

CONSTITUTION

OF

AHIARA TECHNICAL COLLEGE OLD STUDENTS ASSOCIATION



2005
SET (ATC)



CONSTITUTION OF AHIARA TECHNICAL COLLEGE OLD STUDENTS ASSOCIATION - 2005 SET (ATC)

PREAMBLE

Preamble every association relies on a legitimate authority to ensure that it is orderly cohesive, and smooth running and to promote its development.

We the members of AHIARA TECHNICAL COLLEGE OLD STUDENTS (A.T.C) have deemed it fit to form ourselves into an association which should be constitutionally founded, be it therefore known that here under the named article 1 of the constitution do hereby solemnly make, enact and give ourselves the following constitution.



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ARTICLE I

SECTION A: NAME OF THE ASSOCIATION

The association shall be known and shall be addressed as AHIA TECHNICAL COLLEGE OLD STUDENTS ASSOCIATION 2005 SET (A.T.C).

SECTION B: ASSOCIATION ADDRESS

The Association Address: Ahia Technical College, Ahia Ahiazu Mbaise Local Government Area, Imo State.

SECTION C: ASSOCIATION E-MAIL

The Association E-mail Address:
atc05setalumni@gmail.com

SECTION D: INDEPENDENCE

This association shall exist as independent autonomous entity never to be annexed, replaced or absorbed by any other similar association in Imo State or Nigeria at large.

SECTION E: MOTTO

The association Motto shall be Peace, Unity and Progress.

SECTION F:





SECTION G: SALUTATION/GREETINGS

The Association Salutation/Greetings shall be

A.T.C Never fail

A.T.C Never fail

A.T.C Together we stand

SECTION H: AIM AND OBJECTIVE

The Aims and Objectives of the Association shall include the following

- 1: To promote social economic and political development.
- 2: To foster unity, discipline and fear of God among the members.
- 3: To have a substantial economic agenda and asset for the association.
- 4: To encourage / support hard work among the members of the association.

ARTICLE II

SECTION A: MEMBERSHIP REQUIREMENTS

1. The Member Must be among the set that enrolled in Ahiara Technical College in the year 1999) or among set that graduated from Ahiara Technical College in the year 2005 set.
2. Purchase of form/Registration Fee. A member that is not Registered during and after the Association have been duly registered with government will register with the sum of Five Thousand Naira only (#5000).
3. Duties of members



- I. Every member is expected to participate regularly in the Association activities.
- ii. A member shall be entitled to all the rights and benefits of the association if the member is financially up to date.
- iii. A member shall lose his/her right and privileges during the period of suspension.
- iv: All members are fully bounded by the provision of the association constitution.

SECTION B: CONTRIBUTIONS

1. Monthly Dues: Every member shall pay monthly dues of Five Hundred Naira only (#500), which is Six thousand naira (#6,000) yearly.
2. Contributions: There shall be contribution for invitations which will be agreed for a certain amount by Executive council.
3. Penalties and Fine:
 - i: Every penalty for each member shall be based on the gravity of the offence committed.
 - ii: Any member who failed to pay his/her Monthly Dues from January to December of every year will pay the fine of five thousand Naira (#5,000) including his/her Six Thousand naira (#6,000) monthly dues for the year or he/she faces disciplinary committee for proper sanctions, which will be Eleven thousand Naira only (#11,000) in total.

SECTION C: CONDITIONS FOR CONTRIBUTING FOR A MEMBER WHO IS BEREAVED OR CELEBRATING



1. Any member who is bereaved and that member gives the association an invitation for the burial, the executive members will have to go through the association financial status of that member to check if He/She is up to date in all the association contributions in order to be contributed.
2. Newly added members are eligible to the right of the association, firstly he/she have to clear the monthly dues of the year he/she joined and he/she will be actively in all the Association contributions for 2 to 3 times before Association attends to his/her Invitation.
3. For those that have being Married and also lost both parents before joining the Association, the member have the right to invite the Association on their Marriage Anniversary for once, the Ebiri/Omugwo (age grade) Ceremony, Child dedication just for one Child, Burial of an immediate Brother/Sister.

SECTION D: RIGHT OF AN ACTIVE MEMBER WHO IS BEREAVED

1. The Right of an active member who is bereaved will be given the sum of One hundred and fifty thousand naira only (#150,000) from the Association's pulse.

SECTION E: RIGHT OF THE FAMILY OF ANY OF OUR ACTIVE MEMBER WHO IS DEATH

1. The Executives will have an executive meeting



before fixing General meeting for free-will Donation for the burial.

- 2: When we lost any of our active member, every member will contribute a certain amount will be agreed by the executive council, and the total sum of One Hundred Thousand Naira only (#100,000) will be given to the family for condolence.

SECTION F: RIGHT OF AN ACTIVE MEMBER WHO IS SERIOUSLY ILL:

1. A member who is active and he/she is seriously ill/serous sick/total down in sickness the executives will send delegates to investigate the situation of our member and bring back report for necessary actions.
2. A member who is in that situation, executives will fix an emergency meeting for free will donations for that of our member, any amount realize will be given to that member to help pay part of his medical bills.
3. Any active/inactive member who is not critically ill/sick and he/she brings report for the Association to contribute for him/her will pay the Association the sum of fifty thousand Naira only (#50,000) for defaulting the rules that's guiding the Association, failure to pay the penalty disciplinary officers will hand the member's case over to the security agencies.



SECTION G: RIGHT OF A MEMBER WHO INVITES THE ASSOCIATION FOR CELEBRATION

- 1: The right of an active member who invites the association to celebrate with him/her will be given the sum of One Hundred and Fifty thousand Naira only (#150.000).

SECTION H: RIGHTS OF THE ASSOCIATION DURING FUNCTIONS

1. All members are eligible to attend all meetings and events of the association.
2. All members are entitled to his/her right in as much the member is up to date in all the association activities.
3. The Association right in any functionaries are:
 - i. The member that invited the association for ceremony/mourning must make provision for the representatives of the association either in a canopy or in a parlor with Seats and Tables depending on the type of the occasion.
 - ii. 2 Cartons of mixed beer.
 - iii. Half Carton of Malt.
 - iv. One jar of palm wine.
 - v. Half Cooler of Rice with Sizable Chicken or sizable Meat.
 - vi. A Member that Default's on the Rights listed for the Association will not receive His/Her Right until he/she present the association's right complete.
 - vii. Members Representing the Association in any functionaries are mandated to be ensure that all



the Association's Rights are presented to them complete then they are also mandated to snap with the member that invited the association either for Celebration/Mourning, and also they snap the right given to the Association and post to the general group for observations.

ARTICLE III

SECTION A: TIME AND MEETING VENUE

- 1: The association online meeting shall be upon when the need arise.
- 2: The association physical meeting shall sit once a year which is end of the year meeting.
- 3: Hosting of end of the year physical meeting shall be by association.
- 4: Time of the association online or physical meeting shall be agreed by the association or the executive council.
- 5: The executive council shall call on meeting when the need arise.

SECTION B: LATENESS AND TOTAL ABSENTEEISM DURING THE ASSOCIATION PHYSICAL MEETINGS.

- 1: A member who comes the Association physical meeting after opening prayers shall pay a fine of Five hundred naira (#500) and the money will be paid to the financial secretary immediately.
- 2: It's mandatory that every member of ATC who is at home during the period of the association physical meeting will be physically present in the



meeting, any member who is at home during the association physical meeting and he/she failed to be physically present during the association physical meeting shall pay a fine of two thousand Naira (#2,000).

SECTION C: EMERGENCY MEETING

- 1: The executive council shall have online emergency meeting when the situation arise.
- 2: An emergency general meeting shall be convened by the secretary in a situation where the need arise with the president and executive council members order.

SECTION D: DECORUM

1. No member have the right to speak without the president or provost/PRO permission, speaking without permission attract fine of two hundred Naira (#200).
2. During meeting only the president or the person presiding shall address the house sitting, every other members must address the president or the house standing.
3. Member shall not be rowdy during meeting and an unwarranted interruption of speaker except on a proper correction or information attract a fine of two hundred Naira (#200).
4. It is an offence punishable with a fine of one thousand Naira (#1,000) for a member to use provocative utterances or abusive language to the general house (group) or to a member in the



association meetings, He/She will be warned once and if the member continues the disciplinary officers will active the fine attach to the offence.

5. Any member that want to speak shall indicate by raising up his/her hand and shall speak only if permitted to by provost/PRO or president.
6. Distractive movement during deliberation on issues shall attract a fine of two hundred Naira (#200).
7. Members who fights each other during meeting or after meeting shall be punished with a fine of Ten thousand Naira (#10000) each and a letter of apology from both fighters to the general house. After Judgement, the defaulters will pay a fine of Five thousand naira (#5000)
8. During deliberation of matters in the meeting any member who comes late shall not interrupt the meeting with unnecessary greetings but can only greet by ATC once and sit down, failure to adhere to this instruction shall attract a fine of two hundred Naira (#200).
9. Smoking is highly prohibited during meeting, a violation of this attract a fine of Five thousand Naira (#5000).
10. Point to order shall be heard each time a member fails to comply with the provision of the constitution or digresses from the topic of discussion and the person is not permitted or allowed to continue until the provision of the



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constitution is adhered to attract a fine of two hundred Naira (#200)

11. Any member that insult an Executive member or the President, will be fine the sum of five thousand Naira (#5,000) which he/she will pay immediately with letter of Apology and these is applicable to the executive council members.
12. Every member have the right to speak on the prevailing subject matter in the meeting.
13. Any Executive member who is found wanting or inactive may be told to resign his/her office if the majority of the members vote in support.
14. Negligence of duty, any member appoints to execute a duty or assign to do work he/she accepts to execute the work, later he/she disappoints the association, the person will attract a fine of Two thousand naira (#2,000).
15. While in the physical meeting all phones should be on silent or switched off, any member who's phone wrings out while we're on a meeting such member will pay the sum of two hundred Naira only (#200), while in the meeting when a member's phone wrings while is on silence , such member can take permission from Mr. President or the PRO in other to receive the calls outside, failure to do so will attract the fine of two hundred Naira only (#200).



ARTICLE IV

EXECUTIVE POSITIONS OF AHIARA TECHNICAL COLLEGE OLD STUDENTS ASSOCIATION 2005 SET (ATC).

- I: PRESIDENT
- II: ASSISTANT PRESIDENT
- III: SECRETARY
- IV: ASSISTANT SECRETARY
- V: FINANCIAL SECRETARY
- VI: TREASURER
- VII: PRO
- VIII: WELFARE OFFICERS (3 MAIN TERM)
- IX. DISCIPLINARY OFFICERS (2 MAIN TERM)

POSITIONS AND ROLES OF EXECUTIVE OFFICERS OF AHIARA TECHNICAL COLLEGE OLD STUDENTS ASSOCIATION 2005 SET

SECTION A: PRESIDENTIAL POSITION AND ROLES

- 1. President shall preside over the meeting of all executive and general meeting of the association.
- 2. President shall provide directions and strategies to the activities of the association.
- 3. President shall approve expenditure in emergency cases in co-operation with other executive council.
- 4. President shall represent the association in any functionaries and reserve the right to select other



delegates to represent him.

5. President shall have the right to delegate any executive to represent him in any functionaries.
6. President shall in conjunction with the executive council shall approve a committees report.
7. President shall in conjunction with the executive council set-up committee and have the right in it's dissolution.
8. President shall be custodian of all assets of the association.
9. President shall know all financial transaction of the association by receiving alerts of the association's account.
10. President shall be signatory to the association account.
11. President shall be able to give a detailed account of his stewardship at the cessation or end of the office.

SECTION B: VICE PRESIDENT POSITION AND ROLES

1. The Vice-President' foremost responsibility is to assist the President in discharging their duties.
2. The Vice President shall When necessary, take an active role in Committees, Projects or Working Group established by the Executive's council and shall consult with the President when the needs arises.
3. Vice President shall ensure the effective implementation of decisions and commitments of the Association.



SECTION C: SECRETARY POSITION AND ROLES:

1. Secretary shall Clack or take minutes of every association's meeting both executive and general meeting.
2. Secretary issue notice for meeting of the association both for executive council and general meeting.
3. Secretary Shall Precise over meeting in the absent of President and Vice President.
4. Secretary shall keep the record of all attendance of all meetings of the executive council and general meeting.
5. Secretary shall prepare the agenda for any meeting with the president.
6. Secretary shall Keep all files and records of past minutes of association meeting and reports.
7. Secretary shall Keep members informed on the activities of the association.
8. Secretary shall Keep records of important phone numbers of the association members.
9. Secretary shall be a signatory for all official correspondences.
10. Secretary shall sign the adoption of minutes of the association with the president.
11. Secretary shall be the custodian for the register, minutes book, files and others.

SECTION D: ASSISTANT SECRETARY POSITION AND ROLES

- 1: Assistant Secretary shall works hand in hand with the Secretary.



- 2: He / she shall act in the absence of the secretary in all matters relating to the duties of the secretary.

SECTION E: FINANCIAL SECRETARY POSITION AND ROLES

- 1 Financial secretary shall record all financial transaction of the association.
2. Financial secretary shall collect all money due for the association and pay same to the treasurer within 24hours.
3. Financial secretary shall submit a quarterly and annual statement of account to the association.
4. Financial secretary shall prepare balance sheet and submit his books and receipts to the executive council.
5. Financial secretary shall be a signatory to the association account.

SECTION F: TREASURER POSITION AND ROLES

1. Treasurer shall be responsible for the safe keeping of the association fund.
2. Treasurer shall assist the financial secretary in the preparation of account and submit to the general meeting.
3. Treasurer shall remit the association fund into the association's account within 24 - 48 hours the financial secretary remitted to him/her.

SECTION G: PUBLIC RELATION OFFICER (PRO) POSITION AND ROLES



1. PRO shall take charge of announcement accordingly and minimize the effect of negative publicity.
2. PRO shall properly inform the association on notice of both executive and general meeting.
3. PRO shall be responsible for the public affairs of the association, He also run a team that will work on setting the right image and audience among association.

SECTION H: WELFARE OFFICERS POSITION AND ROLES

1. Welfare officers are responsible for the over-all well welfare of all the members of the Association more especially in functionaries.

SECTION I: DISCIPLINARY COMMITTEE OFFICERS POSITION AND ROLES

1. The disciplinary committee's role is to ensures that the behaviour and action of members are to respect the association's working document (CONSTITUTION).
2. The disciplinary committee are to scrutinize and prevent any indisciplinary activities from members to association which they are:
 - 2: i: Lack of attendance to meetings both physical and online.
 - 2: ii: Unpunctuality to meetings both physical and online.
 - 2: iii: Inactive to monthly dues and Contributions when it's necessary.



- 2: iv: Misleading members and using abusive Wards to members of the association.
- 2: v: To provide decorum in the Association physical and online meetings.
- 2: vi: To Inspect, investigate prosecute any member who comes against the roles of the association.
- 3: The disciplinary committee are comprises of :
- 3: i: The Chairman;
- 3: ii: The Secretary; and
- 3: iii: Two members.

SECTION J: DURATION OF OFFICE HOLDERS

1. An Elected officer are eligible to serve for 3 years if not fund wanting at the process of holding an office.
2. At the last Year/Month/Day of their service they're to conduct an election in other to hand over at the 3rd year of their services.
3. All active members are eligible to contest or be nominated in any of the offices.
4. An office holder is eligible to contest or be nominated to retain he's/her office or any other office.

ARTICLE V

AMENDMENT OF CONSTITUTION/REVIEW

- A. This constitution is subject to Amendment.
- B. A motion seeking an amendment or review of the constitution shall be written and endorsed by five



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- (5) members of ATC and supported by at least five (5) executive members.
- C. Such written notice shall be forwarded to the secretary at least two (2) weeks to the executive meeting.
- D. The secretary shall present it to the executive council on an executive meeting.
- E. The executive council shall read it out to the general members in a general meeting.

THE CONSTITUTION DRAFTING COMMITTEE IS AS FOLLOWS

Chairman:

ENGR. CHIKWE AUGUSTINE

Secretary:

MR. JIMSON AUGUSTINE

Members:

ENGR. NWACHUKWU OZIOMA



**CONSTITUTION OF AHIAZA TECHNICAL COLLEGE
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MR. AJUZIEOGU CHUKWUEMEKA

MR. IBE CHIMA

MR. ANYANWU EMMANUEL

SIGNED

President ATC:

ENGR. NWACHUKWU OZIOMA

Secretary ATC:

ENGR. AKAJI CHUKWUEBUKA