

THE CONSTITUTION
OF
THE INCORPORATED TRUSTEES OF
FEDERAL GOVERNMENT COLLEGE ENUGU
OLD STUDENTS' ASSOCIATION

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THE CONSTITUTION OF THE INCORPORATED TRUSTEES OF FEDERAL GOVERNMENT COLLEGE ENUGU OLD STUDENTS' ASSOCIATION

PREAMBLE

WE, THE MEMBERS OF THE INCORPORATED TRUSTEES OF FEDERAL GOVERNMENT COLLEGE ENUGU OLD STUDENTS' ASSOCIATION, ASSEMBLED IN PURSUIT OF THE AIMS AND OBJECTIVES OF THE ASSOCIATION, DO HEREBY, MAKE, ENACT AND GIVE TO OURSELVES THIS CONSTITUTION.

ARTICLE 1

FORMATION AND NAME OF THE ASSOCIATION

- 1.1 An Association to be known and addressed as **THE INCORPORATED TRUSTEES OF FEDERAL GOVERNMENT COLLEGE ENUGU OLD STUDENTS ASSOCIATION** (hereinafter referred to as "The Association") is hereby created.

ARTICLE 2

MOTTO

- 2.1 The Motto of the Association shall be "**PRO UNITATE**".

ARTICLE 3

SUPREMACY OF THIS CONSTITUTION

- 3.1 This Constitution is supreme for the purposes of regulating the activities of The Incorporated Trustees of Federal Government College Enugu Old Students Association, subject only to the provisions of the Constitution of the Federal Republic of Nigeria 1999 (as amended) and any other laws and bylaws for the time being in force in the Federal Republic of Nigeria.
- 3.2 Where any rule, regulation or any other enactment of the Association is inconsistent with the provisions of this Constitution, such other rule,

regulation or enactment shall be null, void and of no effect to the extent of its inconsistency with this Constitution.

ARTICLE 4

REPEAL

This Constitution hereby repeals any Constitution in existence before the adoption of this constitution that governed and/regulated the affairs of the Association.

ARTICLE 5

THE STANDING ORDERS

- 5.1 The Standing Orders contained in the first Schedule to this Constitution shall govern the conduct of any deliberations at any General Meeting /Emergency General Meeting.
- 5.2 The quorum at any Annual General Meeting shall be **one third of registered** members of the Association and the quorum at Emergency/Periodic General Meeting shall be **one third of** the total number of registered members entitled to attend such meetings.
- 5.3 Attendance at a General Meeting or Emergency General Meeting shall be open to all members of the Association save those under proper sanctions by the Association.

ARTICLE 6

NATIONAL SECRETARIAT

- 6.1 There shall be a National Secretariat of the Association which shall be the seat of administration of the Association, have staff, and other paraphernalia of a proper office, be under the direct oversight of the Secretary-General.
- 6.2 The National Secretariat of the Association shall be situated in the premises of the School at Enugu (or wherever it may be relocated in future) provided that the Association may maintain liaison offices in other towns as the Executive Committee may decide from time to time.

- 6.3 THE ADMINISTRATIVE SECRETARY - The National Secretariat shall be headed by an Administrative Secretary who shall possess cognate qualifications and experience in administration, management, policy formulation and implementation, etc and shall be the most senior staff in the National Secretariat answerable to the Executive Committee through the Secretary-General.
- 6.4 STAFFS/VOLUNTEERS - There shall be such number of staffs/volunteers in the National Secretariat of the Association as the Executive Committee for the time being in office, shall deem necessary. Designation of office/duties shall be as assigned by the Executive Committee.
- 6.5 All staff/volunteers of the National Secretariat shall be appointed by the Executive Committee through a transparent recruitment process.

ARTICLE 7

AIMS AND OBJECTIVES

The general aims and objectives of the Association shall be to rekindle, promote and sustain the founding vision, ideals, welfare and infrastructure of Federal Government College Enugu and more particularly:

- 7.1 To provide a platform for all alumni of Federal Government College Enugu to interact and engage constructively in order to contribute positively towards the collective progress of Federal Government College Enugu, the Nigerian education sector and Nigeria in general.
- 7.2 To establish and encourage the establishment of Class, State and International chapters/platforms for all old students of Federal Government College Enugu and to procure or facilitate their membership of The Incorporated Trustees of Federal Government College Enugu Old Students Association.
- 7.3 To promote National Unity and integration among the diverse peoples, cultures and religions of Nigeria in line with the founding ideology of Federal Government College Enugu in particular and Unity Schools in general.
- 7.4 To promote academic excellence and scholarship as core and indelible values in Federal Government College Enugu in particular and the Nigerian educational sector in general.
- 7.5 To encourage the development of leadership skills among students and alumni of Federal Government College Enugu.
- 7.6 To acquire, manage, control, administer and invest in Federal Government College Enugu in line with government policies and

objectives whether solely or in collaboration with other individuals or corporate bodies.

- 7.7 To advocate and influence policies and enactments in manners favourable to Federal Government College Enugu at all levels of government.
- 7.8 To identify credible and distinguished individuals and endow them as patrons, mentors and youth ambassadors and to leverage on their influence and affluence for the advancement of these aims and objectives.
- 7.9 To hold meetings, plenary sessions, presentations, seminars, workshops, conferences, summits and other forums for the advancement of these aims and objectives.
- 7.10 To provide avenues for networking and collaboration among members.
- 7.11 To develop, implement, form alliances and partnerships for and undertake advocacy initiatives as a civil society/non-governmental organisation.
- 7.12 To undertake projects or anything that is reasonably incidental or consequential to the furtherance of these aims and objectives.

ARTICLE 8

MEMBERSHIP

- 8.1 Membership of The Incorporated Trustees of Federal Government College Enugu Old Students' Association is of two categories, namely Ordinary Members and Financial Members.
- 8.2 ORDINARY MEMBERS -This is open to all old students of Federal Government College Enugu, from inception in 1973 till date.
- 8.3 FINANCIAL MEMBERS - This comprises of the members who have met all financial obligations to the Association.
- 8.4 It shall be a cardinal objective of all the Chapters and Class sets of the members of the Association to ensure that the old students of Federal Government College Enugu become **members** by providing such incentives and motivations as may be deemed necessary by the Association from time to time.

ARTICLE 9

PATRONS

The Association shall have powers to identify appropriate individuals and organisations and confer upon them any of the following status:

- 9.1 PATRONS - These are such individuals or bodies corporate that have been exemplary or have served the Association in an exemplary manner. They may also be individuals or corporate bodies who have served the Nation in an exemplary manner in the area of Education and/or National Unity.
- 9.2 GRAND PATRONS - These are such individuals or bodies corporate that have been exemplary or have served the Association in an exemplary manner. They may also be individuals or corporate bodies who have served the Nation in an exemplary manner in the area of Education and/or National Unity. It is a higher honour than a Patron.
- 9.3 LIFE PATRONS - These are those individuals or bodies corporate on whom the highest honour is bestowed by the Association. They can be persons or bodies corporate who have exemplarily served the Association or the Nation especially in areas of Education or National Unity.

ARTICLE 10

SUPREME AUTHORITY

The Supreme Authority of the Association shall be the members in General Meeting/Plenary Session save as otherwise stated in this constitution.

ARTICLE 11

GENERAL MEETINGS

- 11.1 The General Meetings of the Association shall also be known and referred to as Plenary Sessions.
- 11.2 The Plenary Sessions of the Association shall hold at such frequency as may be determined by the Executive Committee but at least twice annually.
- 11.3 One of the Plenary Sessions in each year shall be called the Annual General Meeting of the Association for that year.
- 11.4 Election of National Officers shall be held biennially at the Annual General Meeting for that year. This is normally fixed to coincide with the Founders Day ceremony of the Federal Government College, Enugu.

- 11.5 Emergency Plenary Sessions may be summoned at such times and places as the Executive Committee shall deem fit for the express purpose of deliberating and deciding specific issues which cannot wait for the next Plenary Session.
- a. Any member or group of members may requisition an Emergency Plenary Session and it shall be summoned by the Executive Committee but only on the receipt at the National Secretariat of the Association of a requisition signed **by not less than ½ of the full members of the Association** calling for the said Emergency Plenary Session and stating in clear details the matter that needs to be deliberated upon.
 - b. A quorum shall be formed when two thirds of those calling for the emergency meeting are present.
 - c. The President shall thereafter direct the Secretary-General in writing to summon an Emergency Plenary Session to deliberate upon the matter stated in the requisition to hold within four weeks of the date of the receipt of the requisition at such place and time as may be decided by the Executive Committee.
 - d. Provided the Executive Committee shall not be obliged to act on any requisition received less than eight weeks before the date of a Plenary Session but may instead include such matters stated in the requisition as part of the business to be deliberated upon at the already scheduled Plenary Session.
- 11.6 Decisions at any Plenary Session, Annual General Meeting or Emergency Plenary Session shall be by a simple majority on a show of hands of members present and voting except on the election of National Officers, or any other matter decided by the Plenary Session or Executive Committee, to be by secret ballot.
- 11.7 The Standing Orders contained in the First Schedule to this Constitution shall govern the conduct of any deliberations at any Plenary Session, Annual General Meeting or Emergency Plenary Session.
- 11.8 The quorum at any Plenary Session or Annual General Meeting shall be one third of registered members of the Association.
- 11.9 Attendance at a Plenary Session/Annual General Meeting or Emergency Plenary Session shall be open to all members of Federal Government College Enugu save those under sanctions.

ARTICLE 12

DELEGATES' CONFERENCE

- 12.1 A Delegates' Conference shall hold within a Plenary Session/Annual General Meeting or Emergency Plenary Session but only for the purpose of election of Members of the Board of Trustees, National Officers, Constitutional Amendments, making of Bye-Laws and Standing Orders.
- 12.2 A Delegates' Conference shall have only the following in attendance:
- a. Board of Trustees members.
 - b. Executive Committee members.
 - c. A maximum of three (3) representatives from each of the Class sets of Federal Government College Enugu Old Students Association.
 - d. A representative of any Chapter of the Federal Government College Enugu Old Students Association in existence and known to the Association.

ARTICLE 13

BOARD OF TRUSTEES

There shall be a Board of Trustees known as **“The Board of Trustees of The Federal Government College Enugu Old Students' Association”** (hereinafter referred to as “BOT”)

- 13.1 COMPOSITION OF THE BOARD OF TRUSTEES - The BOT of the Association shall have at least five (5) but not more than nine (9) members who shall, for the purposes of the Companies and Allied Matters Act (Cap. C20, Laws of the Federation, 2004, be elected by the members present at a General Meeting of the Association for which notice of the election of trustees was given.
- 13.2 Geo-political zone of the individual, location and gender equity shall, as much as practicable, be considered in electing members of the BOT to ensure that the BOT always reflects National spread and is representative of the Association's diverse membership.
- 13.3 It shall be unlawful for any Chapter or Class Set to have more than one (1) member on the BOT at any given time.
- 13.4 ELECTION OF TRUSTEES- The required number of votes for the election of each Trustee of the Association shall be a simple majority of members present and voting at the Plenary Session.
- 13.5 TENURE OF TRUSTEES- The trustees shall hold office for tenure of five (5) years subject to a maximum of 2 (two) tenures provided that a trustee shall cease to hold office if he or she:

- a. Resigns his office;
 - b. Dies;
 - c. Becomes insane or incapacitated;
 - d. Is declared officially bankrupt;
 - e. Is convicted of a crime or other offence involving fraud or dishonesty by a court of competent jurisdiction;
 - f. Is recommended for removal from office by two-thirds majority vote of members present and voting at a plenary session/general meeting;
 - g. Is recommended for removal from office by decision of at least two-thirds of the other members of the Board of Trustees
- 13.6 FILLING OF VACANCY IN THE BOARD OF TRUSTEES - Upon a vacancy occurring in the number of Trustees of the Association for any reason whatsoever, a plenary session will elect any eligible person in the Association to fill the vacancy.
- 13.7 FUNCTIONS, DUTIES AND POWERS OF TRUSTEES - In addition to the powers conferred by this Constitution, the Board of Trustees shall have powers to:
- a. Apply in the prescribed manner to the Corporate Affairs Commission for a Certificate of Incorporation of the Association and hold same in trust for the Association;
 - b. Ensure compliance with all legal requirements for proper documentation of the affairs of the Association as provided by CAMA;
 - c. Acquire and hold in trust all lands belonging to the Association and procure on her behalf real property and chattels subject to the provisions of CAMA;
 - d. Advice on the disbursement of funds available for the purpose of investments, charitable and philanthropic purposes;
 - e. Consider, and if satisfied, approve recommendations made to it by the Executive Committee under this Constitution including those for conferment of honorary memberships, awards and the investiture of patrons.
 - f. The Trustees shall act in good faith and at all times in the interest of the Association.
- 13.8 FURTHER POWERS - In addition to the powers conferred on the Board by the Act and this Constitution, the BOT shall:

- a. Ensure that the Association's finances, operations, procedures are in accordance with the constitution and the assets are safeguarded.
- b. Provide advice and guidance to the Executive Committee.
- c. Oversee assignments as may be agreed upon with the Executive Committee.
- d. Advise on the funds of the Association including expenditure, investment or income in such manner as the Board shall consider most beneficial for the purposes of Association.
- e. Advise on the strategies, structure, plans, budgets and staffing of the Association.
- f. Uphold the values, vision, mission, identity, policies and standards of the Association.

13.9 ROLE OF THE BOARD - The main role of the Board shall be advisory.

13.10 MEETINGS OF THE BOARD OF TRUSTEES

- a. The BOT shall elect one of their members as Chairman and another as Secretary of the Board at their first meeting.
- b. The Trustees shall meet at least once in each quarter of the year and at least twice in every year shall invite and meet with the Executive Committee pursuant to her advisory functions.
- c. Decisions of the Trustees shall be by simple majority of members present except as may be otherwise provided in this constitution.
- d. The Secretary to the BOT shall keep minutes of the meetings of Trustees and such minutes shall be signed by the Chairman and the Secretary as official records of proceedings of the meeting to which it relates.
- e. The quorum of the Trustees shall be not less than 2/3 of the members which must include the Chairman or Secretary.
- f. The Trustees shall make such rules as they deem necessary for proper conduct of their meetings.
- g. Any member of the BOT who misses three (3) consecutive meetings shall automatically cease to be a member except there are extenuating circumstances, and the Board of Trustees shall have discretion to determine what is or is not acceptable as extenuating circumstances.
- h. The National Secretariat of the Association, before the end of January in each year, shall prepare and submit to the Secretary of the BOT for approval a timetable of proposed meetings of the BOT

in that year and upon the Secretary of the BOT conveying the Board's approval of same the National Secretariat shall be required to make the meetings a success by providing such logistical supports as the funds of the Association shall permit.

ARTICLE 14

MANAGEMENT OF THE ASSOCIATION

For clarity and avoidance of doubt, the Executive Committee and staff in the National Secretariat of the Association under it shall carry out the day-to-day management functions of the Association.

ARTICLE 15

NATIONAL EXECUTIVE COMMITTEE

- 15.1 The National Executive Committee shall comprise the following only -
- a. National (Executive) Officers of the Association.
 - b. Immediate past President of the Association.
 - c. Serving Chapters Representatives and Class Set Representatives of the Association.
- 15.2 The National Executive Committee shall meet at least once in each quarter of every year at such times and places as they shall decide.
- 15.3 The quorum for the meetings of the National Executive Committee shall be at least 1/3 of the National Officers and any number of others entitled to attend who are present at the meeting.
- 15.4 On the requisition of at least 1/3 of the National Executive Committee members, which requisition shall clearly state the matters sought to be considered, a meeting of the National Executive Committee shall hold within four (4) weeks of receipt of the requisition by the Secretariat or the President.
- 15.5 **FUNCTIONS AND DUTIES OF NATIONAL EXECUTIVE COMMITTEE**
- a. Members of the National Executive Committee shall have the responsibility of keeping their respective alumni branches and Class sets informed and mobilized on all the activities of the Association, National Executive Committee and other Committees.
 - b. Receive and approve the annual programme of the Association from the Executive Committee.
 - c. Audited Accounts of the Association will first be presented to the NEC before presentation to the AGM.

- d. To receive and deliberate on reports to the Association from various Alumni branches.
- e. To advise the Executive Committee on issues affecting Federal Government College Enugu and Education in Nigeria.

15.6 FUNCTIONS AND POWERS OF THE EXECUTIVE COMMITTEE

- a. The Executive Committee (EXCO) shall implement the general policy direction of the Association and shall have responsibility for the day-to-day running of the affairs of the Association in accordance with the provisions of this Constitution and CAMA and shall exercise and execute the following powers and functions:
- b. Management of the finances of the Association including the choice of and appointment of suitable banks for that purpose.
- c. Exercise the powers of the Association with respect to the appointment of representatives to any statutory or executive commission or other body where that privilege is given to the Association by the school, government or an agency of the government, or any national or international organization.
- d. To express the views of the Association upon any matter of public interest or upon any matter of general interest to the Association.
- e. To make all necessary arrangements for Plenary Sessions or any other general meeting of the Association.
- f. To cause the accounts of the Association to be audited annually by a competent professional firm of auditors who shall be appointed by the Plenary Session or Emergency Plenary Session of the Association.
- g. To consider and appoint one of their members or a suitable member of the Association to fill and/or perform the duties pertaining to a vacant office, which said vacancy may occur due to mental or physical infirmity or any other cause.
- h. Generally, to exercise all the powers vested in the Association/general meeting of the Association; to promote and carry out the aims and objectives of the Association as contained in this constitution, and in particular when the need arises to apply for and receive donations on behalf of the Association.

15.7 Any member who is absent from three consecutive meetings of the Executive Committee shall cease to be a member of the Executive Committee after a No confidence vote is taken unless he/she shows reasonable cause for such absence to the satisfaction of the Executive Committee.

15.8 Consensus shall be the aim of the Executive Committee but if it becomes necessary to put any question to vote then it shall be decided by a simple majority based on a show of hands PROVIDED however that the Executive Committee may resolve to decide any specific issue by secret ballot. In the event of a tie of votes, the President is entitled to a second vote (that is a tie breaking vote).

15.9 ADDITIONAL DUTIES

- a. Without prejudice to and subject to the functions stipulated above, elected members of the Executive Committee may perform such other functions (special duties) as may be assigned to them by the President or the Annual General Meeting.
- b. The duties and powers of the National Executive Committee shall extend to social media chats and conference.
- c. The National Executive Committee meetings may take place via social media or telephone/video link conference.

ARTICLE 16

NATIONAL OFFICERS

16.1 The National Officers of the Association shall be referred to as the Executive Committee and shall:

- a. Be elected at a Biennial Plenary Session in accordance with this constitution.
- b. Constitute the Management Team of the Association and shall be responsible for formulating, reviewing and implementing policy, strategy or management decisions regarding the day-to-day functions of the Association.
- c. The President through the Secretary General may summon as many meetings of the National Officers as may be necessary to anticipate or respond to the exigencies of the Association.
- d. The quorum for a meeting of the National Officers shall be 1/3 of the National Officers attending in person. However, other National Officers not physically present could send in their contributions electronically or otherwise.

16.2 The National Officers of the Association shall be:

- a. The President
- b. The 1st Vice President

- c. The 2nd Vice President
- d. The Secretary General
- e. The Assistant Secretary General
- f. The Treasurer
- g. The Financial Secretary
- h. The Publicity/Welfare Secretary
- i. The Assistant Publicity/Welfare Secretary
- j. The Internal Auditor
- k. The Provost
- l. The Legal Adviser
- m. Ex Officio

16.3 QUALIFICATION TO HOLD NATIONAL OFFICE - A member of the Association shall be qualified to hold a National Office if:

- a. He/She is sponsored for the particular National Office by his/her Alumni Chapter/Branch or Class Set of the Association.
- b. His/her Alumni branch or Class Set must have met all financial and other obligations due to the Association.
- c. He/She must be financially up-to-date
- d. He/She has participated actively in FGCEOSA activities.

Provided that:

- i. Aspirants to the offices of Financial Secretary, and Internal Auditor shall be practicing accountants or persons with financial and/or accounting qualifications.
- ii. Aspirants to the office of Legal Adviser shall be legal Practitioners of at least ten (10) years post call.
- iii. Geo-political zone of the individual, location of his/her alma mater and gender equity shall, as much as practicable, be considered in electing the National Officers to ensure that the membership always reflects National spread and is representative of the Association's diverse membership.

16.4 A National Officer of the Association shall not qualify for re-election to the same office after serving two consecutive terms of two years each, but he/she shall be qualified for re-election after at least one intervening term of two years.

- 16.5 A National Officer shall cease to hold office if the members in plenary pass a vote of no confidence on him/her by two-thirds majority of members present and voting.
- 16.6 A National Officer who is indicted for any offence bothering on fraud or gross misconduct, likely to bring the image of the Association into disrepute or ridicule shall be expelled from the Association by a simple majority votes of members of the Association.

ARTICLE 17

DUTIES AND FUNCTIONS OF NATIONAL OFFICERS

Save as otherwise provided for in this constitution, the duties and functions of National Officers shall be as follows:

17.1 PRESIDENT

- a. Presiding at Plenary Sessions, Emergency Plenary Sessions, meetings of the National Executive Committee and other meetings of the Association.
- b. Directing the summoning of Plenary Sessions, Emergency Plenary Sessions, meetings of the National Executive Committee and other meetings of the Association either on his/her own initiative or in accordance with the decision of the Executive Committee or upon an appropriate requisition under any section of this Constitution.
- c. Directing all other Officers and physical offices of the Association, including the National Secretariat, in the performance of their duties.
- d. Providing direction and leadership to all Committees of the Association.
- e. Presenting at the Plenary Sessions a presidential address in writing to highlight the accomplishments, challenges, prospects and future direction of the Association.
- f. Acting as the principal spokesperson of the Association.
- g. Ensuring with the assistance of other National Officers efficient use or prudent investment, acquisitions and disposal of assets as may be necessary from time to time subject however to the overall approval of the National Executive Committee.

17.2 1st VICE PRESIDENT

- a. Shall in the absence of the President preside at all meetings in which the President is empowered to preside by the provisions of this Constitution.

- b. Shall perform all other duties as He/She may be directed by the President and the Association.

17.3 2nd VICE PRESIDENT

- a. Shall in the absence of the President and the 1st Vice President preside at all meetings in which they are empowered to preside by the provisions of this Constitution.
- b. Shall perform all other duties as He/She may be directed by the President and the Association.

17.4 SECRETARY GENERAL

- a. Shall, under the overall direction of the President, be in charge of the National Secretariat of the Association and staff thereof.
- b. He/She shall on the instructions of the President or in accordance with a previous decision of the National Executive Committee or pursuant to a requisition made in accordance with the provisions of this Constitution, summon Plenary Sessions, Emergency Plenary Sessions, meetings of the National Executive Committee and other meetings of the Association.
- c. He/She shall record and keep the minutes of meetings including attendance and a summary of all decisions taken thereat.
- d. He/She shall write and dispatch circulars, letters, and other correspondences of the Association, including that of the National Executive Committee.
- e. He/She shall keep a roll of members.
- f. He/She shall furnish an Annual Return or Special Reports of the activities of the Association or any of its organs at the Plenary Sessions, Emergency Plenary Sessions, and meetings of the National Executive Committee and other meetings of the Association.
- g. He/She shall be an ex-officio member of all committees of the Association.
- h. He/She shall perform all other duties as may be assigned to him/her by the President or the Association.

17.5 ASSISTANT SECRETARY GENERAL

- a. He/She shall assist the Secretary-General in the performance of his/her duties and shall in the absence of the Secretary General act in his/her place.

- b. He/She shall perform all other duties as may be assigned to him/her by the President, the Secretary General, or the Association.

17.6 TREASURER

- a. He/She shall receive, collect and pay to the Association's bankers all monies collected for the Association or paid to the Association from any source whatsoever.
- b. He/She shall carry out any decision or directive of the Plenary Session in matters relating to the budget or finances of the Association.
- c. He/She shall invest the monies of the Association in such securities and manners as may be approved by the Executive Committee.
- d. He/She shall perform all other duties as may be assigned to him/her by the President or the Executive Committee.

17.7 FINANCIAL SECRETARY

- a. He/She shall be in constant touch with the branches/members for the purpose of soliciting, and collecting their annual dues, subscriptions and levies, as and when due.
- b. He/She shall submit an Annual Report to the Plenary Session to which shall be attached the Audited Accounts and Balance Sheet for the preceding year.
- c. He/She shall compile and circulate a list of members who have paid or are in default in respect of such dues in each year and take steps to circulate such lists to the Executive Committee, Plenary Session and the National Executive Committee.
- d. He/She shall collect and pay all monies of the Association to the Treasurer promptly and keep records of such receipts and payments.
- e. He/She shall prepare the audited accounts and balance sheet for the preceding year.
- f. He/She shall prepare Annual Report to which shall be attached the Audited Accounts and Balance Sheet for the preceding year.
- g. He/She shall prepare or cause to be prepared and submitted to the First Meeting of the Executive Committee in each financial year an annual budget of the estimated revenue and expenditure of the Association.

- h. He/She shall circulate to every member of the Executive Committee the audited accounts and balance sheet for the preceding year.
- i. He/She shall perform all other duties as may be assigned to him/her by the President or the Association.

17.8 PUBLICITY/WELFARE SECRETARY

- a. He/She shall be responsible for the Association's information, promotional services and activities, all of which must be consistent with this Constitution and the Association's objectives, policies and programmes.
- b. He/She shall ensure adequate and prompt publicity of the activities of the Association and shall present a good and progressive image of the Association to the public.
- c. He/She shall monitor the welfare and interest of members of the Association and bring to the notice of the National Officers and the National Executive Committee any matter concerning the welfare of any member with a view to providing, protecting and preserving their rights, privileges and welfare as provided in this Constitution.
- d. Shall be responsible for the social, cultural and entertainment activities of the Association.
- e. He/She shall issue releases and statements on matters of general interest to the Association and the public after consultation with the President or the National Executive Committee.
- f. He/She shall spearhead the organization of events and programmes for the attainment of the Association's objectives.
- g. He/She shall be responsible for protocols, travelling and accommodation.
- h. He/She shall perform all other duties as may be assigned to him/her by the President or the Association.

17.9 ASSISTANT PUBLICITY/WELFARE SECRETARY

- a. He/She shall assist the Publicity/Welfare Secretary in the performance of his/her duties and shall in the absence of the Publicity/Welfare Secretary act in his/her place.
- b. He/She shall perform all other duties as may be assigned to him/her by the President, the Publicity/Welfare Secretary, or the Association.

17.10 INTERNAL AUDITOR

- a. He/She shall regularly scrutinize the overall financial (income and expenditure) profiles and records of the Association to ensure that

her financial practices comply with international best practices/policies.

- b. He/She shall perform all other duties as may be assigned to him/her by the President or the Association.

17.11 PROVOST

- a. He/She shall enforce all rules of procedure in the conduct of meetings of the Association.
- b. He/She shall maintain order at all meetings of the association.
- c. He/She shall perform all other duties as may be assigned to him/her by the President.

17.12 LEGAL ADVISER

- a. He/She shall provide legal and ancillary advise to the Association, its Officers, Committees, organs or agents and shall represent or protect the interests of the Association in Courts, Tribunals, Judicial Inquiries or proceedings, provided that the Executive Committee may engage any other Counsel of their choice as the need arises.
- b. He/She shall perform all other duties as may be assigned to him/her by the President or the Association.

17.13 EX-OFFICO

The ex-officio is a National Officer by virtue of having served as an officer in the previous executive and his duties are as assigned by the President.

- 17.14 In the absence of the President and the 1st and 2nd Vice Presidents, the National Officers present shall appoint one of themselves to preside over the meeting.

ARTICLE 18

STANDING AND AD-HOC COMMITTEES

The Association shall have such committees as may be created by the Executive Committee or Plenary Session from time to time:

- 18.1 STANDING COMMITTEES: This may include but not be limited to the following Standing Committees:

- a. Advocacy, Development and Civil Society Committee
- b. Finance Committee
- c. Education Committee

- d. Knowledge Street/Business Networking Committee
 - e. Directory and History Committee
 - f. Welfare Committee
 - g. Membership Mobilization & Liaison Committee
 - h. Projects Implementation Committee
- 18.2 AD-HOC COMMITTEES: The Executive Committee may constitute ad-hoc Committees to deal with such issues and matters as circumstances may dictate; and the Committees so constituted shall have such powers and exercise such functions as the Executive Committee may determine.
- 18.3 The Standing or Ad-hoc Committees set up under this Article shall be subordinate and secondary to the Plenary Sessions and the National Executive Committee.
- 18.4 Membership of each Committee shall be determined by the Executive Committee or National Executive Committee from time to time.

ARTICLE 19

ELECTIONS

- 19.1 Offices shall be vacant by effluxion of time, death, resignation, removal, or for any other reasonable cause.
- 19.2 Any vacancy occurring in any office after a Biennial Plenary Session may be filled by the Executive Committee.
- 19.3 A candidate for any elective national office shall be nominated or proposed in writing by a member and seconded by another both of whom shall be qualified like the candidate in accordance with the provisions of the Constitution.
- 19.4 The nomination papers shall be dispatched to reach the Electoral Committee on or before the end of September in an election year and where there is no nomination for any office the Plenary may fill the vacancy.
- 19.5 The Electoral Committee shall prepare and publish detailed guideline for the election at least 90 days before the election. Such guidelines which should have been approved by the Board of Trustees (or in a case where there is none the National Executive Committee) shall be disseminated to all members of the Association.
- 19.6 Electoral Officers, a minimum of three and a maximum of five, one of whom shall preside, shall be appointed by the Plenary.
- 19.7 The Electoral Officers shall control, conduct and manage proceedings at the elections. During the elections the Presiding Electoral Officer shall exercise the powers of the Chairman under these Standing Orders.

- 19.8 The Electoral Officers shall decide on the colour of ballot papers to be used for the office to be contested.
- 19.9 Voting in elections at Plenary Sessions shall be by secret ballot.

ARTICLE 20

DISCIPLINE AND DISCIPLINARY MEASURES

- 20.1 The provisions of this Constitution shall apply to all members of the Association equally.
- 20.2 Members of the Association shall maintain a high level of discipline and decorum in their interactions with one another both in person and on the Association's social media platform.
- 20.3 The Association, through the Executive Committee shall have the power to set up a Disciplinary Committee to investigate reports of misconduct or fraud against their members and if need be, may apply necessary sanctions against erring members. Such Committee may recommend warning, fine, suspension, or outright expulsion of the erring member from the Association.
- 20.4 Any member of the Association who brings the Association into disrepute through his or her conduct or behaviour shall be suspended pending the recommendation of the Disciplinary Committee set up by the Executive Committee for that purpose. The Disciplinary Committee shall recommend the appropriate sanction for such misconduct.
- 20.5 Upon the exhaustion of the Association's internal mediation and conflict resolution mechanisms, a member of the Association still aggrieved shall give the Association a thirty days Pre-Action Notice prior to the commencement of any proceedings in any court of law.

ARTICLE 21

DISCIPLINARY PROCEDURE

- 21.1 Subject to the provisions of this Article and principles of natural justice, there shall be a Disciplinary Committee of 7 members to be appointed by the Executive Committee.
- 21.2 Where there is a complaint of misconduct against any member(s), the Executive Committee shall send the complaint to the Disciplinary Committee to deliberate and make recommendation thereto.

- 21.3 The Disciplinary Committee shall inform the accused member(s) in writing concerning the allegations and the place and time of considering the allegation.
- 21.4 Any person before a Disciplinary Committee shall be given opportunity to present his case orally or in writing either in person or through a counsel of his choice and call witnesses, if necessary.
- 21.5 The Executive Committee shall stipulate a time limit, within which the Disciplinary Committee shall complete its work and present its recommendations to the Executive Committee for consideration and implementation.

ARTICLE 22

PENALTY AND APPEAL

- 22.1 PENALTY - Any member of the Association found guilty of any of the offences disclosed in this Constitution shall be liable to any of or combination of the following punishments:
- a. Reprimand
 - b. Fine
 - c. Suspension
 - d. Expulsion
 - e. Barred from holding office
- 22.2 Any member found guilty of any of the offences disclosed in this Constitution shall be punished in accordance with this part based on the gravity of the offence.
- 22.3 The power to mete out punishment shall reside with the Executive Committee.
- 22.4 APPEAL - Any member of the Association aggrieved by the punishment meted out to him by the Executive Committee shall have the right of appeal within 21 days of the punishment to the BOT.
- 22.5 The Appeal shall be in writing and addressed to the Chairman of the BOT. On receipt of such Appeal, the Chairman of the BOT shall, within forty-eight hours cause a meeting of its members to be held to decide the

Appeal. Such meeting may be physical or through any of the Information Technology media.

- 22.6 The BOT shall have the powers to reverse, affirm or alter the punishment in accordance with this Constitution.
- 22.7 Decisions of the BOT shall be by simple majority of members participating in the meeting.
- 22.8 For the purposes of the Association's internal mediation and conflict resolution mechanisms, the decision of the BOT shall be final.

ARTICLE 23

FUNDS OF THE ASSOCIATION

- 23.1 The funds of the Association may be derived from the following sources:
- a. Registration and annual dues payable by members and potential members.
 - b. Levies as may be approved by the Executive Committee from time to time and levied on members.
 - c. Gifts, Aids and Grants by individuals or groups of individuals or local and international corporate organisations or donor agencies as allowed by law.
 - d. Donations, Subscriptions and Fund Raising.
 - e. Endowment funds, borrowing as may be approved by the Executive Committee; and
 - f. Investments of the Association.
 - g. Any other lawful means
- 23.2 No expenditure shall be incurred for any purpose unless such expenditure has been approved generally by the Executive Committee or National Executive Committee in the annual budget or any supplementary budget of the Association provided that in cases of emergency, the Treasurer in consultation with the President and the Secretary-General may authorize such expenditure in their discretion and afterwards seek approval from the Committee, provided further, always that the exercise of such discretion shall be limited to the recurrent expenditure of the month immediately preceding.
- 23.3 The Secretary-General shall hold as an imprest for the day-to-day running of the National Secretariat such amount as may be approved by the Executive Committee or National Executive Committee from time to time.

- 23.4 The Executive Committee may invest funds of the Association in government securities or such other securities.
- 23.5 All monies belonging to the Association shall be kept in its name with such reputable banks as the Executive Committee shall appoint from time to time.
- 23.6 There shall be five signatories to the Association's accounts namely, the President, the Secretary-General, the Vice President 1, the Treasurer and Financial Secretary.

ARTICLE 24

AUDITORS

There shall be appointed External Auditors to audit the accounts of the Incorporated Trustees of Federal Government College Enugu Old Students' Association yearly and prepare Annual Financial Reports of the Association.

ARTICLE 25

INDEMNITY

A member of the Association, whether a Trustee, an Executive or any other person employed by the Association shall be indemnified by the Incorporated Trustees of Federal Government College Enugu Old Students' Association against any liability incurred by him/her in good faith in the performance of his/her official/assigned duties.

ARTICLE 26

COMMON SEAL

- 26.1 The Board of Trustees shall have a common seal.
- 26.2 The seal shall be kept under the custody of the Secretary-General who shall produce it whenever required in furtherance of the Association's activities.
- 26.3 All documents required to be executed by the Trustees shall be signed by at least two Trustees and sealed with the common seal of the Association.

ARTICLE 27

AMENDMENT OF THE CONSTITUTION

This Constitution shall not be amended except at a Plenary Session of the Association by a two-thirds majority of those present and entitled to vote and provided that at least 60 days notice of the proposed amendment shall have been given to the Secretary-General who shall have circulated same to delegates at least 30 days before the proposed amendment is tabled for discussion at the Plenary Session and for the avoidance of doubt, two-thirds majority of members present and voting shall be approximated to the nearest whole number.

ARTICLE 28

SPECIAL CLAUSE

- 28.1 Any income and property of Incorporated Trustees of Federal Government College Enugu Old Students' Associations, whenever so derived shall be applied solely towards the promotion of the Association as set forth in this Rules and Regulations/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 the Association; PROVIDED that:
- a. Nothing herein shall prevent the payment, in good faith, of reasonable and proper remuneration to an officer, servant or consultant of the Organization in return for any service rendered to The Incorporated Trustees of Federal Government College Enugu Old Students' Association.
 - b. No member of the Board of Trustees or Executive Committee shall be appointed to any salaried office of The Incorporated Trustees of Federal Government College Enugu Old Students' Association, or any office paid for by fees, and that no remuneration or other benefits in money or monies shall be given by the Association to any member of Board of Trustees or Executive Committee except repayment of out-of-pocket expenses or reasonable and proper payment of rent for premises demised or let to the Association provided that the provision last aforesaid shall not apply to any payment by any company to a member of the Association in which such member shall not hold more than one-hundredth part of the share capital and such member shall not be bound to account for any share of profits he may receive in respect of any such payment.
 - c. NO ADDITION, alteration or amendment shall be made to the CONSTITUTION of Incorporated Trustees of Federal Government College Enugu Old Students' Association, unless same has been

previously submitted to and approved by the Registrar-General of the Corporate Affairs Commission.

- d. Notice of all such amendments shall also be forwarded to the Registrar- General, Corporate Affairs Commission, Abuja.

ARTICLE 29

WINDING UP/DISSOLUTION

In the event of a Winding up or Dissolution of The Incorporated Trustees of Federal Government College Enugu Old Students' Association, and 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 The Incorporated Trustees of Federal Government College Enugu Old Students' Association, but shall be given or transferred to some other Association(s) having objects similar to that of The Incorporated Trustees of Federal Government College Enugu Old Students' Association and that body or those bodies are prohibited from distributing its or their income and property amongst its or their members to an extent at least as great as is imposed on The Incorporated Trustees of Federal Government College Enugu Old Students' Association, under or by virtue of the SPECIAL CLAUSE hereof, such Association(s) to be determined by the members of The Incorporated Trustees of Federal Government College Enugu Old Students' Association, and if effect cannot be given to the aforesaid provision, then to some charitable object.

ARTICLE 30

OATH OF OFFICE

Every officer elected or appointed as an officer of the Association shall subscribe to the Oath of Office as provided in Schedule 2 (Oaths 1 and 2) to this Constitution before a Commissioner for Oaths, a Notary Public or a Legal Practitioner/Magistrate/Judge.

ARTICLE 31

SCHEDULE

The provisions of the Schedule to this Constitution shall form part of and shall have the same effect as any of the other provisions contained therein.

ARTICLE 32

INTERPRETATION

In the event of any dispute over the interpretation of any provision of this Constitution, the dispute shall be referred to a panel appointed by the Board of Trustees to be headed by the Legal Adviser AND appeals against the decision of the panel shall lie to the Board and its decision shall be final and binding. The Byelaws and Standing Orders comprised in Schedules 1 and 2 hereof shall form a part of this Constitution where there is conflict in the interpretation of the Byelaws and Standing orders on the one hand and the Constitution on the other hand the Constitution shall prevail.

FIRST SCHEDULE
STANDING ORDERS

For the purpose of effective conduct of proceedings at Plenary Session, or other meetings and matters relating thereto these shall be read together with the Constitution of the Association.

1. These Standing Orders are ratified by the Plenary Session of the Incorporated Trustees of Federal Government College Enugu Old Students' Association in exercise of its powers under this Constitution.
2. A Plenary Session or Emergency Plenary Session shall transact such business as is on its agenda or any business decided by a previous Plenary or the Executive Committee.
3. An agenda of the business of a meeting shall be supplied in advance to members of the Association provided that the agenda shall be adhered to till the completion of business unless a proposition to suspend this standing order is made and carried by a simple majority of the members present representing at least 1/3 of the full members.
4. Any member who wishes to speak shall hold up his/her hand to attract the President's attention.
5. No member shall commence to speak on any topic until recognized to do so by the President.
6. No member shall stand up to speak simultaneously during discussion at a meeting.
7. The order of speaking shall be determined by the President in his/her absolute discretion without fear or favour but he/she shall give a reasonable opportunity for divergent views to be heard.
8. The President in his/her discretion may stop a debate even when there are members still anxious to speak on the subject if he/she considers that there has been sufficient discussion on the matter under consideration.
9. A member who has any relevant and pertinent information to give during the course of a speech by another may raise a "point of information" which he may only proceed to give if permitted to do so by the President.
10. A member may raise a plea of "point of order" which when raised shall only be sustained by the Chairman where he/she accepts that there is deviation by a speaker from the subject matter/or according to these standing orders.
11. A member who claims that he/she has been misquoted or misrepresented may raise the pleas on "point of correction" and if allowed by the Chairman may proceed to correct same.

12. In the event of proposition to proceed to the next business or for progress being moved and seconded it shall after the proposer and seconder of the resolution have been heard be put to the vote. If carried the matter under debate shall immediately be put to the vote and once carried the subject voted upon shall not again be introduced during the meeting.
13. No motion or amendment shall be discussed unless it is seconded, save the proposals of the Executive Committee or the report of a Committee of the Association which shall be taken as having been moved and seconded.
14. No second amendment or rider shall be voted upon until the first amendment is disposed of.
15. On any issue every member present shall have one vote at a time but the Chairman shall have a second or casting vote in the event of equality of votes. Provided that if at any election there is equality of votes, the Presiding Electoral Officer shall have a casting vote.
16. The President shall have power to ask anyone found engaging in distractive or destructive acts to leave the meeting or gathering.
17. The Plenary Session shall have the power to appoint Committee or Commissions for the furtherance of its business. Such Committees or Commissions may sit during the hours of the Plenary Session should it be necessary for them to do so.
18. The President shall give directions or adopt measures reasonably necessary in the interest of the Association or reasonably conducive to the conduct of proceedings of any meeting. The procedure at a meeting of any Committee shall be determined by that Committee.
19. The ruling of the President or Chairman on matters provided for in these STANDING ORDERS shall be obeyed.

SECOND SCHEDULE
OATHS

1. OATH OF ALLEGIANCE:

I,do solemnly swear/affirm that I will be faithful and bear true allegiance to The Incorporated Trustees of Federal Government College Enugu Old Students' Association and the Federal Republic of Nigeria and I will preserve, protect and defend the Constitution of the Association and that of the Federal Republic of Nigeria. So help me God.

2. OATH OF OFFICE:

I,do solemnly swear/affirm that I will be faithful and bear true allegiance to The Incorporated Trustees of Federal Government College Enugu Old Students' Association. I will discharge my duties to the best of my ability, faithfully and in accordance with the Constitution of the Association and law, always in the interest of the integrity, solidarity, advancement, well-being and prosperity of the Association and the world at large. I will strive to pursue, enhance and implement the aims and objectives of the Association as contained in its Constitution. I will not allow my personal interest to influence my Official decision. In all circumstances, I will do what is right to all the members and organs of the Association and to all manner of people, according to law without fear or favour, affection or ill-will. I will not directly or indirectly communicate or reveal to any person any matter or matters which shall be brought to my attention or become known to me as a result of my discharging my duties as an officer of the Association, except as may be required by law and for the due discharge of my duties. I will devote myself to the service and well-being of members of The Incorporated Trustees of Federal Government College Enugu Old Students' Association.

THIS CONSTITUTION IS BEING ADOPTED AT THE PLENARY SESSION OF THE INCORPORATED TRUSTEES OF FEDERAL GOVERNMENT COLLEGE ENUGU OLD STUDENTS' ASSOCIATION WHICH HELD AT

THIS _____ DAY OF _____, 2020 AND SHALL COME INTO EFFECT ON THE _____ DAY OF _____, 2021

Signed:

PRESIDENT

SECRETARY-GENERAL