**CONSTITUTION OF BAPTIST OLD STUDENTS ASSOCIATION MARKE (BOSAM)**

**PREAMBLE**

We, the old students of Baptist High School, Marke having identified and recognized the need to unite ourselves into an active progressive association, have firmly and solemnly resolved to provide a constitution for the purpose of promoting the welfare of all the old and the present students of the college, to live in peace, unity, harmony and to co-operate with other associations with similar aspirations, and to dedicate ourselves to the promotion of the interest of the entire students of Baptist High School, Marke.

We thereforemake, enact and give to ourselves the following constitution.

1. **NAME OF THE ASSOCIATION**

The association shall be known and called **Baptist Old Students Association Marke (BOSAM).**

2**. SECRETARIAT OF THE ASSOCIATION**

The national secretariat of the Association shall be at Baptist High School, Marke.

3**: MOTTO**

The Motto of the Association shall be **Unity, Growth and Assistance**.

4**. AIMS AND OBJECTIVES:**

The aims of the Association shall be:

1. To bring all past students together to provide a common forum to deliberate on matters concerning BOSAM.

2. To unite both past and present students of the school.

3. To provide a medium by which interest of the school shall be generated, promoted and sustained among the past students.

4. To act as Advisory body to the school.

5. To generate in the membership of the past students of B.H.S.M a selfless love among its members and their Alma Mater.

6. To have and maintain cordial relationship with other associations with similar interest.

7. To promote the intellectual, moral and physical development of the school.

5**. POLICIES**

The Association shall be non-political, non-sectarian and non-profit making.

6. **MEMBERSHIP**

Membership of the Association shall be open to all past students of the school provided that an expelled student from the school shall not be considered an old student.

6. **REGISTRATION**

A member shall be deemed to be registered upon the acceptance of his/her registration form after due payment of the prescribed fee to be determined by the Executive committee.

7**. RIGHTS AND OBLIGATIONS OF MEMBERS**

Upon registration, all members of the association shall be deemed to have:-

1. Accepted to abide by the provisions of this constitution, the policies, programmes and ideas of the association.

2. Accepted to abide by all rules, regulations, and decisions of the association.

3. Accepted to promote the aims and objectives of the association.

4. Right to actively participate in the activities and discussion of the Association.

8**. EXECUTIVE COMMITEE OF THE ASSOCIATION**

The executive committee shall consist of 9 members, whereby 7 will be elected into various offices. They’re as follows:

1. Chairman

2. Secretary

3. Financial Secretary

4. Treasurer

5. Auditor

6. Public Relation Officer

7. Welfare Officer

**9**. **DUTIES AND RESPONSIBILITIES**

**A: CHAIRMAN**

1. Shall perform the duties in his capacity as Chairman and shall preside at all meetings.

2. Shall lead the members and strive to pursue to achieve goals and objectives of the association.

3. Shall present a written report on the state of affairs and prospect of the association.

**B: SECRETARY**

1. Shall be head of secretariat’s daily activities attend to members and their problems as they arise.

2. Shall summon meeting as when directed by the Chairman/House.

3. Shall compile all reports excluding financial report.

4. Perform any other duty duly assigned by the Chairman/House.

**C: FINANCIAL SECRETARY**

1. Shall be the principal financial officer responsible for keeping and preparing financial reports of the association.

2. Shall be one of the signatories to the Bank account.

3. Perform any other duty duly assigned by the Chairman/House.

**D: TREASURER**

1. Shall take records of daily financial transactions of the association.

2. Shall be the custodian of the books of account and financial books of the association.

3. Shall liaise with the bank on behalf of the association.

4. Perform any other duty duly assigned by the Chairman/House.

**E: PUBLIC RELATION OFFICER**

1. Shall be responsible for projecting the image of the association.

2. Shall communicate time and venue of meetings to all members.

3. Perform any other duty duly assigned by the Chairman/House.

**F: AUDITOR**

1. Prepare and implement an Audit Plan and Programme for the Association;

2. Keep and review the Association Working Paper File (Permanent and Current);

3. Examine the accuracy and validity of any transaction to be entered into by the Association;

4. Examine the books of Accounts of the Association;

5. Proffer professional opinion/advice on the Accounts of the Organization, as to whether it reflects a true and fair view of the State of the Affairs of the Association; and

6. Perform all other duties as may be assigned by the President or Association.

**G: WELFARE OFFICER**

1. Shall monitor the welfare and interest of members of the association.

2. Shall bring to the notice of the association or the Executive committee any matter concerning the welfare of any member with a view to protecting and preserving their rights, privileges and welfare.

3. Shall be responsible for managing the programme of assistance for incapacitated or aged members of the organization.

4. Shall perform all other duties as may be assigned to him by the Chairman or the Executive committee.

10. **GENERAL MEETING**

1. Meeting of the General members of the Association shall be called General Meeting and it shall be held once in a year (\*28th Dec).

2. The President of the association shall preside over the general meetings of the association.

3. No business will be transacted at any General meeting unless a Quorum of members is formed.

6. Notice of General Meeting shall be communicated to members through text messaging, social media (Facebook) and any other means of communication 30 days to the date of the meeting.

11. **RULES FOR CONDUCT OF GENERAL MEETINGS**

1. All members shall attend general meetings except when such a member is engaged either on official duty or have a valid reason that would not allow him/her to be in attendance.

2. The proceedings of the association meeting shall be in English Language.

3. A member must make his/her observation or comments on the subject under discussion and must not introduce irrelevant matter.

4. A member desiring to speak shall put his/her hand up and shall not rise to speak until he/she is called upon by the President.

5. No member shall leave any meeting except with the permission of the President.

6. Any member whose conduct is disorderly at any meeting or who refuses to withdraw any offensive or insulting language after he/she is warned shall be referred to disciplinary committee.

7. Unless the constitution otherwise prescribes, voting on any subject at meeting shall be by show of hands.

8. No member shall be permitted to re-open any specific matter or issue upon which the meeting has come to conclusion, except upon motion for which due notice must have been given.

12. **EXECUTIVE COUNCIL MEETING**

1. There shall be executive council meeting, which shall comprise all elected officials of the association when the need arises.

2. The President of the association shall preside over the executive committee of the association.

3. The executive council meeting shall be held at least once every year.

4. Any five (5) elected members shall form a quorum for the purpose of the meeting after proper notice of the meeting has been duly conveyed.

5. Notice of the executive committee meeting shall be communicated to Executive council members through text messaging and any other means of communication at least a week to the date of the meeting.

13. **EMERGENCY MEETING**

1. An Emergency meeting of the members of the association may be summoned by the Executive council when the need arises.

2. Such meetings shall not require more than a reasonable notice in time and form.

3. Decisions reached at any Emergency meeting shall be subject to ratification by a general meeting.

14. **CREATION OF COMMITTEES**

1. The General meeting shall have power to create committees for the association.

2. There shall be an **Electoral committee** which will be responsible for the conduct of elections into offices of the Executive council of the association.

3. There shall be a **Disciplinary committee** for the association with the responsibility of enforcing the rules and regulations of the association.

4. The National Executive Committee can also create committees for the association.

15**. DISCIPLINE**

All members of the association are expected to conduct themselves properly in order to see to the progress of the association. Any member of the association that is found liable by the disciplinary committee of the association for any of the following breaches shall be fined up to an amount of money, subject to the provisions of Article 13 (3) of this constitution.

1. A breach of the provision of the constitution.

2. Disobedience or negligence in carrying out lawful directives of the association or of the officers of the association.

3. Any member who intentionally sabotages any efforts of the association in achieving its lawful goals.

4. Any member who fails to attend a meeting for more than three consecutive times without showing good cause.

16. **DISCIPLINARY COMMITTEE**

1. The membership of the Disciplinary committee shall be by nomination at a General meeting.

2. There shall be five members in the committee.

3. The recommendations/decisions of the committee shall be subject to the approval of the Executive council or the general meeting if the recommendation/decisions involve a member of the Executive council.

17. **ELECTORAL COMMITTEE**

(a) The membership of the electoral committee shall be by nomination at the General meeting;

(b) There shall be a minimum of five (5) members.

(c) All candidates in the election in view shall not be eligible to serve as members.

18. **MODE OF ELECTION**

1. All elections shall be by open secret Ballot.

2. Candidates for any election shall be only registered members.

19. **TENURE OF OFFICE**

1. Every officer shall be elected for a period of 2 years.

2. No officer shall hold the same office for more than 2 terms.

3. A position shall be deemed to be vacant where the holder is removed, resigns, or becomes incapacitated by reason of ill health or death.

4. Elections shall be conducted not later than a month to the expiration of the tenure of the incumbent executives.

5. Tenure of officers is deemed to start in January.

6. Every member of the association shall have the right to vote and to be voted for into any office or post of the association.

7. Any vacant post resulting from resignation or removal of any official shall be filled in the General meeting.

8. In case of a tie (i.e. no clear winner), there shall be run-off election between the two contestants with the highest votes.

20. **BANKING**

1. All monies belonging to the association shall be banked by the treasurer within forty eight hours (48hrs) after such monies have been handed over to him/her.

2. The association shall keep account with any reputable banks.

3. All cheques drawn from the association shall bear the signature of the President and that of either the Secretary or Financial Secretary.

21. **SOURCES OF INCOME**

The association shall derive its income from the following:

i. Annual dues of N1000

ii. Donations or any voluntary contributions.

iii. Fund raising activities

iv. Registration fees

V. fines

22. **AMENDMENT AND REVIEW**

This constitution shall be subjected to amendment in the following manner:

1. Any proposal for amendment of this constitution shall be submitted in writing to the Executive Committee (Excos).

2. A committee shall be set up by the Executive Committee to deliberate on the area(s) of members of the association at a general meeting.

3. The constitution shall be regarded as amended if two thirds of the members present at the general meeting vote to adopt the amendment.

**REVIEW**

1. The constitution shall be up for review every five (5) years or such earlier time to be decided in a general meeting.

2. The review shall be carried out by a constitution review committee and shall have not less than ten (10) members.

Dated: ………………………..… day of ………………………… 2014

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**Chairman Secretary**