

Constitution

THE CONSTITUTION OF SHARAM OLD STUDENTS' ASSOCIATION (SHOSA)

PREAMBLE

We the old students of Plato College/Yakubu Gowon College, Sharam having firmly and unanimously resolve to form an Association, conscious of our rights, duties and obligation as responsible citizens of our society do hereby give to ourselves the following constitution:

ARTICLE I:

S.1(a)-Name: The name of the Association will be: SHARAM OLD STUDENTS' ASSOCIATION. The acronym shall be SHOSA.

S.1(b) - Address: The address of the Association shall be situate in the Federal Republic of Nigeria.

S.2- Objectives: The objectives of the Association shall be:

1. Protect its right and privileges as an Association.
2. Promote unity amongst members and to maintain social interaction. Promote mutual understanding, co-operation, interaction, and fraternal relationship amongst old students.
3. Serve as a channel of communication between the authority and staff over matters of mutual interest, encourage and enhance the virtue of the school's motto; "know thyself and the universe".
4. To respond to members' welfare or other needs where necessary within our capacity.
5. To provide a link between the school, old students and the public in general.
6. To assist the school in whatever way possible in its development and in its drive to establish and maintain a tradition of excellence in all its endeavours.
7. To arrange seminars, conferences, and symposia on matters of contemporary interest and to publish the proceedings and papers as may be deemed expedient.
8. To confer, consult, maintain contact, and co-operate with any persons, associations, societies, institutions, or bodies of persons established in Nigeria or elsewhere having objectives in whole or in part similar to those of the Association.
9. To raise funds voluntarily and receive donations, gifts, grants and bequests from members and the general public for financing any of the above objectives and most especially to organize such fund-raising activities as may be decided upon by the Executive Council.
10. To do all such things as the Association may consider to be in its interest or that of the school or otherwise incidental or conducive to the achievement of any of the above objectives.

S.3- Membership:

The membership of the Association shall include all old students duly registered, who must have spent at least a session and/or passed out of the school.

S.4- Patrons:

1. The grand patron of the Association shall be the Rector of the school.
2. Other distinguish personalities to be appointed by Executive Council (Exco), subject to the approval of Congress, whose period of patronage shall extend to 3 years.

ARTICLES II:

Powers of the Association

S.5- Constitution:

1. This constitution shall have binding force on all members, Class (Set) and branches of the Association.
2. The control or management of the affairs of the Association by any person or group of persons shall be done only in accordance with the provision of this constitution.
3. If any provision of Set or Branch constitution or rules is in conflict with the provision of this constitution, the rules of this constitution shall apply.

S.6- Congress:

1. This is scheduled assembly (either in physical or virtual format) of all members or branch/set representatives for a General Meeting called by the Executive Council on behalf of Congress.
2. The Congress of the members of the Association has supreme authority of the Association. The operational authority is delegated to the elected Executive Council. The Congress shall meet at least annually during the Annual General Meeting.
3. One of the powers of the Congress is to consider a Vote of No Confidence in the Executive Council.
4. At least one fourth of registered members can call for a Vote of No Confidence. A written petition as endorsed by such one-fourth of members shall be delivered to the Electoral Committee. Upon receipt of such, the Electoral Committee shall notify the Executive Council who must organise an Extra-Ordinary General Meeting (EOGM) within 60 days.
5. During an EOGM called for purpose of a Vote of No Confidence, the Electoral Committee shall arrange a general vote after presenting the issue(s) raised by the petitioning members to the general house.
6. The Executive Council member(s) shall have opportunity to present their case in response to the petitions before the No Confidence vote is cast.
7. If a *Vote of No-Confidence* is supported by two-third of the Congress, the Exco stands dissolved. The Electoral Committee shall then commence the process of organising and conducting another election within 60 days.

8. During the intervening period between the dissolution of the Executive Council as occasioned by the Vote of No-Confidence, and the election of new officers, the Electoral Committee shall oversee the affairs of the Association.

ARTICLES III:

S.7- Branches:

1. There shall be branches or Set groups of the Association made up of class (Set) members or at least five members in any given location.
2. Where the requirement in S.7 (1) above is satisfied, the branch or set group shall be registered/recognized by the Association.
3. All members, sets or branches, shall pay an annual fees as determined by the Congress of the Association. Each branch or set shall manage its finances to, among others, provide record or status of individual financial membership.

ARTICLES IV:

S.8- Executive Council (Exco):

The Executive Council members of the Association shall be elected at the Annual General Meeting (either in physical or virtual format) of the Association, which shall normally take place in the month of November. Whilst all members shall be eligible to vote, only up-to-date financial member(s) can be voted for and voting shall be by secret ballot.

1. **Composition:** There shall be established an Executive Council consisting of the following officers:
 - a. President
 - b. Vice President
 - c. Secretary General
 - d. Treasurer
 - e. Financial Secretary
 - f. Publicity Secretary (PRO)
 - g. Welfare/Social Secretary

2. **Powers and Functions:**

The Executive Council shall have the powers to administer the affairs of the Association to the best of its judgment and ability, and shall inter alia:

- i. Be responsible for the general administration and management of the affairs of the Association.
- ii. Exercise control over and manage the finances of the Association in such manner as it considers prudent.

- iii. Have power to appoint any person to act in the absence of a substantive officer, provided that in case of a member of the Congress the absence of the substantive officer is not as a result of resignation or impeachment.
- iv. Appoint representatives to attend meetings of other organizations.
- v. Express in such manner as it deems fit, the view of the Association upon any matter of public interest.
- vi. Convene meetings of the Association and the Executive Council as it deems fit.
- vii. Through the President, invite any member of the Association or any other person to any proceedings for the purpose of seeking advice, provided such persons invited shall have no voting right.
- viii. Make all necessary arrangements for the AGM and any other General Meetings.
- ix. Appoint Ad-hoc Committees as it deems necessary to deal with specific matters.
- x. The Executive Council shall serve for a single term of three years, not renewable.

3. Meetings and Responsibilities:

- a. The Exco shall meet at least once in every three months or frequently as may be necessary.
- b. Five members of the Executive Council including either the President/Vice President shall form a quorum for the Executive Council Meeting.
- c. The members of the Exco shall be collectively responsible for their joint decisions and actions in case(s) of fraud or dishonesty.
- d. There shall be Annual General Meeting every year in the three years tenure of the Executive Council.
- e. The Annual General Meeting shall be held on such day in November of every year as may be determined by Congress provided that the Executive Council may postpone the holding of the meeting for not more than four (4) weeks in the event of some unforeseen circumstances making it impracticable to hold it in the month of November.
- f. A minimum of sixty (60) days' notice must precede the Annual General Meeting.
- g. If and when Executive Council shall refuse to summon a meeting of the Annual General Meeting in accordance with sub-section (d) above, one-third of registered members shall be eligible to summon such a meeting and the decisions duly reached thereat shall bind the Association subject to conformity with provisions of the Constitution.
- h. An emergency meeting may be convened by the Executive Council or by one-third or more registered members of the Association giving at least 8 weeks' notice.
- i. In any General Meeting, only up-to-date financial members, attested by branch or group representatives, shall be entitled to be voted for.
- j. Any Meeting of the Association or the Exco shall be deemed properly convened and held notwithstanding that shorter notice than is prescribed has been given, if it is so agreed by a majority of members present and voting at the General Meeting or Executive Council as the case may be.

ARTICLES V:

S.9- Duties of Officers: The duties of the officers of the Association shall be:

a. The President: The President shall, preside over, be the Chairman of all meetings of the Association and:

- i. He shall ensure that decisions and activities of the Congress or Exco are properly carried out.
- ii. He shall, through the Secretary General (Secretary) summon all general or Exco meetings.
- iii. He shall be the spokesman of the Association all matters approved by the Exco.
- iv. He shall perform or delegate to other officer such functions not covered by this constitution but necessary for the furtherance of the welfare and aspiration of the Association.
- v. Present the Annual Report of the Association at the Annual General Meeting
- vi. Co-ordinate the activities of all other officers of the Association.
- vii. Conduct the affairs of all meetings in accordance with the constitution and the approved standing orders.
- viii. Shall represent the Association at appropriate external meetings or delegate any member, preferably another member of the Exco where possible.

b. Vice President:

- i. The Vice President shall assist the President and shall perform all the duties of the President in his/her absence or any other duty or duties assigned to him/her by the President.
- ii. Co-ordinate or perform such activities not assigned to a specific officer.

c. Secretary General: He shall perform the general administrative work of the Association of which will include:

- i. Summoning on the instructions of the Exco, all meetings, and the Annual General Meeting.
- ii. Record and keep the minutes of the meetings.
- iii. Compilation of annual reports or such reports for the approval of the Executive Council/or presentation on Congress.
- iv. Conduct, under the direction of the President, all correspondence with the Association.
- v. Keep all records of the Association and supervise as well as run the Association's Secretariat.

d. Treasurer

- i. Shall collect all the Association's monies and deposit them in the Association's bank account(s) within forty-eight hour of receipt.
- ii. Make payments as approved by the Exco.
- iii. Carry out any decision or directive of the Executive Council on all matters relating to the finance or budget proposals of the Association.

e. Financial Secretary:

- i. Shall keep a true account of receipt and expenditure of the Association's monies.
- ii. Shall write and sign cheques of the Association which would be counter-signed by the President and/or Treasurer.
- iii. Shall prepare the Annual or other periodic accounts of the Association for Exco or presentation to the Annual General Meeting or Congress.
- iv. Shall act as Compliance Officer of the Exco and maintain a scrupulous watch over any commercial venture of the Association.
- v. Make payments approved by the Exco.

f. Publicity Secretary(PRO):

- i. Shall compile and issue press releases of the Association and activities with the approval of the Executive Council.
- ii. Shall compile and issue bulletins on the activities of the Executive Council from time to time.
- iii. Shall ensure that all members of the Association are duly informed of every activity of the Association.
- iv. Shall see that due and sufficient publicity is given to all the activities of the Association.
- v. Shall issue release on the approval of the Executive Council or the President in emergency cases and such release must reflect the views of the Association.

g. Welfare/Social Secretary:

- i. Shall manage all the social activities of the Association and in that connection may form Ad-hoc Committees to facilitate the execution of all social activities of the Association.
- ii. Coordinate welfare activities of the Association.

ARTICLES VI:

S.10 (1) Standing Committee:

- a. The Exco shall have the power to establish standing committees and the composition of each committee may, if necessary co-opt any member of the Association or an outsider into committee meetings although such co-opted member (s) shall have no right to vote.
- b. Each committee which fall under these provisions include; sports committee, welfare committee, social committee, and any other committee which the Exco may set up as required in the future.

S.10 (2) Ad-hoc Committee:

- a. Shall be established by the Exco.
- b. Provisions of S.10 (1) (a) & (b) above applies to ad-hoc committees.
- c. The life of any committee under this section comes to an end when the purpose for which it was established is accomplished, or when it is dissolved by the Exco, for purposes necessary under this constitution.

ARTICLES VII:

S.11- Finance:

Each member may be called upon to pay a special levy in aid of approved projects. Donations may also be received from the public through organized activities decided upon by the Executive Council. In the event of any embezzlement or misappropriation of the Association's funds, the Congress shall recover such amounts from those concerned through all legitimate means.

1. Revenue:

- a. All revenues and monies collected from and on behalf of the Association by any official or member shall be paid into the Treasury of the Association and acknowledgement by the Treasurer within twenty-four hours.
- b. The Association shall receive aids, gift and may undertake Fund raising projects.
- c. All members, groups or branches, shall pay their annual dues as shall be determined by the Congress.

2. Bank Account:

- a. All monies received by the Treasurer shall be deposited within forty-eight hours in the Association's bank account(s).
- b. No monies shall be withdrawn without the signature(s), authorization or notification, of the President and/or Treasurer and/or Financial Secretary.

ARTICLE VIII

S.12- Electoral System:

1. There shall be an Electoral Committee appointed by the Congress. The Electoral Committee shall advertise elective posts at least 180 days before general Exco elections. It shall also address objections, screen candidates, and present a final list to the house. Members of the Electoral Committee shall appoint a Chairman, among themselves, who shall supervise the conduct of the elections.
2. Electoral Committee shall function for a single term of three years.
3. Exco elections shall take place at the end of the third annual General Meeting of the life of an incumbent Executive Council when its tenure of office shall have ended.
4. There shall be no voting by proxy.
5. Voting shall be by secret ballot and no member shall vote twice for any one candidate.
6. All members of Association shall be entitled to vote and only up-to-date financial members can be voted for.
7. The electoral committee shall make necessary arrangement for election speeches by contesting candidates on their proposed programmes if elected into office.
8. A candidate shall be declared elected unopposed after the close of nomination period, where one office does not exceed one candidate.
9. If there are no contestants to any vacant post, the Congress shall appoint one of its outgoing Exco or from the Congress.
10. Nomination applications shall be submitted to specified electoral officer(s) within the time specified by the electoral committee.
11. A nomination paper shall not be valid without the signature of the proposer and seconder and counter-signed by the nominee.
12. Both proposer and seconder must be up-to-date financial members, not be a candidate and cannot sponsor more than two candidates.
13. A candidate may withdraw from an election, before election date, by submitting a letter to the electoral chairman informing him/her of such decision.
14. No member shall propose or second more than one member for the same post.
15. The electoral chairman shall draw up a list of names of candidates and shall announce by reading out the names after which no name shall be added to the list.
16. The members of the Electoral Committee shall have no primary votes.
17. In case of equality of votes, the members of the Electoral Committee shall cast deciding secondary votes.
18. The electoral chairman shall declare the winner immediately after the counting of votes for every contest.

S.13- Trustees:

- i. The Association shall have Trustees (hereinafter called "The Trustees") as provided for under the Companies & Allied Matters Act, and shall be known as and called "THE REGISTERED TRUSTEES OF SHARAM OLD STUDENTS' ASSOCIATION (SHOSA)"
- ii. The Trustees shall all be past SHOSA Presidents and not more than five in number as reviewed and chosen by Congress at Extraordinary or General Meetings.
- iii. The quorum for the meeting of the Trustee shall be three.
- iv. There shall be for the trustees of the Association a common seal. The common seal shall signify the authority of the Association on any documents. The common seal which shall be kept in the custody of the Secretary General or such other officer of the Association as the Executive Council may direct, who shall produce it when required for use by the Trustees.
- v. All documents to be executed by the Trustees shall be signed by each of them and sealed with the seal.
- vi. All the Assets and Liabilities of the Association shall be vested in The Trustees and they shall have power to acquire, hold and dispose of asset on behalf of the Association as the Executive Council may direct, but subject to such conditions as the Corporate Affairs Commission or such other appropriate authority may impose.
- vii. The Trustees shall in the discharge of their functions, be subject to and act in accordance with the directions of the Executive Council from time to time.

ARTICLE IX:

S.14- Vacant Post (s):

1. Any vacancy arising from resignation by any Exco member shall be filled by a bye-election to be arranged by the Electoral Committee.
2. A resignation shall be approved or accepted by the Exco only after the officer has given a comprehensive account of his/her functions and submitted the Association's properties to Secretary General or the President.
3. A resignation letter can be withdrawn before it is accepted/acknowledged by the Exco but not after.

ARTICLE X:

S.15- Amendment of the Constitution and Power of Congress:

The Association may alter the provisions of its constitution from time to time at a general meeting by a resolution of simple majority of members.

ARTICLE XI:

S.16- Impeachment:

1. An officer of the Association shall be impeached only for the reasons of misconduct or any offence as determined by Congress.
2. A notice of impeachment for misconduct or any offence shall be submitted in writing to the Secretary General or President forty-eight hours before the next Congress meeting.
3. A committee shall be set up to investigate the allegations against the officer(s) concerned; but the Congress can constitute itself into a committee for this purpose.
4. The officer(s) shall be deemed to have been guilty of the alleged offence on the resolution of at least two-third (2/3) majority of the committee.
5. Any officer(s) impeached shall be liable to refund/return any property of the Association or make good any form of injury or loss caused to the Association by his acts.

S.17- Dissolution:

In the event of winding up of the Association, the properties and assets of the Association, after the satisfaction of all its debts and liabilities shall not be paid to or distributed among members of the Association but shall be given or transferred to some other Associations or bodies having objects similar to the objects of the Association, such bodies or Association to be determined by members before dissolution.

ARTICLE XII:

S.18- Appointment of Auditor(s):

External auditor(s) nominated by the Executive Council shall be appointed at the general meeting to audit the accounts of the Association annually and submit its report to the president of the Executive Council who shall communicate to the members at the next Annual General Meeting.

APPENDIX: Interpretation under this Constitution:

1. Association means Sharam Old Students' Association mentioned in this Constitution.
2. Impeachment means the removal of an officer (s) for reasons specified under this Constitution.
3. Misconduct means any offence committed against the Association which qualified the offender with executive post for impeachment.
4. Revenue includes all monies or source of income for the Association.

This Constitution was adopted at the Annual General Meeting of the Association held in Port Harcourt on 21st November 2020.



Abayomi Oyewusi

President, SHOSA



Cedric Longplu

SHOSA, Secretary General