

# CONSTITUTION OF

## GSS UKE CLASS OF 2011

### ARTICLE I

#### NAME

This organization shall be known as “GSS UKE CLASS OF 2011”

### ARTICLE II

#### PURPOSE

The purpose of the association shall be to:

- ❖ To maintain a spirit of cooperation and unity among members.
- ❖ To build up a strong relationship between GSS UKE CLASS OF 2011 and its past students.
- ❖ To promote business and commercial interaction amongst members.
- ❖ To assist and support members financially.

### ARTICLE III

#### MEMBERS

- ❖ Membership will be open to all past students of the 2011 set of Government Secondary School Uke, without regard to race, color, creed, religion, national origin, gender, age, marital status, disability, public assistance status, sexual orientation, gender identity, or gender expression.
- ❖ Membership to the association shall be voluntarily and self-supporting.

- ❖ These members shall also be interested in the development of alumni relations through dedication to the association.
- ❖ Members shall follow all relevant rules and regulations put forth by the association as well as support the association values and mission.
- ❖ Members in this association shall not discriminate against any individuals regardless of race, national origin, color, religion, sex, age, veteran status, sexual orientation, and/or ability.
- ❖ Members of this association shall represent the association in the best possible way at all times.
- ❖ Members shall be entitled to attend and vote at General Meetings.

#### **ARTICLE IV**

#### **GENERAL MEETING**

- ❖ General Meetings shall include, but not be limited to, Annual Get Together Event and Extraordinary General Meetings, and shall exclude Executive Committee Meetings.
- ❖ The General Secretary shall inform all the members of a General Meeting upon getting the directive to do so from the President.
- ❖ The President shall be Chairperson of General Meetings.
- ❖ All members shall be entitled to attend the General Meetings.
- ❖ The quorum for any General Meeting shall be formed by not less than 14 members who acknowledge their presence before the meeting is held.

- ❖ If such quorum cannot be formed, the second meeting will be called. In that case, two-third of the total number of the Executive Committee members and at least 10 members shall constitute a quorum.
- ❖ All decisions at the General Meetings shall be valid if they are made by a majority of votes.
- ❖ The Chairperson of the General Meetings shall have a casting vote.

## **ARTICLE V**

### **ANNUAL GET TOGETHER EVENT**

- ❖ The Annual Get Together Event shall be held in the month of December every year.
- ❖ The Agenda of Annual Get Together shall be as follows:
  - To receive and adopt the Annual Report of the preceding year submitted by the Executive Committee.
  - To receive and review the Treasurer's report of the preceding year.
  - To discuss and adopt amendments and revisions of the Constitution, if any;
  - To Elect new Executive Committee members,
  - To discuss Important issues affecting the group
  - To socialize and interact with one another.

**ARTICLE VI**  
**EXTRATORDINARY GENERAL MEETINGS**

- ❖ An Extraordinary General Meeting may be called by the Executive Committee or at the request of not less than 8 members of the Association.
- ❖ Such requests for Extraordinary General Meetings shall contain an agenda concerning business to be discussed at such Meetings.
- ❖ Discussions held and resolutions passed at Extraordinary General Meeting shall be confined to matters and business listed in such agenda.

**ARTICLE VII**  
**ELECTION**

- ❖ The Election of Executive Committee members shall be held every year.
- ❖ Election of the New Executive Committee members shall be held at the annual get to get event.
- ❖ The New Executive committee members shall be sworn in A Month after the election.

## **NOMINATIONS AND METHOD OF VOTE**

- ❖ A list of Nominees shall be nominated by the full members of the association for every elective position.
- ❖ The nominees with the top 4 nomination will be voted for by the full members of the association.
- ❖ The nominee with the highest vote will be returned elected for that position.
- ❖ The nominee with the second highest vote for that position will be the deputy.
- ❖ The Tenure of the Elected Executive committee members shall be for a period of one year. Starting from the day they were sworn in.
- ❖ A nominated member for any post may reject their nomination before the election is conducted.
- ❖ Provisions shall be made for members not physically present to nominate and vote through the WhatsApp platform.

## **ARTICLE VIII**

### **THE EXECUTIVE COMMITTEE**

Member of the Executive Committee shall be:

- ❖ One President
- ❖ One Vice-President
- ❖ Two Secretaries
- ❖ Two Public Relation Officers (PRO)
- ❖ One Treasurer
- ❖ Two Welfare Officer
- ❖ Two Logistics Officer

## **QUALIFICATION**

- ❖ Only active members who have contributed financially to the association may be nominated for any Elective Position.
- ❖ All members that are on sanction are prohibited from holding any position.

## **TERM**

- ❖ Members of the Executive Committee shall serve the Association for a Period of one year and are liable for re-election.

## **COMMITTEE MEETINGS**

- ❖ Committee Meetings shall be held from time to time at the request of the president or any other 4 members of the Executive Committee.
- ❖ The President shall be Chairman of Committee Meetings.
- ❖ The Quorum for Committee Meetings shall be over one-third of the total members of the Executive Committee.
- ❖ The main business of Committee Meetings shall be to discuss and decide the general policies, plans, business and matters in relation to the Association.
- ❖ Resolutions at Committee Meetings shall be passed by a simple majority of the members of the Executive Committee attending such Committee Meetings.
- ❖ The President of the Committee shall have a casting vote.

## **FUNCTIONS AND POWERS OF MEMBERS OF THE EXECUTIVE COMMITTEE**

- ❖ The functions and powers of the President shall include but not be limited to representing the Association, signing all papers, directing the Executive Committee and its members in their work, directing the affairs of the Association, and presiding over all meetings.
- ❖ The Vice-President shall assist the President and act for him/her under his/her authority.
- ❖ It shall be the duty of the Vice-President to serve as the Association liaison to the many alumni clubs and to preside over the association if the President is absent or upon the president's request.
- ❖ The two Secretaries shall attend to all the secretarial work of the Association, keep the membership and files in safe custody, and record the minutes of all meetings.
- ❖ The Treasurer shall take charge of all the financial matters of the Association.
- ❖ The PROs shall use a wide range of media to build and sustain a good image for the association through planned publicity campaigns and PR activity. They shall also pass out information to the members of the group and undertake any other assignment given to them by the President.
- ❖ The Treasurer must sign jointly with either the President or the Vice-President of that year to operate the current and/or saving account of the Association opened with the bank.
- ❖ The Logistics Officer shall ensure all the operational and logistical requirements of the association are readily available. The Logistics Officer shall oversee and

coordinate various tasks to maintain adequate supplies for the members of the association. The Logistics Officer shall oversee the maintenance and storage of the materials and other equipment of the association.

- ❖ The Welfare Officer shall act as a negotiable agent, who will handle grievance of all members, individually or collectively.
- ❖ The Welfare Officer shall maintain harmonious relationship between the rest of the members and the Executive Committee.
- ❖ The Welfare Officer shall take steps in addressing medical emergencies affecting any member of the group.
- ❖ The Welfare Officer shall ensure a positive environment for the members of the association to interact, which will ultimately be beneficial for both members and the Executive committee.

### **REPLACEMENTS**

- ❖ In the event of any one of the members of the Executive Committee being absent, or vacating his/her office, his/her office shall bear temporarily or for the remainder of his/her term by any other member of the Executive Committee decided on by the Executive Committee.
- ❖ If a member of the Executive Committee is deemed to be negligent or has abandoned his duties, a motion of vote of no-confidence may be called and passed by at least two-third of the total members of the committee. If passed, the said position will be declared vacant and new election will be conducted for that position.



## **RESIGNATIONS**

- ❖ A Member of the Executive Committee may resign only upon one month's advance notice in writing to the Executive Committee, giving sufficient grounds for such resignation and such resignation being consented to by the Executive Committee.
- ❖ Upon acceptance of the resignation by the Executive committee, A new election shall be called to replace the vacant position.

## **ARTICLE IX FINANCIAL MATTERS**

- ❖ The President may approve any item or items of expenditure in relation to the Association not exceeding N150,000
- ❖ Any item or items of expenditure in relation to the Association not exceeding N500,000.00 shall be resolved by the Executive Committee.
- ❖ Any item or items of expenditure in relation to the Association exceeding N500,000.00 shall be resolved by General Meetings.

## **DONATIONS**

- ❖ Any donations to the Association shall, at the discretion of the Executive Committee, be accepted or rejected.
- ❖ Such donation shall be free from any condition, commitment or undertaking on the part of the Association.
- ❖ Such donations shall not be refundable under any circumstances whatsoever after acceptance by the Executive Committee.

## **DUES**

- ❖ All Members of the Association shall be expected to make a monthly Due payment of N1,000 only.

## **LOANS**

- ❖ Members of the Association may request for a loan not exceeding four hundred percent (400%) of the total money they have contributed in the preceding year.
- ❖ Loans given to members shall be free from any form of interest.
- ❖ A Loan Applicant shall provide two members of the group as sureties.
- ❖ All Approved loans shall be repaid within a period of 90 days.
- ❖ In a case of default in loan repayment, the Association may at its discretion, use any/all options available to recover back the money.
- ❖ The Executive Committee reserves the right to approve or denied any loan request

## **CONTRIBUTIONS**

- ❖ Members of the association may be asked to pay a certain amount of money as contribution for a member that has an upcoming event e.g. Wedding Ceremony, Naming Ceremony, E.T.C.
- ❖ Only Members that have a history of contributing for others will be contributed for.

## **ARTICLE X**

### **CODE OF CONDUCT**

- ❖ On all social media channel of this association the following rules shall be strictly adhere to:

- Members may not use threatening, abusive, defamatory, vulgar, obscene, hateful, racially, or ethnically offensive language. Terms and Comments of a sexual nature are not allowed.
- Religious posts (regardless of intention), hate speech, racism, adult materials or anything that may be considered controversial, offensive or hurtful to anyone is prohibited.
- Personal attacks (verbal or otherwise) against any person, inside the group or out are not to be allowed.
- NO advertising will be allowed on this association's social channel unless approved by the Executive Committee.
- No arguing, no heated opinions, no fear mongering, no hyped-up drama, no fake news.
- Members should verify their sources before sharing any information.

## **ARTICLE XI**

### **AMENDMENTS**

- ❖ Amendments or additions to this Constitution shall be passed at General Meetings and approved by the two-third of the members before coming into effect.