



# CONSTITUTION OF CLASS OF '94 ARMY CANTONMENT SECONDARY SCHOOL IKEJA ASSOCIATION

## PREAMBLE

We, the members of the Class of '94 ACSS Ikeja Association, hereby establish this constitution to promote unity, fellowship, and progress among our members. We aim to foster a spirit of camaraderie, support one another, and contribute to the development of our alma mater and the wider community.

## ARTICLE I: NAME AND OBJECTIVES

### (a) Name:

The name of this organization shall be Class of '94 ACSS Ikeja Association.

### (b) Objectives:

- I. To promote unity and fellowship among members
- II. To support one another in personal and professional endeavors
- III. To contribute to the development of ACSS Ikeja and the wider community
- IV. To organize social events, activities, and projects that benefit members and the community

## ARTICLE II: VISION, MISSION AND MOTTO

### (a) Vision:

"To build a community that fosters lifelong connections, personal growth, and collective impact, inspiring positive change in ourselves, our communities, and the world at large."

**(b) Mission:**

- I. To nurture a vibrant network of Class of '94 ACSS Ikeja Association
- II. Provide opportunities for social connection, professional development, and community engagement
- III. To celebrate our diversity
- IV. To promote the values of integrity, empathy, and excellence.

**(c) Motto:**

"ACSS.....Stronger Together!"

**ARTICLE III: MEMBERSHIP**

- a) Membership shall be open to all graduates of Army Cantonment Secondary School Ikeja, Lagos 1994 set including those who didn't graduate with the set on account of repeating a class.
- b) Members shall be expected to adhere to the constitution and bylaws of the organization.

**ARTICLE IV: EXECUTIVE COMMITTEE**

- a) The Executive Committee shall consist of:
  - I. President
  - II. Vice President
  - III. Secretary
  - IV. Deputy Secretary
  - V. Treasurer
  - VI. Publicity Secretary
  - VII. Welfare Secretary
- b) The Executive Committee shall be responsible for:
  - I. Implementing the objectives of the association
  - II. Organizing social events, activities, and projects
  - III. Managing the finances of the association
  - IV. Representing the association in various forums.
- c) The tenure of every Executive Committee member shall be 3 years of not more than two terms.

**ARTICLE V: FUNCTIONS OF EXECUTIVE COMMITTEE MEMBERS**

- a) President:
  - I. Shall be responsible for leading the association
  - II. Initiate programmes that will add value to the association
  - III. Call and preside over meetings and events

- IV. Set up committees that will aid the seamless running of the association
- V. Represent the association in public forums
- VI. Ensure implementation of decisions and plans of the association.

b) Vice President:

- I. Supports the President
- II. Assumes leadership in the President's absence
- III. Leads specific projects or initiatives assigned by the President
- IV. Helps with decision-making and planning.

c) Secretary:

- I. Manages records and correspondence of the association
- II. Takes minutes at meetings
- III. Handles communication and notifications
- IV. Maintains the association's database and archives.

d) Deputy Secretary:

- I. Assists the Secretary
- II. Takes minutes in the Secretary's absence
- III. Helps with communication and record-keeping
- IV. Supports the Secretary's duties.

e) Treasurer:

- I. Manages the association's finances
- II. Oversees budgeting and accounting
- III. Handles fundraising and donations
- IV. Ensures financial transparency and reporting.

f) Publicity Secretary:

- I. Handles media and public relations
- II. Promotes the association's events and activities
- III. Manages social media and communication channels
- IV. Creates publicity materials and press releases

g) Welfare Secretary:

- I. Supports the well-being of members
- II. Organizes social activities and manages special moments i.e. birthdays, wedding anniversaries, promotions and graduations etc of members
- III. Facilitates networking and connections
- IV. Helps with member engagement and retention

## **ARTICLE VI: BOARD OF TRUSTEES**

- a) The Board of Trustees shall consist of:
  - I. Chairman
  - II. Secretary
  - III. 5 members
- b) The functions of the Class of '94 ACSS Ikeja Association Board of Trustees shall include:
  - I. Complementing the Executive Committee in the implementation of its strategic plans
  - II. Ensuring accountability and transparency
  - III. Managing conflicts of interest
  - IV. Fundraising and resource development
  - V. Providing guidance and support to the Executive Committee
  - VI. Evaluating performance and impact
  - VII. Ensuring compliance with the constitution and bylaws
  - VIII. Representing the organization in public forums when delegated.

## **ARTICLE VII: MEETINGS**

- a) The association shall hold an annual general meeting either physically or virtually to:
  - I. Elect new officers
  - II. Review the constitution and bylaws
  - III. Discuss and approve the budget
  - IV. Address any other business
- b) The Executive Committee shall meet at least quarterly or through emergency meetings summoned by the President to:
  - I. Plan and organize events, activities, and projects
  - II. Manage the finances of the organization
  - III. Address any urgent matters

## **ARTICLE VIII: ELECTIONS AND APPOINTMENTS**

- a) Elections shall be conducted before the expiration of the tenure of incumbent Executive Committee members either physically or virtually to fill three positions as follows:
  - I. President
  - II. Secretary
  - III. Treasurer
- b) The remaining vacant positions shall be filled through appointments by the President. The positions for appointments are as follows:

- I. Vice President
- II. Deputy Secretary
- III. Publicity Secretary
- IV. Welfare Secretary

- c) Appointments of other Executive Committee members must not exceed two weeks after the election.

## **ARTICLE IX: FINANCES**

- a) The association shall have a bank account in its name
- b) The signatories to the bank account shall be the President, Secretary and Treasurer
- c) To effect any transaction on behalf of the association, the President shall be the primary signatory while any of either the Secretary or Treasurer shall be the secondary signatory
- d) All funds shall be managed and accounted for by the Treasurer
- e) The association shall aim to be self-sustaining through membership dues, donations, and fundraising activities.

## **ARTICLE X: AMENDMENTS**

- a) This constitution shall be reviewed and amended as necessary.
- b) Amendments shall be proposed by the Executive Committee or by a petition signed by at least 20 members.
- c) Amendments shall be approved by a two-thirds majority vote of members present at the annual general meeting or an extraordinary general meeting called physically or virtually for that purpose.

## **BYLAWS:**

- a) Membership dues shall be compulsory for all members and the amount shall be determined by the Executive Committee.
- b) The association shall have either a physical or virtual secretariat to manage day-to-day activities.
- c) The association through the office of the President shall establish committees to oversee specific activities and projects.
- d) Secret solicitation of money from members without recourse to the Executive Committee is prohibited and a grave offence punishable by expulsion.
- e) Violation of platform rules such as posting of x-rated images, vulgarity or lack of decorum is punishable by suspension.
- f) A disciplinary committee shall be set up and responsible for overseeing disciplinary matters. It shall also be responsible for recommending appropriate punishments for violators of any provisions of the constitution and bylaws.