

THE CONSTITUTION

OF



ST. LOUIS GIRLS GRAMMAR SCHOOL

OWO

ALUMNI ASSOCIATION

CONSTITUTION OF ST. LOUIS GIRLS GRAMMAR SCHOOL, OWO (SLO) ALUMNI ASSOCIATION

1. NAME

The Association shall be known and called St. Louis Girls Grammar School (Owo) Alumni Association hereinafter referred to as **“the Association”**.

2. THE EMBLEM

The emblem of the Association shall be the Crest of St. Louis Girls Grammar School, Owo (hereinafter referred to as **“the School”**), which has a Blue Field as its background colour. As its central device, it has a Sword encircled by a Crown of Thorn with an inverted chevron of a Gold Chain. In the lower left-hand portion is a Tower in which is a Shield bearing Red Hand and opposite the tower is a Fleur-de-lis. At the top of the Crest on gold background is the inscription, **UT SINT UNUM**, meaning ‘**may we be one**’; and at the bottom on gold background is the inscription **DIEU LE VEULT**, meaning, ‘**God wills it**’.

3. HEADQUARTERS

The Headquarters of the Association shall be located at St. Louis Girls Grammar School, Oke Ogun, Owo, Ondo State, Nigeria with the postal address as St. Louis Girls Grammar School, P.M.B. 25, Owo, Ondo State, Nigeria, provided that the Association may maintain liaison offices in other towns as the Association’s Executive Committee may decide from time to time.

4. AIM AND OBJECTIVES

The aim and objectives of the Association shall be to:

- (a) Promote solidarity, fellowship and comradeship among old students of the School.
- (b) Foster and strengthen the loyalty of its members to the School and co-operate with its authorities.
- (c) Promotion and advancement of Education, Continuing Education and Vocational Training for successive students of the School
- (d) Establishment of schemes for the purposes of giving back to the School, and establishing a dignifying future for the upcoming generations of the School.
- (e) Establishment of schemes for the promotion of the welfare, security and economic advancement of members of the Association
- (f) Create a forum for honoring members who have distinguished themselves in their field of endeavour and in their contribution to the life of the School and the Association.
- (g) Creation and maintenance of an Endowment Fund for the proper observance and discharge of any of these aims and objects

5. MEMBERSHIP

There shall be two categories of membership; viz

- (a) Full membership, and
- (b) Honorary membership

(a) FULL MEMBERSHIP

The membership of the Association shall be open to any Old Student who shall have attended St. Louis Girls Grammar School, Owo from its foundation and who opt for membership of the Association.

(b) HONORARY MEMBERSHIP

- (i) Honorary member of the Association shall be any member who is so admitted as such by the Annual General Conference on the recommendation of the Association's Executive Officers Committee.
- (ii) Persons to be considered for Honorary membership shall include staff of the School who have spent not less than 5 (five) years of proven meritorious service to the School.
- (iii) A candidate shall be deemed duly appointed as an Honorary member if she scores two-third of the votes of members present and voting at the Annual General Conference.
- (iv) Such an Honorary member may attend and, if permitted by the presiding officer, speak at any Annual General Conference or other meetings of the Association.
- (v) An Honorary member of the Association shall not be required to pay any subscription, dues or levies, and shall not be entitled to be an Executive Officer of the Association.
- (vi) An Honorary member may on her own volition donate fund, materials and/or infrastructure to the School or the Association.

6. PATRONS

The Patrons of the Association shall be drawn from:

- (i) The Catholic Bishop of Ondo Diocese
- (ii) Provincial Leader of St. Louis Sisters (Nigeria)
- (iii) Non-Old Students who have made substantial contribution to the School could be appointed Honorary Patron of the Association at the Annual General Conference
- (iv) Patrons shall not exceed 7 (seven) in number at any point in time.
- (v) A candidate shall be deemed duly appointed as a Patron if she/he scores 2/3rd (two-third) of the votes of members present and voting at the Annual General Conference.

7. OFFICERS OF THE ASSOCIATION

The officers of the Association shall consist of:

- (a) Association's Elected Officers
- (b) Branch Elected Officers
- (c) Set Elected Officers

- (a) The Association's Officers who shall be elected at the Annual General Conference of the Association shall constitute the Central Executive Council (CEC) and shall consist of:
 - (i) The President
 - (ii) The Vice President
 - (iii) The Secretary General
 - (iv) The Assistant Secretary General
 - (v) The Treasurer
 - (vi) The Financial Secretary
 - (vii) The Public Relations Officer
 - (viii) The Legal Adviser
 - (ix) Two Ex-Officio members
 - (x) Two Auditors who shall not be members of the Central Executive Council

- (b) The branch and Set Officers who shall be elected at the Annual General Meeting of the Branch or Set shall constitute the Branch/Set Executive Council and shall consist of:
 - (i) The Chairperson
 - (ii) The Vice Chairperson
 - (iii) The Secretary General
 - (iv) Such other officers as may be deemed necessary for the Branch/Set.

8. DUTIES OF ASSOCIATION'S OFFICERS

- (a) THE PRESIDENT shall
 - (i) Preside at the Annual General Conference and Central Executive Council meetings of the Association.
 - (ii) Give necessary direction to other Officers of the Association for the proper execution of their duties.
 - (iii) Provide direction and leadership to all Committees of the Association
 - (iv) Act as the Principal Spokesperson for the Association.
 - (v) Ensuring with the assistance of the Secretary General and the Treasurer the efficient and economic use of the Association's Assets and Resources through prudent investment, acquisitions and disposals as may be necessary from time to time subject however to the overall approval of the Central Executive Council.
 - (vi) In consultation with the Secretary General, decide the date, time, place and the agenda of meetings.
 - (vii) Present at the Annual General Conference a presidential address in writing to highlight the accomplishments, challenges, prospects and future direction of the Association.

- (viii) Have a casting vote at all the meetings of the Association in the event of a tie, and
- (ix) Be a signatory to the Account of the Association

(b) THE VICE PRESIDENT shall

- (i) Assist the President in the conduct of the affairs of the Association
- (ii) Act for the President in her absence
- (iii) Shall be responsible for the co-ordination of the activities of all Branches/Sets of the Association as may be assigned to her by the Central Executive Council and shall pay periodic visits to the Branches/Sets and shall make periodic reports to the Central Executive Council.
- (iv) Shall encourage and supervise the formation of new Branches/Sets in line with the guidelines set out in this Constitution.
- (v) Perform such other duties as may be assigned to her by the President.

(c) THE SECRETARY GENERAL shall

- (i) Be responsible for the general administrative duties of the Association under the direction of the President.
- (ii) Write and dispatch circulars, letters and other correspondence of the Association and that of the Central Executive Council and generally act as Chief Correspondent of the Association with the Public, Authorities, Branches or Sets of the Association.
- (iii) Ensure the implementation of the decisions reached at all meetings of the Association.
- (iv) Prepare agenda for and convene General and Central Executive Council meetings of the Association in consultation with the President.
- (v) Prepare and present an Annual Report at the Annual General Conference.
- (vi) Keep proper records of the Association's properties and activities and be the custodian of all the movable properties of the Association.
- (vii) Be a signatory to the Account of the Association.
- (viii) Keep an imprest to be decided by the Central Executive Council for the running of the Secretariat
- (ix) On relinquishing or removal from office, surrender to his successor, all the Association's properties in her possession
- (x) Keep, maintain and update from time to time a roll of all members of the Association and the register of all financial and functional Branches and Sets of the Association.

(d) THE ASSISTANT SECRETARY GENERAL shall

- (i) Assist the Secretary General in the execution of her duties
- (ii) Act for the Secretary General in her absence, and
- (iii) Perform such other duties as may be assigned to her by the Secretary General

(e) THE TREASURER shall

- (i) Take delivery of all the Association's monies from all Sources and deposit such monies with the Association's Bankers within 3 (three) working days of receipt.
- (ii) Keep records of all monies received, deposited or withdrawn on behalf of the Association
- (iii) Pay all claims duly authorized by the Association
- (iv) Carry out any decision or directive of the Annual General Conference in matters relating to the budget or finances of the Association
- (v) Shall prepare or cause to be prepared and submitted to the Central Executive Council an annual budget containing the estimated revenue and expenditure of the Association for the period 1st of January of every year to 31st of December of the same year.
- (vi) Invest the monies of the Association in such securities as may be approved by the Central Executive Council
- (vii) Submit a written statement of the Association's account at the Annual General Conference.
- (viii) Be the principal signatory to the withdrawal of money from the Bank.
- (ix) Perform all other duties as may be assigned to her by the President or the Central Executive Council.

(f) THE FINANCIAL SECRETARY shall

- (i) Be responsible for collecting all subscription, dues and all other funds that may be accruable to the Association and submit same to the Treasurer within 3 (three) working days of receipt.
- (ii) Be in constant touch with the Branches/Sets and their officers to ensure that all their members pay their annual dues, subscriptions and levies as and when due.
- (iii) Compile and circulate a list of members who have paid or are in default in respect of their annual dues in each year and take steps to circulate such list to the Annual General Conference and the Central Executive Council.
- (iv) Initiate procedures that will ensure adequate flow of revenue to the coffers of the Association
- (v) Ensure that all monies collected are properly receipted
- (vi) Perform all other duties as may be assigned to her by the President or the Central Executive Council.

(g) THE WELFARE SECRETARY shall

- (i) Monitor the welfare and interest of members of the Association
- (ii) Bring to the notice of the Executive Officers and the Central Executive Council any matter concerning the welfare of any member of the

Association whether within or outside the country with a view to protecting and presenting their rights, privileges and welfare.

- (iii) Responsible for managing the programme of assistance for incapacitated or aged members of the Association.
- (iv) Responsible for supervising the insurance and endowment programmes of the Association.
- (v) Arrange for the social activities of the Association.
- (vi) Perform all other duties as may be assigned to her by the President or the Central Executive Council.

(h) **THE PUBLIC RELATIONS OFFICER shall**

- (i) Publicise the activities of the Association as laid down by the Annual General Conference and directed by the Central Executive Council of the Association.
- (ii) Present a good and progressive image of the Association to the public
- (iii) Issue releases and statements on matters of general interest to the Association and the public after consultation with the President and/or the Central Executive Council.
- (iv) Perform all other duties as may be assigned to her by the President or the Central Executive Council.

(i) **THE LEGAL ADVISER shall**

- (i) Advise the Association, its officers, Committees, organs or agents and shall represent or protect the interest of the Association in Courts, Tribunals, Judicial Inquiries or Proceedings, provided that the Central Executive Council may engage the services of any other Counsel of their choice as the need arises from time to time.
- (ii) Interpret the Constitution and guide the Association in its application.
- (iii) Perform all other duties as may be assigned to her by the President or the Central Executive Council.

(j) **THE AUDITORS shall**

- (i) Audit the Books of Account of the Association, and
- (ii) Submit a report of the audited accounts to the Annual General Conference of the Association

9. BRANCHES OR SET

- (a) There shall not be more than one Branch of the Association in any town.
- (b) There shall not be more than one Set Association of a particular Set.
- (c) Nothing in this Constitution shall debar all the Branches in any State from holding joint meetings/consultations to discuss matters of common interest for the overall good of St. Louis Girls Grammar School, Owo, Alumni Association and its members

- (d) A Branch of the Association shall consist of not less than 20 (twenty) registered members who have their residence in a town where the Branch is situated.
- (e) A member shall join the Branch where she resides, provided that no member shall belong to more than one Branch.
- (f) A member having her place of residence in a town where there is no Branch may register as member in a Branch nearest to her.
- (g) An application to form a Branch or Set shall be signed by not less than 20 (twenty) members and submitted to the Secretary General of the Central Executive Council.
- (h) The Committee of the Association's Executive Officers may withdraw the recognition of any Branch where the membership falls below the minimum. Provided that where the Branch or Set is dormant for a period of 3 (three) years, the Committee of the Association's Executive Officers may dissolve the Executive of that Branch or Set and conduct a fresh election.
- (i) Every Branch/Set shall hold a General Meeting monthly and a general meeting at which Branch officers shall be elected and a return of same made to the Secretary General of the Central Executive Council.
- (j) Every Branch/Set shall forward a programme and record of its activities to the Vice-President of the Central Executive Council quarterly.
- (k) Every Branch/Set shall carry out the directives of the Annual General Conference or the Committee of the Association's Executive Officers.
- (l) Every Branch/Set shall have a Chairperson, Vice-Chairperson, Secretary and such other officers as may be deemed necessary.
- (m) Branches/Set shall have the power to impose levies or subscription to defray the expenses for running their affairs, and a member in default shall be subject to the same sanctions as provided under this Constitution.
- (n) Every Branch/Set shall keep an up-to-date list of its members and forward same to the Secretary General of the Central Executive Council before the end of December in each year.
- (o) A Branch/Set may have its own Bye-Laws which shall come into force after its approval by the Committee of the Association's Executive Officers, provided that the part of the Bye-Laws which are inconsistent with any provision of this constitution shall to the extent of its inconsistency be void.
- (p) A Branch or Set shall be free to draw up its own Standing Orders, subject to approval by the Committee of the Association's Executive Officers.
- (q) No branch/Set officer shall hold herself out as representing the Association in any respect or take any action in the name of the Association without the prior consent and approval of the Committee of the Association's Executive Officers.

10. COMMITTEE OF ASSOCIATION'S EXECUTIVE OFFICERS

- (a) Membership: the Committee of Association's Executive Officers shall consist of:
 - (i) The Central Executive Council members
 - (ii) All past President and Secretaries General
 - (iii) All Chairperson and Secretary General of Registered Branch Associations
 - (iv) All Chairperson and Secretary General of Registered Set Associations
 - (v) Other deserving members of the Association who have graduated for over 15 (fifteen years) and are co-opted by the Executive Committee.

- (b) Meetings: The Committee of Association's Executive Officers shall meet at least once in a year.
- (c) Quorum: The quorum at the meeting of the Committee of Association's Executive Officers shall be 2/3rd (two-third) members of the Committee, provided the President of the Association shall preside.

11. THE CENTRAL EXECUTIVE COUNCIL

- (a) Membership: the members of the Central Executive Council shall consist of the Executive Officers of the Association elected at the Annual General Conference
- (b) Members delegated from diaspora
- (c) The Quorum at the meetings of the Central Executive Council shall be 5 (five) members, provided that the President of the Association shall preside

12. ALUMNI RELATIONS OFFICE

- (a) The office shall be headed by an Administrative Officer and shall be directly responsible to the Secretary General
- (b) The Officer shall serve as intermediary between Alumni Association and the School.
- (c) The officer is to maintain an up-to-date Bio-data of the members of the Association.

13. TENURE OF OFFICE

- (a) The Officers of the Association shall hold office for a period of 2 (two) years
- (b) An Officer may be re-elected if found capable and efficient.
- (c) No Officer shall hold same office for more than two consecutive terms
- (d) An Officer may be removed from office if found inefficient or working against the interest of the Association by a 2/3rd (two-third) majority of votes of the members present at the Annual General Conference of the Association or Annual General Meeting of the Branch/Set.

14. SUPREME AUTHORITY

The Supreme Authority of the Association shall be exercised by the Annual General Conference or an Emergency General Meeting of the Association.

15. ANNUAL GENERAL CONFERENCE/EMERGENCY GENERAL MEETINGS

- (a) The Annual Conference is the policy-making body of the Association.
- (b) The Annual General Conference shall hold once a year. However, an emergency meeting may be called by the President of the Association in consultation with the Central Executive Council, as the need arises.

- (c) The Association shall hold its Annual General Conference at St. Louis Girls' Grammar School, Owo during the Annual Founder's Day Celebrations in each year.
- (d) An Emergency General Meeting to deliberate on specific issues may be summoned at such a time and place as may be decided by the Executive Committee of the Association
 - (i) An Emergency General Meeting of the Association shall be convened at a written request of at least 50 (fifty) signatories (who must be financial members) specifying in clear details the business to be transacted at such a meeting.
 - (ii) The President shall direct the Secretary General to convene the meeting within one calendar month of request, at such a time and place as may be decided by the Executive Committee of the Association to deliberate upon the matters stated in the requisition together with any other matters as may be decided by the Executive Committee .
 - (iii) The Executive Committee shall not be obliged to act on any requisition received less than eight weeks before the date of the Annual General Conference of the Association but may instead include such matters stated in the requisition as part of the business to be deliberated upon at the Annual General Conference
- (e) The Annual General Conference shall be competent to:
 - (i) Discuss any matter pertaining to the aims and objectives of the Association.
 - (ii) Consider or ratify recommendation of Central Executive Council and the Committee of Association's Executive Officers
 - (iii) Receive and consider the Yearly Reports of the Central Executive Council
 - (iv) Elect a new Executive in the election year
 - (v) Any other functions that may require the attention of the Annual General Conference
- (f) Decisions at any annual General Conference/Emergency General Meetings shall be by a simple majority on a show of hands of members present and voting except on the election of Executive Officers of the Association or any other issue as may be decided by the Conference or the Executive Committee of the Association, when it shall be by secret ballot.
- (g) The STANDING ORDERS contained in the Schedule to this Constitution shall govern the conduct of any deliberations at Annual General Conference or Emergency General Meetings.
- (h) The quorum at any Annual General Conference or Emergency General Meeting shall be 50 (fifty) financial members, including the president or his delegate.
- (i) Attendance at the Annual General Conference or Emergency General Meeting shall be open to all members of the Association save those in default of payment of their appropriate dues as at when due.
- (j) Branches and Class/Set shall hold an Annual General meeting once in a year.

16. MEETINGS

- (i) The Association shall hold meetings once a month on the Telegram or any other Social Media Platform large enough to accommodate members of the Association.
- (ii) The President, in consultation with the Executive officers of the Association, may however call for emergency meetings as the need arises on the same Social Media Platform.
- (iii) Branch meetings shall hold once a month but not less than 6 (six) times in a year
- (iv) Class/ Set shall meet as occasions demand
- (v) Whenever the meeting of any Class/Set or that of the Branch clashes with the Association's monthly meetings, the latter shall take precedence.

17. FUNCTIONS OF THE CENTRAL EXECUTIVE COUNCIL (CEC)

- (a) The management of the affairs of the Association shall be vested in the Central Executive Council
- (b) The Central Executive Council shall have powers to carry out the functions as consistent with the objectives of the Association in the following areas:
 - (i) Conduct of Annual General Conference
 - (ii) Organization of new Branch Association
 - (iii) Setting up of sub/standing/ad-hoc Committees to perform some specific duties or assignment
 - (iv) Organization of annual merit awards, dinners, and other social functions, including Founders' Day Celebrations
 - (v) Maintain an up to date Bio-data of members.
 - (vi) General management and control of the Association's finances
 - (vii) Co-ordinate the activities of the Branches, Sets and individuals carrying out re-union and homecoming activities at the School
 - (viii) Co-ordinate and arrange the activities of the Annual General Conference
 - (ix) When an office, other than those having deputies or vice, is vacant or an officer is found wanting in the performance of her duties, the Central Executive Council shall have power to appoint a new officer to fill such office for the unspent life of the Executive. The President shall report details of such office filled, including officers replaced, giving reasons for the replacement at the next Annual Conference
 - (x) Determine the duties, levies and contributions to be paid by members
 - (xi) Allocate fund for the running of the Association

- (xii) Draw up annual programme of activities for ratification by the Annual Conference
- (xiii) Any other function as may be directed by the Annual Conference

18. FUNCTIONS OF THE COMMITTEE OF EXECUTIVE OFFICERS (CEO)

- (a) Co-ordinate the activities of the Branches and Class Sets' Executive Committees
- (b) Recommend candidate(s) for Honorary Membership of the Association to the Annual General Conference; maximum 2 (two) annually
- (c) Advise the Central Executive Council in any matter of interest to the Association.

19. THE MERIT AWARD COMMITTEE (MAC)

The Merit Award Committee, which shall be set up by the Central Executive Council:

- (i) Shall consist of 5 (five) members.
- (ii) All the members of the Committee shall have left School not less than 25 (twenty-five) years from the date of appointment
- (iii) Shall serve for the duration of the Executive that appointed it.

20. FUNCTION OF THE MERIT AWARD COMMITTEE (MAC)

The Merit Award Committee shall:

- (a) Call for nominations from Branch of the Association and Sets 6 (six) months before the date of award
- (b) Made their nomination to the Central Executive Council who shall approve the required number of Awards
- (c) Prepare citations on the recipients to be read at the Awards Ceremony
- (d) Recommend for Commendation Certificates people who have performed meritorious services to the School and Alumni Association
- (e) Shall carry out any other function as may be directed by the Central Executive Council

21. GUIDELINE AND CRITERIA FOR ST. LOUIS GIRLS GRAMMAR SCHOOL, OWO MERIT AWARD (SLOMA)

- (a) Suitable candidates shall be proposed to the Merit Award Committee at least 2 months before the due date of Awards. The candidate need not be resident in the Branch/Set area. Nominations must be accompanied by the detailed curriculum vitae (C.V) of the nominee and a statement of the reasons for the nomination.
- (b) Eligibility: Any old student of St. Louis Girls Grammar School, Owo shall be eligible for award provided that members of the Central Executive Council and

the Merit Award Committee shall not be considered for award while they are still in office

(c) Criteria for the Award:

- i. The name of the Merit Awardee must be in the School Register i.e the person must have attended St. Louis Girls Grammar School, Owo. She must in addition show,
- ii. Professional distinction
- iii. Solid public image
- iv. Decent private life
- v. Obvious commitment to the cause of the School
- vi. The nomination must span different callings
- vii. There shall be at least one awardee and not more than four awards in any year.
- viii. A non-member can be eligible, provided all conditions for old students are satisfied and is recommended by the **MAC** and the **CEC**.

22. ELDERS' ADVISORY FORUM (EAF)

(a) Membership:

- i. The membership shall not exceed 11 (eleven) at any point in time
- ii. The members of the Elders' Advisory Forum shall be appointed by the Central Executive Council of the Association and ratified by members at the Annual General Conference.
- iii. In case of resignation, infirmity or death, the Central Executive Council shall have the power to appoint a replacement and report at the Annual General Conference for ratification.
- iv. The Chairman of Elders' Advisory Forum shall be appointed from among the members of the Forum

(b) Eligibility:

- i. Minimum age shall be 65 (sixty-five) years
- ii. Persons to be so appointed must have shown obvious commitment to the cause of the School and the Association.

(c) Functions of Elders' Advisory Forum

- i. To serve as advisory body to the Association
- ii. To resolve crisis and conflicts within the Association
- iii. To attend to critical issues within the Association
- iv. To handle any other matter that may be referred to it by the Central Executive Council

23. VOTING AT MEETINGS

Voting at all meetings of the Association shall be by show of hands except in the case of election of Executive Officers, Honorary Members and Patrons; in which case, voting shall be by secret ballot.

24. FINANCE

- (i) The sources of fund shall be:
 - (a) Annual dues
 - (b) Levies
 - (c) Registration fee
 - (d) Donations
 - (e) Endowment etc.
- (ii) The Central Executive Council shall consider and approve as appropriate, any expenditure of the Association.
- (iii) Banks: The Association shall operate current account in any reputable Bank recommended by CEC and approved at the Annual General Conference.
- (iv) Each member shall pay an annual subscription (the amount of which shall be determined from time to time by the Committee of the Association's Executive Officers) through its Treasury Account
- (v) Whenever it is expedient to do so, the Committee of the Association's Executive Officers shall approve the payment of special levies by members. Each Branch Association or Set shall be free to raise funds for the well being of the Branch or Set.
- (vi) The Association's financial year shall be co-terminus with the Annual General Conference and all contributions due to the Association shall be sent to the Treasurer within the period (January – December).
- (vii) The signatories to the Association's accounts shall be the Treasurer, the Secretary General and the President. The signatories to the Branch Association or Set accounts shall be the Treasurer, the Secretary and the Chairperson.
- (viii) Withdrawal: Money withdrawal shall be with the prior approval of the appropriate Executive Committee.

25. ANNUAL REUNION DINNER

Annual reunion dinner shall hold on the closing of the Annual Conference. During this Dinner, members who had distinguished themselves in their field of endeavors or contributed to the life of the School shall be honoured.

26. CODE OF CONDUCT AND DISCIPLINE

The Association may remove any member of the Executive from office, if it is satisfied that such removal is in the interest of the Association. A member of the Executive shall be removed if it is established that she:

- (a) Fails to perform the duties of her office
- (b) Suffers from serious physical infirmity
- (c) Has, under any law in force, been convicted of criminal offence
- (d) Has been declared bankrupt and has not been discharged
- (e) Is engaged in activities unbecoming of her office thereby bringing the Association into ridicule, embarrassment and disrepute

27. SUPREMACY OF THE CONSTITUTION

- (i) This constitution shall be supreme and its provisions shall be binding on all members of the Association.
- (ii) Where there is a conflict between this Constitution and the by-laws, standing orders or regulations of the Branch Association or Set, this Constitution shall prevail.

28. AMENDMENTS

- (i) This Constitution shall only be amended by the votes of a two-thirds majority of the financial members of the Association present at the Annual General Conference of the Association.
- (ii) Notices of Amendments to the Constitution shall reach the Secretary General at least two calendar months before the date of an Annual General Conference of the Association where the proposed amendment would be tabled.
- (iii) The Secretary General shall circulate such proposed amendments to the Branches and Sets of the Association, at least a month before the date of the Annual General Conference of the Association.
- (iv) The ratified amendments to the Constitution shall take immediate effect.

RATIFIED BY MEMBERS AT THE ANNUAL GENERAL CONFERENCE HELD ON
THE 25TH DAY OF JANUARY, 2018.

PRESIDENT

SECRETARY GENERAL

FIRST SCHEDULE BYE-LAWS

1. JOURNALS/MAGAZINES

The Association shall have power to publish educational journals, magazines and Newsletters, in pursuance of Article 4(c) of this Constitution.

2. EDITORIAL BOARD

- (a) The members of the Editorial Board shall be active members of the Association.
- (b) The Executive Committee of the Association shall appoint at least 4 (four) but not more than 6 (six) suitable members of good standing to be Board members of the Association's Journal/Magazine.
- (c) The Executive Committee may remove any member of the Editorial Board for good cause.
- (d) The Board shall endeavour to publish at least one issue of the Journal/Magazine per annum.
- (e) The Executive Committee shall operate a separate Bank Account for the Journal/Magazine.
- (f) The signatories to such account shall include the President, Treasurer and the Chairperson of the Editorial Board.

3. EXECUTIVE COMMITTEE OF THE ASSOCIATION

- (a) Members of the Executive Committee, or Standing or other Adhoc Committee representing their Branches shall keep their Branches informed of all the activities of the Executive Committee and the other Committees.
- (b) Any member of such Committee who is unwilling to carry out the directives or decisions of the Annual General Conference or the Executive Committee shall be suspended from such Committee by a simple majority of the members of the Executive Committee of the Association.

4. MEETINGS: NOTICE/AGENDA

- (a) Notices of motions or resolutions other than those proposed for amendment of the Constitution shall reach the Secretary General on or before the 31st day of October of every year.
- (b) Notices or circular of Annual General Conference together with agenda, resolution and a list of candidates shall be dispatched to Branches via the official St Louis Owo Social Media Group at least 30 days before the date of the Conference

5. AMENDMENT

These Bye-Laws shall be amended by or at any Annual or Emergency General Conference subject to a notice of proposed amendment being received by the Secretary General and Branches at least 60 (sixty) days and 30 (thirty) days respectively before the Conference by a simple majority of members present and voting.

SECOND SCHEDULE
ST. LOUIS GIRLS GRAMMAR SCHOOL, OWO ALUMNI
ASSOCIATION
STANDING ORDERS

STANDING ORDERS:

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

1. These Standing Orders are made by the Annual General Conference of St. Louis Girls Grammar School Owo Alumni Association in exercise of its powers Article 15(g) of the Constitution of St. Louis Girls Grammar School Owo Alumni Association and other enabling powers in that behalf.
2. An Annual General Conference or Emergency General Meeting shall transact such business as is on its agenda or any business decided by a previous Conference or the Association's Executive Committee.
3. An agenda of the business of a meeting shall be supplied in advance to every Branch of the Association which shall make such agenda available to its members or accredited delegates to the Conference or Emergency General Conference. 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 the majority of the members of the Association.
4. The President shall preside at the meeting as the Chairperson, and in her absence, the Vice President; failing that, the members present shall elect a Chairperson from among themselves.
5. Any member who wishes to speak shall hold up her hand to attract the Chairperson's attention.
6. No member shall commence to speak on any topic until recognized to do so by the Chairperson
7. No two members shall stand up to speak simultaneously during discussion at a meeting.
8. The order of speaking shall be determined by the Chairperson in her absolute discretion without fear or favour but she shall give a reasonable opportunity for divergent views to be heard.

9. The Chairperson in her discretion may stop a debate even when there are members still anxious to speak on the subject if she considers that there has been sufficient discussion on the matter under consideration.
10. 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 she may only proceed to give if permitted to do by the Chairperson.
11. A member may raise a plea of 'point of order' which when raised shall only be sustained by the Chairperson where she accepts that there is a deviation by a speaker from the subject matter or according to this standing order.
12. A member who claims that she has been misquoted or misrepresented may raise a plea on 'point of correction' and if allowed by the Chairperson, shall correct the same.
13. 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 vote. If carried, the matter under debate shall immediately be put to vote and once carried, the subject voted upon shall not again be introduced during the meeting.
14. No motion or amendment shall be discussed unless it is seconded, save the proposals of the Association's Executive Committee which shall be taken as having been moved and seconded. 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 Chairperson 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 Chairperson shall have the power to ask anyone found engaging in distractive or destructive acts to leave the Conference.
17. The Conference shall have power to appoint Committees or Commissions for the furtherance of its business. Such Committees or Commissions may sit during the hours of the Conference should it be necessary for them to do so.
18. The Chairperson shall give directions or adopt measures reasonably necessary in the interest of the Association or reasonably conducive to the conduct of proceedings of any Conference or meeting. The procedure at a meeting of any Committee shall be determined by that Committee.

19. The ruling of the Chairperson on matters provided for in these STANDING ORDERS shall be obeyed.

20. ELECTION OF OFFICERS

- (a) Election of Officers shall be by secret ballot
- (b) When an office, other than that having a vice or Assistant becomes vacant, the Executive shall have the power to nominate a replacement who shall be deemed duly appointed until the next election.
- (c) Electoral Procedure
 - Election of Officers shall hold at the Annual General Conference that marks the end of the tenure of a serving Central Executive Council
 - (i) An Electoral Committee of a minimum of 5 (five) and maximum of 9 (nine) members, one of which members shall be designated Chief Electoral Officer, shall be nominated by the Central Executive Council
 - (ii) The nomination shall be presented to the Annual General Conference held immediately preceding an election year for ratification.
 - (iii) Criteria for Nomination:
 - a. A person been nominated must be one of good standing in the Association
 - b. The Chief Electoral Officer must have a minimum of 25 (twenty five) years post-School experience, while other officers must have a minimum of 15 (fifteen) years post-School experience at the time of the nomination.
 - (iv) Nomination for Election:
 - a. The Electoral Committee shall initiate the election process by publishing the Election Rules and Guidelines at least 90 (ninety) days before the election. It shall thereafter call for nomination
 - b. To be validly nominated, a candidate must have submitted his duly completed Nomination Form 21 days before the election date.
 - (v) Withdrawal from Elections:

A candidate shall be deemed to have withdrawn her candidature for an election, provided she submits a written request to do so 7 (seven) days before an election date

(vi) Qualification to vote and be voted for

- a. All financial members of the Association whose names appear on the Electoral Committee's Nominal Roll presented at the Conference where elections are being held can vote and be voted for.
- b. Elections shall be one woman, one vote.
- c. The conduct of the elections shall be subject to other provisions in connection thereto stated in this Constitution. Nominations from Diaspora shall be according to the bye-laws operational in those Branches

(vii) Petition:

- a. Petitions by aggrieved persons shall be directed to the Association's Elders' Advisory Forum within 48hrs of the conclusion of an election.
- b. The decision of the Elders' Advisory Forum on such petitions shall be final within the context of this Constitution.

(d) Eligibility of Association's Executive Officers

- (i) Persons contesting for the post of the President of the Association must have left St. Louis Girls Grammar School, Owo for a period **NOT** less than 25 (twenty-five) years from the date of the election.
- (ii) Persons contesting for the post of the Vice President of the Association must have left St. Louisa Girls Grammar School, Owo for a period **NOT** less than 20 (twenty years) from the date of the election.
- (iii) Persons contesting for the post of Secretary General must have left St. Louisa Girls Grammar School, Owo for a period **NOT** less than 15 (fifteen) years from the date of the election.
- (iv) Persons contesting for the posts other than those listed in (i) – (iii) above must have left St. Louis Girls Grammar School, Owo for a period **NOT** less than 10 (ten) years from the date of the election.
- (v) Candidates must be gainfully employed, holding a responsible post that will not detract or militate against her call to duty for service to the Association

(e) Eligibility for Branch/Set Elective Officers

Eligibility for Branch/Set Officers shall be according to the bye-laws operational in that Branch/Set, provided such laws are not in conflict with this Constitution.

21. VOTING

Voting in elections shall be by secret ballot as shall be directed by the electoral Committee.

22. INAUGURATION/ASSUMPTION OF OFFICE

- (a) The inauguration of newly elected Executive Officers into Office shall take place on the last day of the Annual General Conference.
- (b) All Elected Executive Officers shall be deemed to have assumed Office immediately after taking Oath of Office as contained in the Third Schedule to this Constitution and inauguration into Office.
- (c) The Association's Executive Committee shall stand dissolved on the last day of the Annual General Conference upon the presentation and inauguration of the new Executives.

23. VALIDITY OF PROCEEDINGS OF THE ASSOCIATION

The validity of the proceedings at an Annual General Conference or any other Conference or meetings shall not be affected by vacancy in any office or any defect in the appointment or election of Officers or irregularity.

24. AMENDMENTS

- (a) Proposals for amendment of the STANDING ORDERS shall, if initiated by the Association's Executive Committee or a member or a Branch/Set, be sent to the Secretary General to reach her not less than 60 (sixty) days before Annual General Conference and the Secretary General in turn shall send copies of such proposals to all Branches not less than 30 (thirty) days before the Annual General Conference.
- (b) These STANDING ORDERS may be amended at an Annual or Emergency General Conference by a simple majority.

THIRD SCHEDULE
(Pursuant to Article 22 of the Standing Order of the Constitution of St. Louis Girls
Grammar School, Owo Alumni Association)

I do hereby accept my election as the of
St. Louis Girls Grammar School, Owo Alumni Association and do solemnly undertake to
discharge my duties and perform functions in such manner and upon such terms and
conditions as are contained in the Constitution of St. Louis Girls Grammar School, Owo
Alumni Association

In pursuance of the foregoing, I shall not allow my personal or any other interest conflict with
the interest of the Association howsoever in justification of the trust reposed in me.

So help me God.