

THE CONSTITUTION OF IKORODU GRAMMAR SCHOOL OLD STUDENTS ASSOCIATION

PREAMBLE:

We the entire members of the Old Students of Ikorodu Grammar School, Ikorodu Lagos State, having come together as a result of our desire to foster the teaching and learning process, discipline, understanding, good moral and conducts and unity in the school as one indissoluble family/house in the name of Ikorodu Grammar School Old Students' Association.

The Association is a Non-Political, Non-Religious and Non-Profit making association whose motive and aspiration is to promote and facilitate conducive environment for the development of education for the current students of Ikorodu Grammar School and the community at large.

All provisions of this Constitution are meant for all members of Ikorodu Grammar School Old Students Association.

NAME AND ADDRESS:

The name of the association shall be "IKORODU GRAMMAR SCHOOL OLD STUDENTS' ASSOCIATION" and will be abbreviated and be call IKOGRAMSOLDS

The address of the association shall be temporarily located within the school's premises at 30, Obafemi Awolowo way, Ikorodu.

MOTTO AND LOGO:

The motto of the association shall be "Service to Humanity"

ARTICLE 2

SUPREMACY:

The constitution is supreme and its provision is binding on the entire members of the Association.

AIMS & OBJECTIVES

- i. To provide a forum for the exchange of ideas, knowledge and experiences amongst the old students of IKORODU GRAMMAR SCHOOL, Ikorodu Lagos State, Nigeria.
- ii. To establish and maintain lasting fraternal contacts between all olds students in Nigeria in particular and in the Diaspora.
- iii. To propagate the image of the Alma matar, Ikorodu Grammar School, through brotherhood and exemplary behaviour.
- iv. To foster and promote the provision of facilities for the education and training of current students of Ikorodu Grammar School.
- v. To serve as an advisory body to the principals, teaching and non-teaching staffs or Governing Council (if any) of Ikorodu Grammar School.
- vi. To provide where necessary professional and / or technical advice to the principals and the Governing Council (if any) of Ikorodu Grammar School.
- vii. The aims and objectives shall be pursued without any discrimination whatsoever as a result of political, religion or ethnic considerations

ARTICLE 3

MEMBERSHIP:

FULL MEMBERS

Membership of the Association shall be open to all old students of Ikorodu Grammar School who attended or completed the secondary School at Ikorodu Grammar School.

Every member shall be recognised as a bonafide member having fulfilled his/her obligations/commitment to the association upon payment of annual dues and any other dues as may be deemed fit by the Association.

To enjoy any benefit of membership in any manner, to hold any office whatsoever on the association and to vote and be voted into any office in the Association.

HONOURARY MEMBERS

Shall be any friend of the Association (the principal, Teachers or Any other friend of the association) either within or outside Nigeria as a mark of honour in recognition of his or her past and continuing services to the membership or Association.

Such a honorary member may attend meeting as observer and, if permitted by the chairman/president of the Association for his/her view on any subject under discussion.

No honorary members shall be required to pay any compulsory levy or fee, but at his/her own free will to assist the Association, and cannot vote or be voted for.

SUBSCRIPTIONS

Each Member shall pay an annual subscription, the levy of which shall be recommended from time to time by the National Executive Council and approved by the Congress. Failure to pay subscriptions for three consecutive years will render the member liable to forfeiture of his/her membership rights.

Termination of Membership or Expulsion

If a member in any way does not abide strictly by the constitution of the Association, his/her position will be examined by the Executive Council. The General Meeting with 2/3 majority of the full members shall have the power to expel the member by voting. Voting by mail or proxy is not allowed under this condition.

Voting:

Each member shall have one vote at the meetings.

ARTICLE 4

COMPOSITION OF THE ASSOCIATION:

The Association shall have;

- A. The Congress
- B. National Executive Council
- C. Executive Management Committee
- D. Trustees

The Congress:

- i. It shall consist of all members of the Association.
- ii. It shall be the highest decision making body of the Association.
- iii. It shall ratify all decisions or policies taken by the National Executive Council and Executive Management committee.
- iv. It shall meet every quarter of the year.

The National Executive Council shall consist of:

- i. Officers of the Executive Management committee.
- ii. The Representative of each set
- iii. Past Presidents of the association
- iv. It shall meet at least once in a year except an extra ordinary session is called which is subject to the ratification of at least two third of its members.

Functions;

It shall take necessary decisions on behalf of the Association.

Executive Management Committee

It shall comprise of the following officers;

1. The President
2. Vice President
3. General Secretary
4. Assistant General Secretary
5. Treasurer
6. Financial Director
7. Social Director
8. Publicity Director
9. Welfare Director
10. Legal Adviser

FUNCTIONS OF THE OFFICERS

1. The President:

- i. The President shall preside over all meetings of the Association.
- ii. He shall ensure the implementation of all decisions of the Executive Council at the General Meetings.
- iii. He shall be the chief spokesman of the Association.
- iv. The President shall be responsible for the co-ordination of the activities of all groups and sections established to further the interest of the Association.
- v. He shall act as deemed necessary on behalf of the Association, in between meetings of the Executive Council but shall report such for ratification at the next General meeting of the Association.
- vi. He shall authorise all expenditure exceeding the impress limit which shall be determined by the Executive Council from time to time unless otherwise prescribed in this constitution
- vii. He shall direct the General Secretary to summon meetings of the Association.
- viii. He shall give account of his stewardship at the Annual General Meeting to the congress in black and white.

2. Vice President

- i. The Vice President shall act in the absence of the president and
- ii. He shall assist the president in carrying out the decision of the Executive Council.
- iii. In case of impeachment, incapacitation, resignation or death of the President, the Vice President shall move to the post of the president and bye election be conducted within 14 day to elect a new vice-president.

3. The General Secretary

- i. The General Secretary shall be responsible for all official documents of the Association.
- ii. He shall keep records and minutes of the General meetings of the Association
- iii. He shall be responsible to the president in carrying out all the decisions of the Executive Council and the Congress.
- iv. The General Secretary shall conduct all correspondence on behalf of Association in consultation with the president.
- v. He shall be one of the signatories to the Association Account
- vi. He shall be the head of the secretariat and be accountable for the running of the secretariat.
- vii. He shall compile annual report of the Association's activities.
- viii. He shall perform any other duties as may be directed by the Association.

4. Assistant General Secretary:

- i. He shall assist the General Secretary in all his duties and act for in his absence.
- ii. He shall take the minute of the Executive council meeting.
- iii. He shall perform any other duties as may be directed by the Association.
- iv. He shall prepare and produce minute of the congress and the National Executive Council

5. Treasurer:

- i. The treasurer shall take proper care and account for the expenditure of all finances of the Association.
- ii. He shall keep an impress of not exceeding N5, 000 (five thousand Naira).All monies in excess of that shall be paid into the Associations Account within 48 hours.
- iii. He shall be one of the signatory to the Associations Account.
- iv. He shall perform any other duties as may be directed by the Association.
- v. He shall work hand in hand with the financial director for proper record keeping and professional advice to the finance office.
- vi. He shall keep the cheque book of the association.

6. Financial Director:

- i. He shall provide and maintain the cash book, receipt and payment and balance sheet of the association.
- ii. He shall submit an annual audited account (receipt and payment, income and expenditure and balance sheet) of the association at the annual general meeting.
- iii. He shall submit at every quarter all receipt and payment account of the association to the congress.
- iv. He shall remit all monies collected on behalf of the association to the treasurer for safe keeping.
- v. He shall deposit all money received in the association bank Account within 48 hours if the treasurer is not around

vi. He shall perform any other duties as may be directed by the association.

7. Social Director

- i. He shall co-ordinate, organise and plan all social activities of the association.
- ii. He shall represent the association at all social activities subject to the approval of the president
- iii. He shall perform any other duties as may be directed by the association.

8. Publicity Director:

- i. He shall prepare press release on the activities of the Association subject to the approval of the Executive Management Committee
- ii. He shall be responsible for the proper display and circulation of all association publications.
- iii. He shall coordinate all the publicity platforms of the Association i.e. Social Media Platforms
- iv. He shall be the chairman of the publication committee
- v. He shall be the spokesman of the association
- vi. He shall perform any other duties as may be directed by the association.

9. Welfare Director:

- i. He shall be in charge of member's welfare at every function
- ii. He shall organise the meeting venues for the association
- iii. He shall liaise with the school authority on behalf of the association to provide welfare services to the students
- iv. He shall also see to the welfare of all members as assigned by this constitution and the congress
- v. He shall carry out any other responsibilities from time to time

10. Legal Adviser:

- i. He shall handle all legal matters as it affects the Association.
- ii. He shall give legal advice to the Association.

ARTICLE 5

TRUSTEES

The trustees of IKORODU GRAMMAR SCHOOL OLD STUDENTS ASSOCIATION for the purpose of the companies and Allied Matters Act NO.1 of 1990 shall be elected by the congress of the association with the responsibility of selecting the trustees with two-third (2/3) majority vote of members present.

(a) Such Trustee (herein referred to as "The Trustees") shall not be less than two (2) and not more than ten (10) in number

(b) A Trustee shall hold office for a period of 5 years of one term, He/ She is eligible to be re-elected for another term of 5 years.

CONDITIONS FOR TRUSTEE MEMBERSHIP

A trustee shall cease to hold office if;

- i. resign his or her office

- ii. Cease to be a member of the registered association
 - iii. become insane
 - iv. Officially declared bankrupt
 - v. convicted for a criminal offence involving dishonesty by a court of competent jurisdiction
 - vi. recommended for removal from office by the National Executive Council subject to the approval by at least 2/3 majority vote of members present at the Congress.
- (c) Upon vacancy occurring in the number of Trustees, the National Executive Council shall propose nomination(s) subject to the approval of least 2/3 majority vote of members present at the Congress.

THE COMMON SEAL

- a. The Trustees shall have a common seal
- b. such common seal will be kept in the custody of the secretary of the association who shall produce it when required for use by the trustees
- c. all documents to be executed by the Trustees shall be signed by such number of them as approved by this constitution and sealed with the Common Seal

ARTICLE 6

AFFILIATE GROUPS WITHIN THE ASSOCIATION:

Affiliate group, herein referred to as special groups within the association comprising of members with special linkages, such as set(s) that passed out together or a group of persons in the same professions.

- i. The Association shall recognize the affiliate groups
- ii. Such groups shall write to the Association requesting for affiliation and this must be subject to the approval of the Congress.
- iii. The existence of such affiliate body must be based on the interest of the association.

The official meetings of the association shall be:

1. General Meeting
2. Executive Council Meetings
3. Committee meeting(s)
4. Annual General meeting

The Annual General Meeting of the Association shall be held once in a year. The agenda shall include:

- I. President's Annual Report
- II. General Secretary's Report
- III. Financial Director's Report
- IV. Audited Accounts
- V. Any other business

ARTICLE 7

a. STANDING COMMITTEES

The Association shall inaugurate the following standing committee for the smooth pursuance of the aims and objectives of the association;

- 1. Disciplinary Committee**

2. School Affairs Committee

3. Social Committee

4. Finance Committee

5. Welfare committee

6. Publicity committee

b. These committees shall be inaugurated at the congress with at least minimum of five members to perform the functions as stipulated in this constitution.

c. Duties / Functions of the Committees

1. Disciplinary Committee

- i. To recommend any disciplinary action to erring members**
- ii. To serve as the whip for the association thereby imposing fine on members that are late/absence from meetings without prior notice to appropriate authority.**
- iii. To perform any other functions as directed by the congress.**

2. School Affairs Committee

- i. To serve as the link between the schools and the association**
- ii. To coordinate all schools activities such as Prize Giving, Career Talk, and any other related functions.**
- iii. To perform any other functions as directed by the congress.**

3. Social Committee

- i. To co-ordinate, organise and plan all social activities of the association.**
- ii. To represent the association at all social activities subject to the approval of the congress**
- iii. To perform any other duties as may be directed by the association.**

4. Finance Committee

- I. To coordinate and manage all financial activities for the association**
- II. To generate and manage funds for the association's programmes/ projects**
- III. To prepare and submit budgets / financial reports for associations programmes/ projects**
- IV. To work hand in hand with the financial director in preparing financial reports**

5. Welfare Committee

- i. To be in charge of member's welfare at every function**
- ii. To organise the meeting venues for the association**
- iii. To see to the welfare of all members as assigned by this constitution and the congress**
- iv. To carry out any other responsibilities from time to time as directed by the congress**

6. Publicity Committee

- i. To coordinate and execute the proper display and circulation of all the association's publications and programmes.**
- ii. To coordinate all the publicity platforms of the Association i.e. Social Media Platforms**
- iii. To publicise all the association's programme**
- iv. He shall perform any other duties as may be directed by the association.**

d. OTHER COMMITTEES

However, other committees deemed fit by the Association agreed upon at a general meeting by 2/3 majority of members present at such general shall be inaugurated whenever the need arises. The terms of reference and duration of operation of such committees shall be determined by the congress.

ARTICLE 8

QUORUM:

1. (a) No official deliberation shall be transacted at any meeting of the Association unless a quorum is formed at the time when the meeting proceeds to business.
(b) Unless otherwise prescribed in this constitution quorum at General Meeting and the Executive Council meeting shall be composed of at least four different sets irrespective of the numbers of people representing each set or at least one third of registered members.
2. Quorum shall be constituted by voting members only.
3. Provided that a quorum was formed, the proceedings of any meeting of the Association shall be binding on all members.
4. If no quorum is formed at any of the meetings, an adjournment may be made for a later date as agreed by the members present. The numbers of members present at such adjourned meeting shall form a quorum regardless of their number and decision reached are binding on every members.

ARTICLE 9

ELECTION OF OFFICERS:

Election of officers of the Association shall take place at the expiration of the tenure of the outgoing executives if quorum is formed. However, if quorum is not formed it will take place in a date determined by the National Executive Council not more than 30 days after the expiration of the tenure.

TENURE OF OFFICES:

1. The Executives shall hold office for a single term of three years and this is renewable for another single term of three years.
2. The office to be contested for is stated in Article 4 above.

Eligibility to vote and be voted for;

- i. He must be a registered member of the Association
- ii. He shall be an up-to-date financial member of the Association.
- iii. To be voted for, he/she shall have two third ($\frac{2}{3}$) attendance of the meetings.
- iv. To vote, He/ She shall have One-third ($\frac{1}{3}$) attendance

ARTICLE 10

AMENDMENTS OF THE CONSITUTION:

1. Proposals for amending the constitution must reach the General Secretary in writing at least eight weeks before the beginning of the Annual General Meeting.
2. The General Secretary must distribute the proposed changes by soft or hard copy to all members of the Association within two weeks of receipts of the proposals.
3. Motion for the amendment of the constitution must have a mover and a seconder.
4. All amendments require a $\frac{2}{3}$ majority of the members at the Annual General Meeting

ARTICLE 11

FUNDS OF THE ASSOCIATION:

Funds of the association shall be derived from:

1. Admission fees
2. Annual Subscriptions
3. Special Levies
4. Endowments
5. Donations
6. And other sources as the Executive Council and the Congress may from time to time decide.

BANK ACCOUNT

1. The Association shall maintain a bank account in its name.
2. Money belonging to the Association shall be deposited by either the Financial Director or the Treasurer in a duly licensed Bank in accordance with the directive of the Executive Council or the Congress.
3. All cheques drawn on the Association's bank account shall be signed by The Treasurer and any of the other two signatories. The Signatories are;
The General Secretary
The Treasurer
Financial Director
4. APPROVAL:
 - i. Approval for all expenses shall be discussed at the Executive Management meetings, ratified by the Congress. The president shall give confirmation in writing to such expenses as approved by the Congress.
 - ii. The spending limit of the Executive Management Council shall be determined and approved by the Congress; such limits shall be reviewed based on prevailing economic condition.

ARTICLE 12

DISBURSEMENT AND APPLICATION OF FUND

Funds of the **ASSOCIATION** shall be disbursed at appropriate time and applied prudently and in the context of value for money towards the realization of the aims and objectives of the **ASSOCIATION**.

- a. **Spending limit for the executive must not exceed the sum of twenty thousand naira only. Such expenses must be discussed and approved by 2/3 of the executive.**
- b. **Any expenses above the stipulated sum in Article 12(a) must be presented and approved by 2/3 of members present at the general meeting.**

ARTICLE 13

APPOINTMENT OF AUDITOR(S)

- (1) Independent qualified and licensed auditors shall be appointed by members at the Congress to audit the financial records of the ASSOCIATION annually and submit an audited report to the Annual General meeting of the ASSOCIATION.

(2) The audited financial statements (balance sheet and income and expenditure account) duly certified by independent auditors shall be annexed to the annual returns and filed with the Corporate Affairs Commission.

ARTICLE 14

- (1) THE INCOME AND PROPERTY OF IKORODU GRAMMAR SCHOOL OLD STUDENTS ASSOCIATION shall be applied solely towards the promotion of the objectives of the body as set forth in ARTICLE 2 OF THIS CONSTITUTION, and no portion thereof shall be paid or transferred directly or indirectly by way of dividend, bonus, or otherwise by way of profit to the members of IKORODU GRAMMAR SCHOOL OLD STUDENTS ASSOCIATION.
- (2) Provided that nothing herein shall prevent the payment in good faith, or reasonable and proper remuneration to any offers or employee of the ASSOCIATION in return for any service actually rendered to IKORODU GRAMMAR SCHOOL OLD STUDENTS ASSOCIATION;
- (3) No remuneration or other benefits in money or money's worth shall be given by the body to any member of such Board of Trustees except repayment of out-of-pocket expenses or reasonable and proper rent for premises demised; or let to IKORODU GRAMMAR SCHOOL OLD STUDENTS ASSOCIATION or reasonable fees for services rendered.
- (4) if in the event of winding up or dissolution of the Corporate Body, if there remains after the satisfaction of all the debts and liabilities, any property whatsoever, the same shall not be paid to or distributed among the members of IKORODU GRAMMAR SCHOOL OLD STUDENTS ASSOCIATION but shall be given or transferred to some other institutions(s) having objectives similar to that of the ASSOCIATION such institutions to be determined by the members of the ASSOCIATION at or before the time of dissolution.
- (5) If effect cannot be given to the aforesaid provision, then the remaining property shall be transferred to some charitable organisation.

Dated thisDay of2016

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CHAIRMAN

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SECRETARY