



**THE CONSTITUTION  
OF THE  
OLABISI ONABANJO UNIVERSITY  
ALUMNI ASSOCIATION  
AGO-IWOYE,  
OGUN STATE, NIGERIA  
(NEW DRAFT – JULY 2018)**





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## **PREAMBLE:**

**W**E, THE ALUMNI OF THE OLABISI ONABANJO UNIVERSITY (FORMERLY OGUN STATE UNIVERSITY) AGO-IWOYE, OGUN STATE, HAVING AGREED TO PROMOTE THE AIMS AND OBJECTIVES OF THE UNIVERSITY; CONTRIBUTE TO THE UPLIFTMENT OF SOCIETY, PROMOTE ETHICAL CONDUCT, FORGE STRONGER RELATIONSHIP AND TIES AMONG THE ALUMNI OF THE SCHOOL; DO HEREBY MAKE AND GIVE TO OURSELVES THE FOLLOWING CONSTITUTION WHICH SHALL GOVERN OUR AFFAIRS.

### **ARTICLE 1: NAME**

The name of the Association shall be “THE OLABISI ONABANJO UNIVERSITY ALUMNI ASSOCIATION” (hereinafter referred to as “THE ASSOCIATION”).

### **ARTICLE 2: ADDRESS**

The Registered Office and Headquarters of the Association shall be situated at the Alumni Building at the Main Campus of the Olabisi Onabanjo University, Ago-Iwoye, Ogun State, Nigeria.

### **ARTICLE 3: AIMS AND OBJECTIVES**

The aims and objectives of the Association shall be as follows:

- (a) To serve as the official link between the OLABISI ONABANJO UNIVERSITY, AGO-IWOYE (formerly Ogun State University) and its Alumni, whereby up-to-date and vital information regarding the institution may be passed from it to the Association or vice-versa;
- (b) To forge useful links between parents, lecturers and other friends of the University on the one hand, and the University Community on the other.
- (c) To initiate and execute programmes and/or activities aimed at accelerating the overall growth and development of the University.
- (d) To provide assistance, financial or otherwise to the University;
- (e) To provide necessary assistance and effective leadership for the students;
- (f) To foster members’ interests in, and loyalty to their Alma-Mater;



- (g) To undertake any other business that is consistent with, and does not conflict with the objects of the Association.
- (h) To promote mutual understanding, co-operation, interaction and fraternal relationship amongst the graduates of the university.

#### ARTICLE 4: MEMBERSHIP

- (a) Membership of the Association shall be open to a person:
  - (i) Who has successfully completed a course of study in the Olabisi Onabanjo University, leading to the award of a Certificate, Diploma and, or a Degree and upon PAYMENT OF PRESCRIBED ANNUAL DUE on one hand, or upon the conferment of a Honorary Degree by the University, on the other hand.
  - (ii) Anyone who becomes a member of the Alumni Association only by virtue of being conferred with a Honorary Degree by the University shall not be eligible to contest into any of the elective positions or membership of the Alumni Board of Trustees.
  - (iii) Admission of eligible persons shall be by payment of membership fee as determined by the National Executive. All membership fees by whosoever collected shall be remitted to the Association through the National Financial Secretary
  - ((iv) The Annual Due payable to the national association shall be determined from time to time by the National Executive Council (NEC) of the Association.
- (b) Individual members or branches may recommend any Lecturer, Administrator, or ex- member of staff of the University to the National Executive Council of the Association for honorary membership.
- (c) Any Lecturer, Administrator, or ex-member of staff of the University so recommended for membership of the Association shall not be eligible for any elective position or membership of the Board of Trustees of the Association.
- (d) Registration of a prospective member of the Association shall be complete upon the payment of the prescribed Alumni fee and final submission of all necessary forms at the National Secretariat of the Alumni Association.
- (e) The Registration referred to in “d” above shall be from a recognized and registered branch.

#### ARTICLE 5: CODE OF CONDUCT

- (a) Only a financial member and a duly registered/financial branch shall be entitled to attend Congress meetings and all other alumni activities.



- (b) All members of the Association are expected to uphold the objectives of the Association and refrain from such acts as may put the name of the Association into disrepute and public contempt or ridicule.
- (c) Any member who violates any provision of this Constitution shall be referred to the Disciplinary Committee for necessary disciplinary action.

#### ARTICLE 6: OFFICERS OF THE ASSOCIATION

- (a) All national officers of the Association shall constitute the National Executive Committee, hereinafter referred to as the NATIONAL EXECUTIVE COMMITTEE (NEC).
- (b) The National Executive Committee shall be responsible for the appointment of members into various Committees of the Association.
- (c) The members of the National Executive Committee shall be elected for a period of two years renewable once.
- (d) The National Executive Committee shall consist of:
  - (i) The President
  - (ii) The Vice-President 1 – Representing the Southern part of Nigeria
  - (iii) The Vice-President 2 – Representing the Northern part of Nigeria
  - (iv) The Vice-President 3 – Representing the Alumni in Diaspora
  - (v) The General Secretary
  - (vi) The Assistant General Secretary
  - (vii) The Treasurer
  - (viii) The Financial Secretary
  - (ix) The Public Relations Officer
  - (x) The Legal Adviser
  - (xi) The Social Secretary
  - (xii) Two (2) Ex-officio members one of whom shall be the immediate Past President of the Association.
  - (xiii) An outgoing officer shall be eligible for re-election into the National Executive Council provided that such an officer shall not hold the same office for more than two terms.



## ARTICLE 7: ELIGIBILITY TO CONTEST

The minimum eligibility criteria for contesting election into the different offices of the National Executive Committee shall be as follows:

- (a) The President: A Contestant into the office of the Alumni President must:
  - (i) Be a graduate with a minimum of fifteen (15) years post-graduation period from a Degree programme of Olabisi Onabanjo University Ago-Iwoye,(formerly Ogun State University)
  - (ii) Must have paid the Association's annual dues for 7 consecutive years as and when due, both to the Headquarters and to the Branch to which he/she belongs,
  - (iii) Must be a person of integrity.
- (b) The Vice President: A Contestant into the office of the Vice-President must:
  - (i) Be a graduate with a minimum of 11 (eleven) years post-graduation period from a degree programme of the Olabisi Onabanjo University, Ago-Iwoye, (formerly the Ogun State University)
  - (ii) Must have paid the Association's annual dues for 7 consecutive years as and when due, both to the Headquarters and to the Branch to which he/she belongs,
  - (iii) Must be a person of integrity.
- (c) The General Secretary: A Contestant into the office of the Secretary must:
  - (i) Be a graduate with minimum of 11 (eleven) years Post-graduation period for a degree programme of the Olabisi Onabanjo University, Ago-Iwoye. (formerly the Ogun State University)
  - (ii) Must have paid the Association's annual dues for 7 consecutive years as and when due, both to the Headquarters and to the Branch to which he/she belongs,
  - (iii) Must be a person of integrity.
- (d) The Treasurer: A Contestant into the office of the Treasurer must:
  - (i) Be a graduate with a minimum with 11 (eleven) years post-graduation period from a degree programme of the Olabisi Onabanjo University Ago-Iwoye, (formerly the Ogun State University).
  - (ii) Must have paid the Association's annual dues for 7 consecutive years as and when due, both to the Headquarters and to the Branch to which he/she belongs,
  - (iii) Must be a person of integrity.



In addition to the above, he/she must be a graduate of Economics or, Business Administration or, Banking & Finance or Accounting or have the requisite professional qualification.

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- (e) The Financial Secretary: A Contestant into the office of the Financial Secretary must:
- (i) Be a graduate with a minimum of 11 (eleven) years post-graduation period from a Degree programme of Olabisi Onabanjo University, Ago-Iwoye. (formerly Ogun State University)
  - (ii) Must have paid the Association's annual dues for 7 consecutive years as and when due, both to the Headquarters and to the Branch to which he/she belongs,
  - (iii) Must be a person of integrity
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In addition to the above he/she must be a graduate of Economics or, Business Administration or, Banking & Finance or Accounting or have the requisite professional qualification.

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- (f) The Legal Adviser: A Contestant into the office of the Legal Adviser must:
- (i) Be a graduate with minimum of 11 (eleven) years post-graduation period from a degree programme of the Olabisi Onabanjo University, Ago-Iwoye. (formerly the Ogun State University)
  - (ii) Must have paid the Association's annual dues for 7 consecutive years as and when due, both to the Headquarters and to the Branch to which he/she belongs,
  - (iii) Must be a person of integrity.
  - (iv) Must be a Legal Practitioner of at least ten (10) years post-call experience

#### OTHER ELECTIVE POSTS

A Contestant into any of the other offices apart from that of the President; Vice-President; General Secretary; Treasurer; Financial Secretary and the Legal Adviser must:

- (i) Be a graduate with a minimum of 5 (five) years post-graduation period for degree programme of the Olabisi Onabanjo University, Ago-Iwoye. (formerly the Ogun State University)
  - (ii) Must have paid the Association's annual dues for 3 (three) consecutive years as and when due, both to the Headquarters and to the Branch to which he/she belongs,
  - (iii) Must be a person of integrity.
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## ARTICLE 8: BRANCH ASSOCIATIONS

- a. The National Executive Committee shall encourage and pursue the formation of the Association in every state of the Federation of Nigeria with the Federal Capital Territory (FCT) being treated for this purpose as a state.
- b. There shall be one branch of the Association in each state with its secretariat at the State Capital.
- c. Every Branch of the Association shall exist, function and organize its activities in conformity with the Association's constitution.
- d. Any new Branch of the Association to be recognized by the National Executive Committee shall be formally launched.
- e. Every Branch shall hold an Annual General Meeting 30-60 days before the National Annual General meeting of the Association.
- f. Every Branch shall make a return of its officers that are elected at its Annual General Meeting to the National Secretariat.
- g. Every Branch shall elect its officers in line with the National Constitution.
- h. Any national officer resident in a state shall be ex-officio member of the state Branch Executive Committee.
- i. Every Branch may have or make its own bye-laws or rules and regulations for the smooth administration of its branch PROVIDED that such bye-law or rules and regulations shall not conflict with, or be inconsistent with, any provision of the National Constitution or regulations/directives of the National Executive Committee.
- j. The duties of the Branch Officers shall be as set in this Constitution for the National officers subject to local amendments that may be made for the progress of the Association.
- k. No member shall belong to more than one (1) Branch at a time.
- l. Every National Officer shall be a registered member of a Branch in the Federation.
- m. Every Branch shall pay to the Association by way of annual subscription forty percent (40%) of the total annual subscriptions paid by its Branch members and such payment shall be made to the National Financial Secretary 30 days before the Annual General meeting.



- n. Every Branch shall be financially self-supporting: therefore, every Branch may raise funds, impose levies on its members or organize social activities to generate income for the running of its Branch activities PROVIDED such fund-raising is within the guideline of the National Executive that may be made from time to time.

## ARTICLE 9: FUNCTIONS AND POWERS OF OFFICERS

### A. THE PRESIDENT

- (i) Shall preside over all meetings of the Alumni Central Executive Committee and the Congress;
- (ii) Shall have power to call for emergency Meeting, Congress or National Executive Committee of the Association and to draw up the agenda for such meeting;
- (iii) Shall together with the General Secretary and the Treasurer be the signatories to the Association's accounts.
- (v) At the last Congress of the year, he/she shall submit his/her annual report;
- (vi) Shall be responsible for the general supervision of the activities of all National Officers of the Association;
- (vii) Shall represent the Association at all external meetings or events in which the Association is a member, affiliate or invited.

### B. THE VICE-PRESIDENTS I, II & III

- (i) Shall act for the President in the absence of the latter and perform such duties as may be assigned to him/her by the President;
- (ii) Perform any other duty as may be assigned by the President and / or National Executive Council
- (iii) Hand over the Association's property in his/her possession to the President at the expiration of his/her tenure
- (iv) Prepare and present bi-annual written report of his/her activities
- (v) The Vice Presidents shall act for the President in the absence of the President in the following order of priority: First, the Vice President (South), in his absence, it shall be the Vice President (North) or, in his absence too, then, the Vice President (Diaspora).



### C. THE GENERAL SECRETARY

- (i) Shall keep all the records of the Association's activities and meetings;
- (ii) Shall be responsible, on the president's instruction, for convening meetings of the Association and act as the Chief Correspondent of the Association with branches/chapters of the Associations, public authorities or other bodies.
- (iii) Shall be the Chief Administrative Officer of the Association and shall see to the day-to-day running of the Alumni Secretariat at the association's headquarters.
- (iv) Shall prepare and present annual reports of the Association's activities, as approved by the Executive Committee, to the National Convention otherwise called the Delegate Congress;
- (v) Shall in all accordance with the provisions of this Constitution, and in appropriate situations with requisite approval, summon meetings of the Association and draw up the agenda.
- (vi) Shall be a signatory to the Association's Accounts.
- (vii) Perform any other duties as may be assigned by the President and / or National Executive Council
- (ix) Shall keep records of all the Association's properties
- (x) Shall be a member of the Finance and General Purposes Committee of the Association.
- (xi) Shall have imprest for running of the Association Secretariat as may be approved and appropriated by the National Working Council from time to time.
- (xii) Hand over the Association properties in his/her possession to the President at the expiration of his/her tenure.

### D. THE ASSISTANT GENERAL SECRETARY

- (i) Shall assist the General Secretary in the execution of his functions and do any other work as may be assigned to him/her by the General Secretary.
- (ii) In the absence of the General Secretary he/she shall act in his place.
- (iii) Shall perform any other duties as may be assigned by the President and / or National Executive Committee.
- (iv) Shall hand over the Association's properties in his/her possession to the President



## E. THE FINANCIAL SECRETARY

- (i) Shall collect and issue receipts for all monies of the Association and hand over such monies to the Treasurer within two (2) days of such collection; if for any reason the money cannot be handed over then such money must be paid into the associations bank account not later than the next working day
- (ii) Shall keep an up-to-date account of all monies collected and paid to the Treasurer;
- (iii) Shall make the Associations books of account in his/her possession available to the Executive Council or the Auditors on request at reasonable notice which shall not exceed two weeks;
- (iv) Shall collate lists of all financial members submitted by Branches' Treasurers and therefore compile a Voters list of eligible financial members to be distributed for election purposes at an Annual Convention. The collated and compiled list shall be handed over to the General Secretary for Administrative purposes.
- (v) Shall present proposals of fund-raising activities to the Executive Committee through the Finance and General Purposes Committee when required to do so;
- (vi) Shall participate in approved plans of fund-raising as may be directed by Executive Committee
- (vii) Shall be a member of the Finance and General Purposes Committee (F&GPC);
- (viii) Shall pay such bills covered by a written order jointly signed by the President, General-Secretary and the Treasurer,
- (ix) Shall be one of the signatories to the Association's accounts.
- (x) Shall perform any other duty as may be assigned by the National President and / or National Executive Committee
- (xi) Shall hand over the Association's property in his/her possession to the President at the expiration of his / her tenure of office.

## F. THE TREASURER

- (i) Shall receive all monies on behalf of the Association and deposit them in the account(s) of the Association within two (2) days of receiving such money;
- (ii) Shall keep an up-to-date account of all monies received or paid out by him/her and give progress reports at every meeting of the Central Executive Council and at the Central Executive Council;



- (iii) Shall be co-signatory to all the Association's accounts;
- (iv) Shall make his/her books of account available to the General Secretary for administrative use and to the Finance and General Purposes Committee, the Central Executive Council, and the Auditors on request at a reasonable notice. For this purpose, reasonable notice shall be a period not exceeding 14 days.
- (v) Shall submit to the Auditors an annual statement of account for audit purposes;
- (vi) Shall present a financial report to the Congress;
- (vii) Shall perform any other duty as may be assigned by the National President and the Central Executive Council;
- (viii) Shall handover the Association's property in his/her possession to the President on leaving office;
- (ix) Shall collate lists of all financial members submitted by Branches/ chapters Treasurers and therefore compile a Voters list of eligible financial members to be distributed for election purposes at an Annual Convention. The collated and compiled list shall be handed over to the General Secretary for administrative purposes.

#### G. THE PUBLIC RELATIONS OFFICER

- (i) Shall publicize the activities of the Association;
- (ii) Shall be responsible for projecting the image of the Association to the public;
- (iii) Shall oversee the publication of the Association's journals, magazines, newsletters etc.
- (iv) Shall be the Chairman/Editor in Chief of the Editorial Board and;
- (v) Shall be in constant consultation with the National General Secretary
- (vi) Shall perform any other duties as may be assigned by the President and / or Executive Committee
- (vi) Shall hand over the Association's property in his/her possession to the President at the expiration of his / her tenure of office.

#### H. THE SOCIAL SECRETARY

- (i) Shall organize and supervise all social activities of the Association
- (ii) Shall preside over the meetings of the Social Committee
- (iii) Shall perform any other duty as may be assigned by the President and / or Executive Committee



- (iv) Shall hand over the Association's property in his/her possession to the President at the expiration of his / her tenure of office.

#### I. THE LEGAL ADVISER

- (a) Shall be a member of the Disciplinary Committee of the Association. The Committee shall have powers to select among itself a Chairman;
- (b) Shall be a member of the Finance and General Purposes Committee (F&GPC);
- (c) Shall advise the Association on all legal matters and handle or arrange to be handled any litigation involving the Association;
- (d) Shall perform such other functions as may be directed by the President or the National Executive Committee (NEC);
- (e) Shall handover to the President, the Association's property in his/her possession on leaving office or on request.

#### J. THE IMMEDIATE PAST PRESIDENT

- (a) Shall assist in the smooth transition from the immediate past executive to its successor;
- (b) Shall serve as effective liaison between the executive and the college of Past Presidents;
- (c) Shall undertake any other duties that may enhance the attainment of the Association's objectives as may be assigned by the National Executive Committee.

### ARTICLE 10: CONGRESS

- 1. (i) There shall be a Congress of the Association, hereinafter referred to as "THE CONGRESS" which shall be the supreme decision-making body of the Association.
  - (ii) Congress shall be of two (2) types, namely:
    - (a) Delegates Elective Congress; and
    - (b) General Non-elective Congress
  - (iii) The Delegates Elective Congress shall alternate with the General Non Elective Congress every other year (i.e. once every two years).
  - (iv) The National Executive Committees shall call all Congresses.



- (v) In any situation where it is impossible or impracticable for the National Executive Committee to call a Congress, or where it appears that the National Executive Council is unwilling to call a Congress, two-thirds of the registered branches of the Association, to the nearest whole number, may make a resolution to the Board of Trustees that a Congress be called.
- vi. The resolution in (“v”) above shall be signed by at least one-third of the members of each branch, to the nearest whole number.
- vii. The Board of Trustees shall not later than seven (7) days of the receipt of such resolution by its chairman forward a request to the National Executive Council to call a Congress not later than 14 (fourteen) days after the delivery of the said resolution.
- vii. Should the National Executive Council fail, refuse and/or neglect to call a Congress after the delivery of the request in “vii” (above), the Board of Trustees shall have the power to call a Congress at a date and time that the Board of Trustees considers expedient.

## 2. Composition

- (a) Delegates Elective Congress shall comprise:
  - (i) The College of Past Presidents
  - (ii) The incumbent National Executive Committee members
  - (iii) The Elected Trustees of the Association.
  - (iv) Ten Delegates from each registered and accredited Branch of the Association provided that such a Branch must have been fully registered with the national Body of the Association not less than 1 (one) year before the Election and must have submitted at least three quarterly reports to the National executive Committee.

## (b) Non-Elective Congress

The Non-Elective Congress shall be open to all financial members of the Association.

## 3. Eligibility

- (i) For a Branch to be eligible to send delegates as stated in this section, such a Branch/Chapter:
  - (a) Must have fully paid her annual subscription fee and fully registered.
  - (b) Must not be indebted to the Association’s headquarters in any way.



- (c) Must not be under suspension or expulsion or any other form of disciplinary measure.
- (d) Must have been in existence to the knowledge of Alumni Secretariat for at least 12 (twelve) months preceding that congress.

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The existence of such a Branch must have been formally ratified by the National Executive Committee at a meeting where such ratification was part of the agenda.

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- (ii) No Branch should include as its delegates during Congress, any member who is under any form of disciplinary measure, either by his/her Branch or by the National Executive Committee.
- (iii) For a Branch to qualify to send delegates to the national Congress in an election year, such a Branch must have financial members of not less than 25 (twenty-five).

#### 4. Functions:

- (i) The Congress shall;
  - (a) Receive the President's Address
  - (b) Have power to appoint the Chairman (one person) and members (six members) of the Alumni Electoral Committee selected across branches.
  - (c) Receive, debate and may adopt the following reports;
    - (i) General Secretary's reports
    - (ii) Treasurer's reports
  - (ii) Congress (Non –Elective) shall;
    - (a) Receive the President's address
    - (b) Receive the reports of the General Secretary, the Treasurer, and reports of all other officers of the Association.
    - (c) Receive the audited accounts of the Association.
    - (d) Approve the appointment of the Auditors of the Association
    - (e) Take policy decisions on all activities of the Association and all matters affecting the welfare of its members in particular and the University in general.
    - (f) Consider and may approve all social and other activities planned for the Association by the Executive Committee.





- (iii) The Congress may be called:
  - (a) For the purpose of election of national executive officers of the Association.
  - (b) For the purposes of Constitutional amendments
  - (c) Any other matter of importance to the Association.

#### ARTICLE 11: NATIONAL EXECUTIVE COMMITTEE

- (i) The National Executive Committee shall meet at least once in three months to consider the business of the Association. The meeting shall be summoned by the President through the General Secretary.
- (ii) The President, through the General Secretary, can also summon emergency meetings of the National Executive Committee (as may be considered necessary).
- (iii) Seven members of the Committee or 2/3rd of the members of the Committee (whichever comes first) shall form a quorum and its decisions shall be binding on other members.
- (iv) Attendance at the National Executive Committee meeting is mandatory for all members, except prior approval has earlier been given by the President to such a member who must have requested for permission to be absent on special or compelling ground(s).
- (v) Any member who fails to attend at least two meetings in a year without the prior approval of the President as mentioned in the foregoing paragraph, shall be deemed suspended and may further be reported to the Congress for possible relieve from his/her office.

#### ARTICLE 12: ELECTION OF OFFICERS

- (i) All elections conducted by the Association shall be by ballot and shall be presided over by an Electoral Committee consisting of 7 (seven) members to be appointed by a Non - Elective Congress meeting before an outgoing National Executive Committee is dissolved;
- (ii) When an office (other than that having an Assistant) becomes vacant before the expiration of the term of office, the Association shall organise a bye election to fill the vacancy



- (iii) Every candidate for election at the Delegates Congress must be recommended by his/her Branch via the endorsement of his Nomination Form by his/her Branch Chairman and Secretary; and
- (iv) All Officers of the Association shall swear to an oath of office before assuming duties.

#### ARTICLE 13: FINANCES

- (i) The Association's finances shall include membership fees, special levies, annual subscriptions, contributions, donations, gifts, endowments and loans;
- (ii) The Financial year of the Association shall commence on the 1st January and end on the 31st December same year;
- (iii) The Bankers of the Association shall be Banks approved by the National Executive Committee
- (iv) The Signatories to the Association's Accounts shall be:
  - (a) The President
  - (b) The Treasurer
  - (c) The General Secretary

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However, the President and any one of the other signatories shall be competent to operate the Association's account;

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- (v) Each member shall pay an annual subscription as may be determined from time to time by the National Executive Committee.

#### ARTICLE 14: DISBURSEMENT OF FUNDS

- (i) The fund of the Association including all donations, contributions and bequest, shall be paid into an account by the National Executive Committee in the name of 'Olabisi Onabanjo University Alumni Association' at such bank as the National Executive Committee shall from time to time decide.
- (ii) All cheques drawn on the account must be signed by the President and either the Treasurer or the General Secretary.
- (iii) The Financial Secretary shall be responsible for the internal audit, proper receipts and accounting systems must be employed.
- (iv) The National Executive Committee shall take responsibility for any misappropriation of funds and anybody found to be involved in such act, the



National Executive Committee, or any member, shall take necessary legal actions against such person.

- (v) The Treasurer shall seek the President's consent for any payment. All monies raised will be made in the name of the Association such fund raising exercise or collection will only be made on the express authority of the Association.
- (vi) The income, property and all assets of the Association shall be applied by at the Direction of the National Executive Committee solely towards the promotion of the aims and objectives of the Association and to manage, improve and maintain all or any part of the land, other property of the Association or carry out new works as approved by the National Executive Committee.

#### ARTICLE 15: BOARD OF AUDITORS

- (i) There shall be a Board of Auditors, hereinafter referred to as 'THE BOARD';
- (ii) The Board shall consist of three (3) members selected across branches by the Association in a Congress from among its membership. They shall be qualified professionals in related field of discipline to the duty of an Auditor.
- (iii) The Board shall be responsible for auditing the finance of the Association and present a written report to the Congress.

#### ARTICLE 16: COMMON SEAL

- (i) The Trustees shall have a common seal
- (ii) Such a seal shall be kept in the custody of the Secretary who shall produce it when required for use by the Trustees.
- (iii) All documents to be executed by the Trustees shall be signed by each of them and sealed by the common seal.

#### ARTICLE 17: BOARD OF TRUSTEES

The Association shall have Trustees (hereinafter called "The Trustees") for the purposes of the Land (Perpetual Succession) Act Cap. 98 of the Laws of the Federation of Nigeria, 1958 Editions and which shall be known as and called "THE REGISTERED TRUSTEES OF THE OLABISI ONABANJO UNIVERSITY ALUMNI ASSOCIATION".

- (A) Appointment



- (i) There shall be appointed by the Congress, a minimum of seven (7) and maximum of ten (11) Trustees for the Association from among the members of the Association,
- (ii) A Trustee shall hold office for maximum of five (5) years and shall cease to hold office if he/she:
  - (a) Resigns
  - (b) Becomes medically unfit to continue as a Trustee
  - (c) Is officially declared bankrupt by a court of competent jurisdiction.
  - (d) Is convicted of any criminal offence by a court of competent jurisdiction.
  - (e) Is recommended for removal from office by a 2/3 (two – third) majority vote of members present at a Congress where the decision is to be taken.
- (iii) Upon a vacancy occurring in the number of Trustees, another eligible member of the Association shall be appointed to fill the vacancy at the next Congress.

#### ARTICLE 18: FUNCTIONS OF THE TRUSTEES

- (i) The property of the Association, real or otherwise, shall be vested in the Trustees with powers to deal with same as the Congress shall from time to time direct;
- (ii) The Trustees in conjunction with the National Executive Committee shall have power(s) to raise loans or institute a levy in furtherance of the activities of the Association subject to the approval by a majority vote of the members present at the meeting where such a decision was taken;
- (iii) The Trustees shall have power(s) to acquire and dispose of properties and receive gifts and donations on behalf of the Association and report such actions to the Congress.
- (iv) At any time in the life of this Association, if it becomes impracticable or impossible for the Congress to meet for the purpose of carrying out the constitutional duties under this Constitution, it shall be the responsibility of the Trustees to undertake the running of the Association for a maximum period of three (3) months within which an election by delegates elective Congress shall be summoned for the purpose of putting in place a new National Executive Committee for the Association;
- (v) The maximum period of three (3) months mentioned in the foregoing paragraph shall be renewable for another three (3) months on any occasion by the Trustees themselves provided that the period for which the Trustees are to directly run



the affairs of the Association pending when Congress decides at next election shall not be more than one calendar year.

#### ARTICLE 19: STANDING COMMITTEES

- (a) The Central Executive Committee shall have power to set up relevant Standing Committees and Ad-hoc Committees as occasion may require.
- (b) The following Standing Committees shall be set up and they are hereby set up for the Association:
  - (i) Finance and General Purposes Committee (F&GPC)
  - (ii) Disciplinary Committee
  - (iii) Annual Alumni Lecture Committee
  - (iv) Social Committee
  - (v) Welfare Committee
- (c) Membership of all Standing Committees shall be ratified by Central Executive Committee.
- (d) No single individual shall occupy two or more Chairmanship positions of the Standing Committees at a time.
- (e) All Committees are advisory and accountable to the Central Executive Committee.
- (f) All Committees shall, through their respective Chairmen, present their proposals and budgets to CEC for consideration and approval.
- (g) Finance and General Purpose Committee

The composition of the Finance and General Purposes Committee shall be as follows:

- i. Two (2) members of the Board of Trustees
- ii. One past or immediate past President
- iii. The President
- iv. The General Secretary
- v. The three (3) Vice Presidents
- vi. The Financial Secretary
- vii. One (1) senior Alumni member that is a member of staff of the OOU



- (h) The quorum of the Finance and General Purposes Committee shall be seven (7) Members.

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- (i). The statutory Chairman of the Finance and General Purposes Committee shall be one of the Trustees who is a member of the Committee.
- (j) The F&GPC shall have the power to do the following:
  - (i) Receive, consider and approve all capital projects by or on behalf of the Association from N2 million (Two million Naira) and above.
  - (ii) Receive, consider and approve all non capital projects from N3 million (Three Million Naira) and above on behalf of or in the name of the Association.
  - (ii) Subject to clauses (i) and (ii) above, any other matter(s) as the Central Executive Council may refer to it as occasions demand
- (k) The Central Executive Council shall determine the past President that will be a member of the Finance and General Purposes Committee.

## ARTICLE 20: NATIONAL WORKING COUNCIL

### 1. Composition

There shall be a National Working Council of the Association hereinafter referred to as “The Council”

The Council shall comprise:

- (i) The President
- (ii) The 1<sup>st</sup> Vice-President
- (iii) The 2<sup>nd</sup> Vice-President
- (iv) The 3<sup>rd</sup> Vice President
- (v) The General Secretary
- (vi) The Assistant General Secretary
- (vii) The Treasurer
- (viii) The Financial Secretary
- (ix) The Social Secretary
- (x) The Public Relations Officer
- (xi) The Legal Adviser



- (xii) The Chairmen and Secretaries of all recognised and approved Branches.
- (xiii) Two ex-officio members including the immediate Past President.

## 2. Functions and Powers of the Council

- (a) The National Working Council shall have the power to fix the Branches/ Chapters minimum annual subscription fee.
- (b) The National Working Council shall have powers to co-opt additional members into the Council. However, co-opted members shall have no voting power.
- (c) National Executive Council must always include in its Report, the Numbers of existing Branches.

## ARTICLE 21: POWERS OF THE CENTRAL EXECUTIVE COUNCIL

- (a) The power of the Central Executive Committee shall include:
  - i. Implementation of the budget or finances of the Association
  - ii. The power to appoint representatives of the Association to any Statutory, Executive/Quasi-Judicial or other bodies.
  - iii. The power to issue any statements expressing the view of the Association on any matter of public interest or any matter affecting the image or interest of the University or that of education in general
  - iv. The power to make arrangement whatsoever (including the drawing up of an agenda or choice of venue for the delegate congress) for the annual congress or any other congress of the Association.
  - v. The power to approve, modify or otherwise deal with the decision of the Board of Trustees.
  - vi. Subject to the powers of the Finance and General Purposes Committee, The Central Executive Committee shall have the power to raise, negotiate and get loans on behalf of the Association (if need be). Any loan to be raised, obtained or negotiated in the name of the Association by the Central Executive Committee shall be subject to the 2/3 (two third) majority approval by members of the National Executive Committee.

PROVIDED that the loan is only required for an urgent capital project of the Association and the National Executive Committee is sure of offsetting and paying up the loan in full during its tenure of office.



- (b) Any decision of the Central Executive Committee of the Association made pursuant to its power over the running of the Association may be reviewed/modified by the congress.

## ARTICLE 22: BRANCHES OF THE ASSOCIATION

- i. A branch of the Association may be formed in any place where there are alumni of the University PROVIDED that there shall not be more than one branch of the Association in any one Local Government Area in or outside Nigeria, and the members shall not be less than twenty five (25).
- ii. The headquarters of the Association may upon application approve the formation of any branch.
- iii. Every branch shall have power to run its activities according to its wishes, provided always that such shall not be in conflict with the provisions of this Constitution.
- iv. Every branch shall submit to the Association Headquarters at the Secretariat a quarterly report of its activities which shall include minutes of meetings and copies of attendance register.
- v. Every branch shall submit to the Secretariat, a comprehensive list of names, telephone numbers, email addresses and other relevant details of all its members.
- vi. Every branch shall submit to the Headquarters at the secretariat comprehensive details of portfolios of all its executive members.
- vii. No member shall belong to more than one Branch
- vii. Information contained in (v) and (vi) above shall be updated as occasions demand.

## ARTICLE 23: QUORUM

- a. The quorum for the meetings of the Association (Committees, Council and all other bodies / organs of the Association) shall be  $\frac{2}{3}$  (two thirds) of the members of the Committee, Council or any such organ / body of the Association present at that meeting.  $\frac{2}{3}$  (two thirds) is agreeable for all meetings.
- b. Subject to the provisions of this Constitution, a simple majority of members present and voting shall be required to pass valid resolution in any meeting.





- c. Subject to the provisions of this Constitution, a simple majority of accredited members (in the case of a Delegates Congress, a simple majority of accredited delegates) present and voting at such Congress shall be required to pass a valid resolution or decision at such Congress.

#### ARTICLE 24: RIGHTS OF MEMBERS

- i. Every member shall have the right of freedom of speech during all meetings with the permission of the Presiding Officer.
- ii. Every registered member reserves the right to vote and be voted for subject to the provisions of this Constitution.
- iii. Any member disciplined in accordance with the provisions of this Constitution shall have the right to appeal to the Congress, which may hear such appeal, the decision of which shall be final.

#### ARTICLE 26: RESIGNATION OF OFFICER

- i. An officer intending to resign his/her office must give a written notice to the National Executive Committee through the General Secretary.
- ii. A notice of shall reach the General Secretary thirty (30) days before the day the officer wishes to relinquish the office;
- iii. The officer intending to resign shall appear at the Congress, which comes up immediately after his/her application is tendered;

#### ARTICLE 27: AMENDMENT

- i. Any provision of this constitution may be amended by the Association at the Congress.
- ii. Notice of such amendment which may be proposed by any member and supported by, at least, 10 financial members, shall be communicated to the General Secretary to reach him at least 30 days before the date of the meeting at which it is proposed to be discussed.
- iii. The General Secretary shall incorporate the proposed amendments in the notice of the next congress meeting; and
- iv. No amendment shall be passed unless approved by at least a two-third-majority vote of the accredited delegates present and voting at such a Congress.

#### ARTICLE 28: REPRESENTATION OF THE ASSOCIATION ON THE UNIVERSITY GOVERNING COUNCIL



- i. The representative of the Association on the University Governing Council shall be the President or his nominee.
- ii. A nominee of the President on the University Governing Council shall possess the same eligibility criteria required under this constitution for election into the office of the President AND he/she shall have his/her nomination ratified by the Congress.

#### ARTICLE 29: INTERPRETATION

The interpretation of this Constitution shall be vested in the Congress subject to the provisions of the extant Interpretation Act, Laws of the Federation of Nigeria.

“Ballot”	means “secret election”
“Congress”	means: “meeting of the Association that is open to all financial members.”
Delegates Elective Congress	means: “Congress at which national officers are elected.”
General Non Elective Congress	means: “Congress at which general election of national officers is not on the agenda, but at which Congress shall have the discretion to hold election to fill a vacancy or vacancies that may arise in the national executive.”
“Financial member”	means: “any member of the Association who has fully met financial obligations for the year under review only.”

#### ARTICLE 30: PRE-ACTION NOTICE

No suit shall be commenced in any court against the Alumni Association or any of its accredited branches except a notice in writing of not less than three calendar months has been served on the Association or the affected branch through the Central General Secretary informing it of the intention to commence such a suit and giving names and addresses of the intending plaintiff / claimant and stating his/her cause of action and reliefs sought.

#### ARTICLE 31: ARBITRATION CLAUSE



Upon the expiration of the issuance of pre-action notice as contained in the provisions of this constitution, any person or group of persons aggrieved by any action or omission of the Association, or aggrieved with the interpretation of any part of this Constitution, shall explore Arbitration as a means of alternative dispute resolution. The applicable law shall be the extant Arbitration Act, Laws of Federation of Nigeria.

#### ARTICLE 32: SPECIAL CLAUSE

THE INCOME AND PROPERTY of 'OLABISI ONABANJO UNIVERSITY ALUMNI ASSOCIATION' shall be applied solely toward the promotion of the objectives of the body 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 nothing herein shall prevent, in good faith or reasonable and proper remuneration to an officer or servant of the ASSOCIATION in return for any service rendered to the ASSOCIATION.

- i. With the exception of ex-officio members of the Governing Council, no member of the Council of Management or Governing Body shall be appointed to any salaried office of the ASSOCIATION or any office of the ASSOCIATION paid by fees.
- ii. No remuneration or any other benefits in 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 fees for services rendered.

IN the event of a 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 members of the ASSOCIATION but shall be given to transferred to some other institutions having objectives similar to the ASSOCIATION, such institutions to be determined by members of the ASSOCIATION at or before the time of dissolution.

IF effect cannot be given to the aforesaid provisions, then the remaining property shall be transferred to some charitable object.



DATED THIS ..... DAY OF ..... 2018

.....  
NATIONAL PRESIDENT

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CHAIRMAN, CONSTITUTION  
DRAFTING COMMITTEE

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