

**TITLE:**

**A DRAFT OF THE 2009 COLLEGE OF THE IMMACULATE  
CONCEPTION ENUGU OLD BOYS ASSOCIATION  
CONSTITUTION**

## PREAMBLE

I humbly wish to appreciate the belief this distinguished body has on us by appointing and empowering us to draft its constitution. We began this journey conscious of the challenges and uncertainties on our path. With faith, dedication and perseverance we present the fruit of this journey.

I wish to acknowledge the effort of my committee members Mr. Kama Kenneth and Mr. Onyema Chika for their sacrifices. Notwithstanding their busy schedules they still found time for this. May God replenish all the resources they spent toiling, brainstorming and making sure that we have this work almost two months within time.

I urge us all to study carefully the following provisions and make our comments and reservations known. This is our constitution; we all have the right to contribute to it. The committee will take a note of our views and will put them into consideration.

Finally we are encouraged to attend the meeting scheduled on 30th September, 2018 for the final adoption of this constitution.

And as always be assured of our professional regards.

**Mr. Emmanuel Dikachi Esq.**  
**(Chairman, Constitution Drafting Committee)**

## **ARRANGEMENT OF CHAPTERS**

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## CHAPTER I

### GENERAL PROVISIONS

1. **THE ASSOCIATION SHALL BE KNOWN AS:  
COLLEGE OF THE IMMACULATE CONCEPTION 2009 OLD  
BOYS ASSOCIATION.**
2. Our Motto is Semper Fidelis
3. Our Salutation shall be  
  
V: Semper!  
  
R: Fidelis!

### VISION

4. This is a leading association that will reflect the desires of the members to be united under one umbrella for the all round development of ourselves and the betterment of the society.

### MISSION

5.
  - i. To foster a sense of unity among the members of the 2009 class by bringing the vast human resources, talents and capabilities in our class into a social circle that takes care of the wellbeing of the society in a bid to make from each other a truly satisfied and successful person.
  - ii. College of the Immaculate Conception having instilled in us the traits of dedication, selfless service, hard work and patriotism, this association will ensure that such values are being harnessed and transferred to the larger society.
  - iii. To support, promote and nurture the younger generations in our alma mater by contributing our quota to ensure that the standard of education is

the best by embarking on projects and objects which are reasonably incidental to this noble ideal.

## CHAPTER II MEMBERSHIP

### ***6. Membership of the association is open to individuals who are:***

- (1). Members of the 2009 class who remained in the school till 2009 or
- (2) A Person who spent at least two years with the class and who had decided to be a member.
- (3) The aforementioned person(s) must have read and agreed to abide by the constitution of the association.
- (4) He must be on probation for one year and must make at least fifty percent attendances of the association's meetings held in that calendar year.
- (5) He must be willing and ready to identify with the association by getting the membership card at the end of his probation for the stipulated amount and having his name enrolled in the register or members.

### ***7. Cessation of membership***

- (1) If a member dies, his membership is deemed to have ceased.
- (2) Subject to the other provisions of this constitution, a member who out of his volition writes or orally states his withdrawal from the Association automatically loses his membership; such a person shall not be re-admitted except in accordance with the provisions of *Section 6* of this chapter.
- (3) A member that is absent from meeting for four (4) consecutive times without reasonable excuse in writing, loses not his membership automatically but should be suspended; such a member may however be re-

admitted upon payment of registration fee. The person shall clear all his arrears of debts prior to and including the period he did not attend meetings.

(4) A member who is duly suspended from the association shall lose his membership during the period of his suspension. He shall be recalled after the expiration of the suspension followed by his application (Apology Letter), to be recalled with settlement of his arrears of debt within the period of his suspension inclusive. He will also pay an appropriate re-admission fee and curing deficiency that led to his suspension.

### **CHAPTER III**

### **MEETINGS**

#### ***Meetings***

**8.** (1) The Association shall have three (3) recognized meetings:-

(a) Quarterly General Meeting SHALL be held every last Sunday of every quarter (every four months).

(b) Emergency General Meeting. There shall be meetings to attend to urgent matters that might not wait till the general meetings. Such meeting can be called by the president working with his executives or by the members where it is very obvious that a pressing issue is not being given attention by the executives.

© Executive meeting. There shall be an executive meeting every quarter subject to their convenience.

***Quorum.***

9. (1) The quorum of every General meeting shall be:

Twelve (12) members consisting of eight (8) members and four (4) executives; a quorum must be formed before any meeting **SHALL** commence.

(2) The quorum of every Executive meeting shall be:

Five executive members including the President or the Secretary.

Where a quorum is not formed after an hour that the meeting is scheduled to start the meeting will stand adjourned to another day before the next quarter's meeting as will be directed by the executives. However, where after one hour of the scheduled meeting time and there is no executive member in attendance. If the members present are twelve in number, they shall elect adhoc executives to officiate the meeting and have them dissolved after the meeting.

(3) A member who is late to the meeting after the minutes of the last meeting have been read and adopted shall pay the sum of fifty naira as fine.

(4) A member who absents himself from the meeting without any reason shall be fined two hundred naira.

## ***Venue***

10. The Provost in conjunction with the President shall arrange for the venue of the Association's meetings pending when a permanent address is earmarked.

## ***Virtual Meetings***

11. This Association shall not shut its eyes from any scientific innovation that have been invented or yet to be invented that could foster virtual meetings and other electronic transactions that are not inimical to the objectives of this honourable body. However, such matters provided in chapter two and chapter five is exempted.

## **CHAPTER IV GOVERNANCE**

12. The Associations SHALL be divided into two organs.  
*(1) The General Assembly.*

This comprises of every registered member. It shall be the highest decision making organ of the association.

### ***(2) Executive Council***

The day to day affairs of the association SHALL be managed by the executives who shall be elected by the general assembly.

The following executives shall make up the executive council members.

- a. President



- b. Vice President
- c. Secretary
- d. Assistant Secretary
- e. Financial Secretary
- f. Treasurer
- g. Public Relations Executive (P.R.O) 1
- h. Public Relation Executive (P.R.O) 2
- i. Director of Social (D.O.S) 1
- j. Director of Social (D.O.S) 2
- k. Provosts 1&2

***(A) President***

- I. The association shall have a President as the Chief Executive.
- II. He shall through the Public Relation Executive summon the meetings of the association.
- III. He shall Preside over the meetings of the association.
- IV. He shall have the veto power on issues save the election of officers, the general house cannot reach consensus through an election.
- V. He shall authorize in writing, and be one of the signatories in the disbursement of the association fund.
- VI. He shall represent the association in any emergency where the presence of the association is needed.

- VIII. The president shall have the disciplinary power over any person but in all the discharge of his functions he must have recourse to natural justice, equity and good conscience and must be subject to public opinion.
- IX. The President has the prerogative to assign specific duties to any of the executive or members in addition to his duties to the association.

***(B) Vice President***

- (I) He shall assist the President in the discharge of the functions as stated in Section (1).
- (II) He shall perform any other duties which the President may from time to time assign to him.
- (III) He shall act in absence of the president.
- (IV) He shall be in charge of the welfare of the members in other words he will be the chairman of the body's Welfare Committee.

***(C) Secretary***

- (1) The secretary shall be in charge of every secretarial work.
- (II) He shall keep the minutes of the association.
- (III) He shall handle all correspondences of the association.
- (IV) He shall record the amount realized at the end of every meeting or any other event.
- (V) He shall Preside the meeting in the absence of the President and Vice President.

***(D) Assistant Secretary***

(I) He shall in conjunction with the P.R.O, on the Presidents instruction issue public notice for the association's meetings.

(II) He shall do the work of the secretary in the absence of the secretary.

(III) He shall take record of the proceedings of the executive meetings, meetings with Old Boys Association and the patrons etc.

(IV) He shall take attendance of the members in the meeting

(V) He shall perform other ancillary secretarial duties as the Secretary may assign to him from time to time.

***(E) Financial Secretary***

(I) The financial Secretary shall keep a financial book of the association and record in the financial book all monies accruing to the association.

(II) He shall hand over to the treasurer all monies collected at every meeting or occasion any time not less than 7days and obtain receipt for same.

(III) He shall keep record of the association's expenditure.

(IV) He shall prepare, read and submit to the general house a report of the association's financial position, whenever occasion demands but especially at the last meeting of the year.

(V) He shall continuously report to the Secretary of debts owed the association for proper action.

(VI) He shall Preside the meeting in the absence of the President, Vice President, Secretary or Assistant Secretary.

***(F) Treasurer***

(I) The treasurer shall keep the entire association's money.

(II) He shall in conjunction with the President and the Financial Secretary operate the association's bank account.

(III) Pursuant to sub paragraph (II) above, all the association's money exceeding two thousand naira only (N2, 000) must be lodged into the said account.

(IV) The treasurer shall keep an imprest account of not more than N2, 000 (two thousand naira).

(V) He shall submit his books annually to the auditors for inspection if need be.

(VI) He shall not pay any bill without a written order or voucher duly signed by the Financial Secretary and counter signed by the President.

(VII) He shall Preside the meeting in the absence of the President, Vice President, Secretary, Assistant Secretary or Financial Secretary.

***(G) Public Relation Officer I (P.R.O I)***

(I) The P.R.O I shall make public the activities of the association to members as may be required by the association.

(II) He shall promote the image of the association formally as may be required by the association.

(III) He shall Preside the meeting in the absence of the President, Vice President, Secretary, Assistant Secretary, Financial Secretary or Treasurer.

***(H) Public Relation Officer II (P.R.O II)***

The P.R.O II shall assist the P.R.O I in the discharge of duties as stated in Paragraph (G) sub paragraphs (I), (II) and (III).

***(I) Director of Social I (D.O.S I)***

(I) The Director of Socials shall co-ordinate and executes all social activities of the association including and not limited to sports, outings, visitations, retreats, Picnic, get together, seminars, symposia etc.

(II) He shall take charge of all the social instrument of the association.

(III) He shall Preside the meeting in the absence of the President, Vice President, Secretary, Assistant Secretary, Financial Secretary, Treasurer or Public Relations Officer.

***(J) Director of Social II (D.O.S II)***

(1)He shall assist the D.O.S I in the discharge of duties as stipulated in Paragraph (I) sub paragraphs (I), (II) and (III).

(II) A committee shall be called to assist the D.O.S if need be.

***(K) Provost***

(I) The Association shall have two (2) provost; Provost I &II.

(II) They shall take note of all the late comers and collect their fines as stipulated by the constitution.

(III) They shall maintain orderliness and discipline during meeting and other social functions of the association.

(IV) They shall collect appropriate fines from defaulters and send them to the financial Secretary before the end of the meeting.

(V) They shall take note of the venue of meetings and sitting arrangement of members.

(VI) They are empowered to take any reasonable step to recover fines from defaulters.

(VII) He shall Preside the meeting in the absence of the President, Vice President, Secretary, Assistant Secretary, Financial Secretary, Treasurer, Public Relations Officer or Director Of Socials.

### ***Tenure of Executives***

3. The tenure of the executive members shall be three years single tenure after which the member shall not be eligible for election into the same office he occupied for a duration of three years **PROVIDED** that if he is elected to serve out the unexpired tenure of an executive member whose office had been vacated under **Section 14(3)** the rule on single tenure **SHALL** not apply

### ***Committees***

4. (a) This Association whenever necessary can operate through an adhoc committee for the proper attainment of its objectives.
- (b) Where there is need for a committee to be instituted, the President shall call for nominations from the General Assembly.
- (c) Only active and qualified members should be nominated.
- (d) Where the members nominated exceed the required number needed, there shall be an election.
- (e) The members with the highest votes in the election shall be deemed elected.
- (f) After such election, the relevant powers including terms of reference or finance required of the constituted committee to function optimally shall be delegated or allotted to them.

(g)The committee shall at every point be accountable to the association by frequent delivery of reports.

(h)The committee shall not act beyond the powers delegated to them and if need be, recourse must be made to the association for approval.

(i)For emphasis, the association has absolute sovereignty and so has the power to amend, alter, ratify or reject any decision made by the committee.

(j)At the end of their assignment, a detailed account must be laid on the floor of the meeting for either approval or rejection.

(k)An account duly presented and accepted by the General Assembly brings to an end the lifespan of such body.

### ***Patrons***

**5.** The association should when necessary appoint deserving members of the public as their patrons. Such patrons may be appointed from the senior members of the Old Boys Association of College of the Immaculate Conception Enugu. They shall help with the running of the association making sure that the ideals of this body are not dragged to the mud. Their advice should be sought in any aspect especially areas the constitution did not provide for.

## **CHAPTER V**

### **ELECTORAL PROCESS**

#### **13 (1) *Qualifications for Elections***

- a. The contestant must be a registered member
- b. He must have been a registered member for one year.
- c. He must have attended meeting at least two times within the said year.
- d. He must seek to be elected for a particular office by collecting a nomination form on the day of the election at a fee to be determined by the electoral committee.
- e. By fulfilling the entire requirements made by the electoral committee in pursuant of the election.

(2) Only registered members are eligible to vote in the Association's election. Hence, those on probation and on suspension or any other deficiency shall not be allowed to vote.

#### **(3). *Conduct Of Elections***

- a. A special notice of the association's election shall be sent to the registered phone numbers of every member unless where it is proven to be highly impractical to effect this.
- b. On the day stipulated for election, the outgoing executive(s) shall render a written account of his (their) tenure which if accepted will form part of the record of the association.
- c. A three man special committee shall be constituted by the General Assembly on the day of the election with the responsibility of conducting the election and any other responsibility thereto. It shall comprise of men of impeccable reputation and unquestionable character.
- d. The President shall inaugurate the said committee.
- e. Where a motion has been moved and seconded for the dissolution of an administration at the end of their tenure, the President will on the success of the said motion dissolve his executive and bring to end their administration.



- f. The committee shall issue nomination forms to interested members for a fee to be determined by the committee.
- g. The committee shall publish the names of candidates who are qualified to be voted for and the offices they are vying for.
- h. The poll shall be a simple majority. The electoral committee shall have casting votes in cases of deadlocks.
- i. The electoral body shall declare the winners of the election.
- j. A three man panel different from the electoral body or executives (immediate past or newly elected) shall be set by the General Assembly to hear electoral complaints (if any) and their decision shall be final.
- k. The electoral body will swear in the new executive and the President shall immediately dissolve the committee.

## CHAPTER VI

### REMOVAL OF AN EXECUTIVE

**14.** An elected member of the executive council shall serve out his term without fear or favour or undue influence. However, he shall be removed if found not to represent the interest of the association.

#### ***1. Grounds For Removing An Executive***

##### ***Misconducts***

- a.** An executive who conducts himself in a way unbecoming of an executive or brings into disrepute the association or engages in acts that are geared toward defeating the vision and objectives of this association shall be removed from office.

Misconduct includes; impersonation, moral decadence or impropriety, fraudulent and financial malpractices, being convicted of any criminal offence and other acts that would portray the association in bad light or give it a negative publicity.

##### ***Incapacitation***

- b.** Where it is proved by way of medical records, reasonable inferences or unreasonable acts that an executive is incapable of discharging the duties of his office, he shall be removed.

##### ***Abdication of Duty***

- c.** It is mandatory that an executive shall maintain at least fifty percent of attendance in meetings held in a calendar year hence, an executive who had failed to attend meetings as and at when due without justification has shown his unwillingness to remain in the office and should be removed. This equally applies to any executive found to exhibit an administrative incompetence.

##### ***Residence outside the Country***

- d. A member who informs the association of his plan to relocate to another country or who through verifiable sources has been seen to have relocated to another country shall henceforth cease to be an executive and his office shall be replaced through the medium stipulated by this constitution.

## ***2. Procedure For The Removal Of An Executive***

- a. A motion shall be moved and seconded by two members in the General Meeting in which the reason for the removal shall be made known.
- b. The General Assembly will nominate and inaugurate a three man panel of enquiry which will conduct the necessary investigations which include and not limited to giving fair hearing to all parties concerned, asking and obtaining relevant documents.
- c. The panel shall report to the house of their finding within three months.
- d. An interim executive to replace the executive under investigation will be nominated till the panel lays their report on the floor of the house of their findings.
- e. The General Assembly will either accept or reject the report by a simple majority poll. They are entitled to ask questions and seek for clarifications from the parties.
- f. If the General Assembly finds in favour of the panel's report, it will be adopted as their own working instrument. However, if the report is discountenanced by the General Assembly a new panel will be constituted and their report made within three months and this shall be the case until an acceptable report is presented before the association.
- g. If the report was unfavourable to the executive, he will stand removed and an election conducted to fill his office.
- h. If the panel finds him innocent, he will be reinstated and his full constitutional rights restored.

***PROVIDED*** that this procedure shall not be employed to perpetuate any act of vendetta or defamation of character. Any member found guilty of using this tool to injure the character and reputation of another member **SHALL** be suspended for three months and will be accepted upon a letter of apology issued to the victim and a fine of two thousand naira paid to the body.

### ***Vacation of Office***

3. Where any office provided for in this constitution is declared vacant by the General Assembly due to death, resignation or removal of the previous holder of the office, a by-election shall be conducted to elect an executive who will serve out the remainder of the term.

## **CHAPTER VII**

### **15. Social Responsibility**

#### ***1. Wedding of a Member***

1. (a) Every member who wishes to invite the members to his wedding must give at least one month notice to the Association.

(b) The Association shall be duly represented.

© The member shall provide an adequate sitting arrangement.

(d) The members in attendance are to be entertained with a cooler of rice, a pot of soup, adequate semovita or akpu, two cartons of beer and two cartons of soft drinks.

(e) He shall equally provide sufficient souvenirs for the members present.

(f) The members would contribute a minimum of one thousand naira only.

(g) The member is entitled to a purse of fifty thousand naira only.

### ***Death of a Member***

2. (a) The death of a member SHALL be related to the Association by anybody with the said information as soon as practical.
- (b) The Association shall inaugurate a committee to work with the bereaved family and other stakeholders to ensure our maximum participation.
- © Every member will contribute a minimum of one thousand naira.
- (f) The Association SHALL be fully represented; hence, every member is encouraged to attend.
- (g) The association would give the family about one hundred thousand naira as a condolence purse.
- (h) The family is expected to provide an organized sitting arrangement and refreshments if practicable.

### ***Death of a Member(s) Parent***

3. (a) A bereaved member shall inform the association of the death of his parent or a person in loco parentis (in place of a parent) and the necessary funeral arrangements.
- (b) The Association shall commiserate with a bereaved member through calls, texts, tributes and other mediums applicable.
- © The bereaved member may intimate the association whether he will welcome the attendance of the members or not.
- (d) The association SHALL attend the funeral and be fully represented if the member(s) so elect(s) and if given a reasonable notice.
- (e) Every member is expected to donate a minimum of five hundred naira.
- (f) The member is entitled to a purse of fifteen thousand naira.

(g)The bereaved member shall have in place an organized sitting arrangement for the Association.

(h)The members in attendance shall be entertained by the bereaved if practicable.

### ***Death of a Member's Spouse***

**4.** (a) A bereaved member shall inform the association of the death of his spouse and the necessary funeral arrangements.

(b)The Association shall commiserate with a bereaved member through calls, texts, tributes and other mediums applicable.

© The bereaved member may intimate the association whether he will welcome the attendance of the members or not.

(d)The association SHALL attend the funeral and be fully represented if the member(s) so elect(s) and if given a reasonable notice.

(e)Every member is expected to donate a minimum of five hundred naira.

(f)The member is entitled to a purse of fifteen thousand naira.

(g)The bereaved member shall have in place an organized sitting arrangement for the Association.

(h)The members in attendance shall be entertained by the bereaved if practicable.

### ***Dues***

**5.** (a) Every member shall pay annual dues of one thousand two hundred naira only.

(b) The Association might decide to solicit for more funds or dues for specific purposes as shall be determined by the General Assembly.

### ***Special Clause***

6. (a) Whatever money that accrues to the body through dues, fines and other incomes shall be deposited into the Association's bank account within seven days.

(b) The Financial Secretary shall prepare a comprehensive list of indebted members and announce the same in every meetings of the Association.

© Every unnecessary expense shall be avoided.

### ***Defamation of the Association***

7. This association prides in being seen as a reputable group hence any member who defames, maligns or brings to disrepute the Association shall be fined five thousand naira and an apology letter tendered to the body and documented or the member risks being suspended until the payment and the said apology is tendered.

### ***Misconduct***

8. Every member is expected to conduct themselves in the most ethical standard. Any grievance or disaffection between members in relation to the association shall be reported and discussed in the General Assembly. The decision of the General Assembly shall be binding. Any member that exhibits any form of misconduct or in an unprofessional conduct shall be fined with two thousand naira and an apology letter tendered and documented by the body or risk being suspended until the payment and the said apology is tendered.

## CHAPTER VIII

### **APPOINTMENT OF AUDITORS, BANKERS AND LEGAL ADVISER**

- 16.** (1) The Association shall appoint auditors comprising of three members who are not members of the executive to audit the account of the body at the last meeting of every year.  
  
(2) Such auditors shall have recourse to financial records and other documents necessary for the execution of their obligations.  
  
(3) The auditors shall make its findings known to the association within three months.  
  
(4) The Association shall examine such findings and move a resolution for its rejection, amendment or adoption.
- 17.** The Association shall have an account with a reputable Bank. The President, Financial Secretary and Treasurer shall serve as the signatories.
- 18.** The members in a General Meeting shall appoint a Legal adviser of the body to offer necessary legal advice to the Association as at when due to ensure strict compliance to the relevant laws of the land.



## **CHAPTER IX**

### **COMMENCEMENT AND AMENDMENT**

#### **19.    *Commencement***

The constitution having been read and adopted shall deem to have come into force on the ..... Day..... .....2018.

#### **20.    *Amendment***

This constitution or any part thereof is subject to amendment. The motion for amendment must be seconded by at least two other members. The motion to be adopted must be supported by votes of at least two-third (2/3) majority of members present and voting, at a duly constituted meeting.

## **SCHEDULE**

### **OATH OF OFFICE**

I -----having been duly elected as-----

Of (College Of the Immaculate Conception 2009 Old Boys Association),  
do hereby solemnly declare that I shall serve the Association with the  
best of my ability, with due diligence and absolute honesty and that I  
shall abide strictly with the provisions of its constitution. **SO HELP  
ME GOD.**