresses, phone numbers etc. which shall be available to all the members of the Association. He shall keep an imprest account of not more than Ten Thousand Naira Only (N10,000.00).
- viii. Shall be a signatory to the Association's bank accounts.

D. ASSISTANT SECRETARY-GENERAL.

He shall assist the Secretary-General in the discharge of the duties of his office and act for him in his absence.

E. THE TREASURER.

- i. The Treasurer shall act as the financial administrator of the Association and perform such fiscal/accounting duties demanded by the office.
- ii. Prepare and present to the Association's Annual General Meeting and the Board of Trustees, the Association's Annual Financial Statement, not later than 30th September of every year.
- iii. Be one of the Signatories of the Association on every financial deal and bank transactions.
- iv. Liaise with banks and other financial bodies on behalf of the Association and receive financial information, including, but not limited to bank alerts in respect of the Association's bank accounts.
- v. Keep record of every income and expenditure of the Association.

- vi. Bank all monies received not later than twenty-four hours from the date of the receipt of such monies.
- vii. Operate bank accounts jointly with the President and the Financial Secretary.

F. THE FINANCIAL SECRETARY

- i. The Financial Secretary shall collect or receive all levies, dues, donations and contributions due to the Association and shall issue official receipt for all such monies.
- ii. Submit all monies, dues, levies, donations, contributions collected to the Treasurer within twenty-four hours of the receipt of such monies, dues, levies, donations or contribution as the case may be;
- iii. He shall cause payment vouchers to be raised for all payments whether by cash or cheque, and the President shall approve all vouchers before payments are made.
- iv. He shall keep an up to date account of the Association's finances and in conjunction with the Treasurer, present such account to the Annual General Meeting.
- v. He shall upon request, submit to the Secretary-General, the names of all financial members of the Association.

G. THE PUBLIC RELATIONS OFFICER

- i. The Public Relations Officer shall write, compose and dispatch circulars, SMS, E-mails and other correspondence of the Association.
- ii. He shall be responsible for the printing and publishing of the Association's documents.
- iii. He shall on behalf of the Association liaise with the print and electronic media for the dissemination of Association's news and information aimed at publicizing the activities or meetings of the Association or the Institution as the case may be.
- iv. He shall be the Chairman of all sub-committees charged with the responsibility of publicizing the activities of the Association.

H. SOCIAL SECRETARY.

The Social Secretary shall be responsible for the organization and planning of all social activities of the Association. He shall also be the Chairman of all sub-committees charged with duties having to do with social activities of the Association.

I. LEGAL ADVISER.

The Legal Adviser, who is to be appointed by the Association, shall advise the Association and take charge of all legal matters of the Association.

J. INTERNAL AUDITOR

The Internal Auditor shall audit the account of the Association before it is presented to the Annual General Meeting.

K. EX-OFFICIO MEMBERS

The immediate past President and Secretary of the Association shall be ex-officio members of the National Executive Committee, provided that such President or Secretary served the Association meritoriously and left office without blemish.

ARTICLE 7: MEETINGS

- a. National Executive Committee meeting shall be held at such time and place as may be deemed convenient and conducive by members, provided that the National Executive Committee shall meet at least three times in a year; and one third of its membership shall form a quorum.
- b. Annual General Meeting of the Association shall be held at the Association's Secretariat, i.e. ECWA Secondary School Igbaja, provided that it shall hold not later than October of every year.
 - i. The Association may at its Annual General Meeting, after due consideration of the reports of the finances and activities of the Association, by a two third majority pass a vote of confidence or in appropriate cases, a vote of no confidence on the National Executive Committee, and in that event, appoint a caretaker committee to run the affairs of the Association pending the election of officers into the various offices of the National Executive Committee.
 - ii. The Association may at its Annual General Meeting consider, deliberate and decide on disciplinary measures against any member of the Association, including any and/or all the members of the National Executive Committee.
 - iii. The Association may at its Annual General Meeting consider any other matter in the overall interest of the Association.
- c. Board of Trustee Meetings shall be held once in a year at the registered office of the Association or such other venue as agreed upon by the Board members.
- d. Special/Emergency Meetings may be convened at such time and place as the need arise.

ARTICLE 8: NOTICE OF MEETINGS

Requisite notice of meetings shall be given and such notice shall indicate the business to be transacted. The length of the notice in the case of an Annual General Meeting shall not be less than thirty days and in the case of Special/Emergency Meetings, two days, save in exceptional

situations. Such notice may be given through the print and/or electronic media and/ or sent by post or disseminated via S.M.S., electronic mails etc. to the branches and members of the Association.

ARTICLE 9: BRANCHES OF THE ASSOCIATION

Branches of the Association shall exist in any place where there are up to ten members, and such a branch shall have its own Executive Committee to run its affairs. The head of a branch shall be designated as Chairman. Each branch of the Association shall submit its Annual report to the Secretary-General not later than 30 days before the Annual General Meeting of the Association.

ARTICLE 10: FINANCE

- a. The financial year of the Association shall end on the 30th September of every year.
- b. Every branch of the Association shall have power to call for, collect and receive fees, levies, dues, donations and other funds on behalf of the Association. The monies thus collected or received shall be paid into the Association's bank account within two days of the receipt of such monies.
- c. The President, Secretary-General and the Treasurer shall be the Signatories to the Association's bank accounts. Any two of the Signatories may sign to make withdrawals from the Association's bank accounts. However, the President must approve payment vouchers before cheques are issued.

ARTICLE 11: INTERPRETATION

- i. The National Executive Committee shall be the sole authority for the interpretation of this Constitution, and the interpretation given to any part of this Constitution by the National Executive Committee shall be accorded due recognition and application, subject to the same being ratified by the Annual General Meeting of the Association.
- ii. The National Executive Committee may deal with any matter affecting the Association which is not specifically provided for in this Constitution, and the decision of the National Executive Committee on such matters shall be binding on the Association, subject to it being ratified by two third majority of members at the Annual General Meeting of the Association.

ARTICLE 12: SUB-COMMITTEES

- i. The National Executive Committee may appoint sub-committees when necessary for the purpose of executing specific duties.
- ii. The Chairman of such sub-committees shall be appointed by the National Executive Committee, save that each member of the National Executive Committee shall be the Chairman of a sub- committee that falls within his/her jurisdiction or area of operation.

ARTICLE 13: BYE LAW/AMENDMENT OF THE CONSTITUTION

The Association may enact Bye-Laws for effective day-to-day running of the Association. The provisions of the Bye-law shall not be inconsistent with the provisions of this Constitution and shall before it becomes operational be registered with the Corporate Affairs Commission, hereinafter referred to as "the Commission". The Registered Bye-law shall be effective and binding on all members.

The Association may alter or amend the provisions of this Constitution simple majority of its members present, subject to the approval of the or the Bye-law at the Annual General Meeting by a resolution passed by Commission.

ARTICLE 14: ELECTIONS

All elections shall be by secret ballot and except where otherwise expressly stated, a simple majority shall suffice to determine the victory of a candidate.

ARTICLE 15: PATRONS

There shall be three Patrons for the Association, one of which must be the current Principal of the Institution or the Alma-Mater, and two other persons to be recommended to the Annual General Meeting of the Association by the National Executive Committee. The term of office of the Patrons shall be a renewable period of three years, except in the case of the Principal, who shall cease to be a Patron upon transfer from the Institution or retirement from service.

ARTICLE 16: TRUSTEES

- a. The Trustees of the Association for the purpose of the Companies and Allied Matters Act, 2004, Part C shall be elected at the Annual General Meeting of the Association with simple majority votes of members present.
- b. Such Trustees (hereinafter referred to as "The Trustees") shall not be less than three and not more than five in number. A Trustee may hold office for life, but shall cease to hold office if he:
 - i. Resigns his office
 - ii. Becomes insane
 - iii. Is officially declared bankrupt.
 - iv. Is convicted of a criminal offence involving dishonesty by a Court of competent jurisdiction.
 - v. Is removed by a resolution of 2/3 majority votes of members at the Annual General Meeting of the Association.
 - vi. Ceases to reside in Nigeria.
 - vii. Ceases to be a member of the Association.
- c. Upon a vacancy occurring in the number of Trustees, such vacancy shall be filled at the Annual General Meeting of the Association where another eligible member of the Association shall be appointed.
- d. Members of the Board of Trustees shall appoint a Chairman among themselves.

ARTICLE 17: COMMON SEAL

- a. The Trustees shall have a Common Seal.
- b. Such Common Seal shall be kept in the custody of the Secretary- General who shall produce it when required for use by the Trustee.
- c. All documents to be executed by the Trustees shall be signed by the Chairman and Secretary of the Board of Trustees and sealed with the Common Seal.

ARTICLE 18: AUDITORS

The Trustees shall have power to appoint External Auditor(s) to audit the books of account of the Association yearly, or whenever the Board of Trustees thinks most expedient. The Auditors report shall be presented at the Annual General Meeting of the Association for consideration and approval.

ARTICLE 19: SPECIAL CLAUSE

1. **THE INCOME AND PROPERTY OF ECWA COLLEGE IGBAJA OLD STUDENTS' ASSOCIATION** howsoever derived shall be applied solely towards the promotion of the objects of the body as set forth in this Constitution and no portion thereof shall be paid or transferred directly or indirectly, by way of dividend, bonus or otherwise howsoever by way of profit, to the members of the body.
2. **PROVIDED** that nothing herein shall prevent the payment in good faith, or reasonable and proper remuneration of an officer or servant of the body in return for any service actually rendered to the body or Association provided that:
 - a. With the exception of ex-officio members of the governing council no member of a council or management or governing body shall be appointed to any salaried office of the body, or any office of the body paid by fees; and
 - b. No remuneration or other benefit in money or money's worth shall be given by the body to any member of such council or governing body except repayment of out of pocket expenses or reasonable and proper rent for premises demised, or let to the body or reasonable fees for services rendered.
3. If in the event of a winding up or dissolution of the body there remains, after the satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid to or distributed among the members of the Association, but shall be given or transferred to some other institutions having objects similar to the objects of the body, such institutions to be determined by the members of the Association at or before the time of dissolution.
4. If effect cannot be given to the aforesaid provisions, the remaining shall be transferred to some charitable objects.