

**MOUNT SAINT GABRIEL'S SECONDARY SCHOOL**

**CONSTITUTION**

**OF THE**

**MOUNT SAINT GABRIEL'S OLD BOY'S ASSOCIATION**

**SET '06**

**MOTTO: IN GOD OUR STRENGTH**

# CONSTITUTION OF THE MOUNT SAINT GABRIEL'S OLD ASSOCIATION SET '06

## ARTICLE ONE: GENERAL PROVISIONS

### SECTION 1.1 SUPREMACY OF THE CONSTITUTION

The constitution is supreme and shall be binding on all members of the Mount Saint Gabriel's Old Boy's Association set '06. All stated sections and article contained herein are binding on the members of the Association.

### SECTION 1.2 NAME

The association shall be known as "MOUNT SAINT GABRIEL'S OLD BOY'S ASSOCIATION SET '06."

### SECTION 1.3 MOTTO/SLOGAN

The motto of the association shall be "IN GOD OUR STRENGTH" and the slogan shall be "GREATEST GABRIELITES."

### SECTION 1.4 PATRON SAINT/PATRONS

- a) The patron saint to the association is SAINT GABRIEL
- b) The executive council shall appoint persons of integrity to serve as patron and/or matron of the association.

### SECTION 1.5 BRANCHES

- a) The association can have branches in any state within and outside Nigeria where there are at least ten (10) members' resident. Before any of such branches are established, a formal letter carrying all the names of the members in that state must be written and addressed to the president who upon due consultation with the executive can either approve or decline the request.
- b) All established branches must;
  - I. Be commissioned by the president.
  - II. Have a coordinator who will be answerable to the president and can elect at most two (2) other official who will aid in running the branch.
  - III. Not have or operate a separate bank account from that of the association.
  - IV. Deposit any funds received or raised on behalf of the association into the association's account not later than 48hrs except in situations when such monies are raised for the branch unofficial activities.
  - V. Always communicate their meeting days and other activities to the secretary/president.

### SECTION 1.6 MEETINGS

- a) ANNUAL GENERAL MEETING

The Annual General Meeting shall be the principal organ of the Association and shall be held twice a year as follows;

- i. On the 26<sup>th</sup> December of every year at the MSG school premises.
- ii. On Easter Monday of every year at the MSG school premises.
- iii. A mandatory ten (10) days' notice convening the meeting shall be published on all social media platforms and a follow up SMS.
- iv. The agenda for the meeting as approved by the Executive Council shall be circulated before the meeting.
- v. The quorum for every general meeting shall be 10% of the total number of registered members at the relevant time.

#### B) EXTRA-ORDINARY GENERAL MEETING

- i. An Extra-Ordinary General Meeting may be summoned by the Executive Council as may be deemed necessary PROVIDED THAT no other matter shall be discussed at the meeting other than that which the meeting was summoned for.
- ii. A mandatory notice of at least five (5) days shall be given for the purpose of convening an Extra-Ordinary General Meeting.
- iii. The quorum for every extra-ordinary general meeting shall be 5% of the total number of registered members at the relevant time.

#### C) EXECUTIVE COUNCIL MEETING

The Executive Council shall have a minimum of two (2) meetings annually provided 2/3 of the Executive Council members are present at each meeting.

#### D) BRANCH MEETING

Commissioned branches are expected to meet once every two months or at will provided every branch shall hold a minimum of four (4) meetings annually.

E). For the purpose of meeting, Conference calls, whatsapp or any other "E" form of meeting shall be recognized and accepted as a valid means of meeting for all meetings save for annual general meetings and extraordinary general meetings which must be physical. All members are expected to part of the association's what'sApp group.

## **ARTICLE TWO: AIMS AND OBJECTIVES**

SECTION 2.1 To promote unity and brotherliness among members.

SECTION 2.2 For the ease of communication and mobilization especially in times of emergencies.

SECTION 2.3 To inculcate and sustain interest in the well-being of MSG Makurdi ("the College") among Old Boys.

SECTION 2.4 To support the College in every possible way.

SECTION 2.5 To promote social interaction between its members and the College.

SECTION 2.6 To be a recognizable body both to the college authority and the society at large.

### **ARTICLE THREE: MEMBERSHIP AND ORGANIZATION**

SECTION 3.1 Membership of the association shall be open to all members of the set. This includes those that repeated, transferred and were expelled at any stage along the way.

SECTION 3.2 Financial membership: all members are expected to be financially up to date with regards registration, dues payment and voluntary contributions.

SECTION 3.3 Registration; registration of new members shall be done at every meeting of the association and this shall be by payment of registration fee of hundred naira (₦100.00.)

SECTION 3.4 Registration process: the fee shall be paid to the financial secretary or treasurer or designated executive in the presence of any other Executive of the association.

### **ARTICLE FOUR: EXECUTIVE COUNCIL**

Section 4.1 The officials of the association shall comprise of the following:

- a) The President
- b) The vice president
- c) General secretary
- d) Assistant general secretary
- e) Treasurer
- f) Financial secretary
- g) Chef provost
- h) Provost 1
- i) Provost

- j) Director of socials
- k) Assistant director of socials
- l) Legal Adviser

## **ARTICLE FIVE: FUNCTIONS OF THE OFFICIALS**

### **SECTION 5.1 THE PRESIDENT**

- a) He shall be the chief executive of the association.
- b) He shall preside at meetings of the association.
- c) He shall provide directions on the activities of the association subject to the provisions of the constitution.
- d) He shall approve expenditure after due consultation with his executive committee, especially the financial secretary and the treasurer except in emergency situations.
- e) He shall be the spokesman of the association.
- f) He shall be a signatory to the account of the association.
- g) He shall have the final say on decision taken at meetings.
- h) He shall oversee the activities of the commissioned branches.

### **SECTION 5.2 THE VICE PRESIDENT**

- a) In the absence of the president, his functions shall be performed by the vice president
- b) In addition, the vice president shall assist the president at all times and cooperate with him in the exercise of his official functions.
- c) He shall carry out other functions as may be assigned to him from time to time by the president.
- d) In times of resignation or impeachment, he shall take over the role of the president pending the election of the new president.

### **SECTION 5.3 THE GENERAL SECRETARY**

- a) It shall be the duty of the general secretary to convene all meetings of the association in consultation with the executive committee.
- b) On him revolves the responsibility of taking and keeping minutes of the association's meetings.
- c) He shall also be in charge of the association's correspondences.

- d) He shall preserve all valuable records/documents of the association, prepare notice/agenda of meetings and take records of attendance.
- e) He shall perform such other functions as may be assigned to him from time to time by the president.
- f) The secretary shall be a co-signatory to the account of the association.

#### SECTION 5.4 THE ASSISTANT GENERAL SECRETARY

- a) The assistant general secretary shall assist the secretary in carrying out his duties.
- b) In the absence of the general secretary, he shall perform all his duties.
- c) The assistant general secretary shall ascend to the office of the general secretary, if the general secretary cannot continue his work with the association.
- d) He shall take note and record all fines and pass same to the financial secretary.

#### SECTION 5.5 FINANCIAL SECRETARY

- a) The financial secretary shall receive monies on behalf of the association.
- b) He shall pay all such monies to the treasurer not later than 48 hours from the date of collection, or in an alternative, shall lodge it in the account of the association within 48 hours and furnish the treasurer with detailed records of such payment to the bank.
- c) He shall keep and maintain all books of accounts relevant to his office e.g financial record books.
- d) He prepares and presents to the house, financial statements of the association's account at every meeting.

#### SECTION 5.6 TREASURER

- a) The treasurer shall be the custodian of the association's money.
- b) He shall sign and collect monies coming into the association's purse from the financial secretary.
- c) He shall deposit/pay into the association's account monies realized from meetings and other sources not later than 48hours of the money reaching him.
- d) He shall maintain an imprest amount to be approved by the Executive

council in case of emergencies.

- e) He shall be a co-signatory to the association's account and shall work hand in hand with the financial secretary, so as to balance their account in all financial transactions.

#### SECTION 5.7 CHIEF PROVOST

- a) The provost shall be the chief whip of the association. He shall maintain law and order at all the meetings.
- b) Collect fines from late comers and noise makers at all meetings and other functions.
- c) He shall take custody of the association's property and make them available on demand.
- d) The provost shall report directly to the president any act of disobedience or of injustice committed by members against his office for appropriate disciplinary actions where necessary.

#### SECTION 5.8 PROVOST 1 AND PROVOST 2

- a) The provost 1 and provost 2 shall act for the provost, if the provost is absent.
- b) They shall perform any assignment as may be assigned to them from time to time by the chief provost.

#### SECTION 5.9 DIRECTOR OF SOCIALS

- a) He shall be in charge of all social activities of the association.
- b) He shall see to the welfare of the members at any gathering in terms of refreshment.

#### SECTION 5.10 ASSISTANT DIRECTOR OF SOCIALS

- a) The assistant director of socials shall act on behalf of the director of socials in his absence.
- b) He shall carry out other functions as may be directed from time to time.

#### SECTION 5.11 PATRON/MATRON

- a) The patron/matron shall be a matured man/woman of unquestionable character and commendable religious background.
- b) He/she shall advise members on social and moral issues which shall enhance the growth of the association.

- c) He/she shall be the benefactor of the association in all aspect.

#### SECTION 5.12 AUDITORS

- a) They shall be members but not members of the executive council.
- b) They shall be trusted members of the association, elected by members of the house.
- c) The auditors shall inspect the association's finances after each year

#### SECTION 5.13 LEGAL ADVISER

- a). The legal adviser shall render routine legal advice to the association.
- b). He shall be the custodian of the association's constitution and rules.
- c). The legal adviser shall be a lawyer appointed by the executive council  
With the approval of the general meeting and the executive council  
Shall retain the right to terminate the appointment after issuing  
him the appropriate notice.
- d). The legal adviser is not entitled to any remuneration but shall be  
entitled to reimbursement for expenditures made on behalf of the  
association provided such expenses had the prior approval of the  
executive council.
- e). The appointment shall last for 1 year and can be renewed at every  
general

### **ARTICLE SIX: ELECTORAL BODY**

SECTION 6.1 Shall consist of six (6) members, comprising of one (1) member from each class. The absence of members from a particular class shall not stall the electoral process.

SECTION 6.2 Shall be selected by voluntary nominations.

SECTION 6.3 The electoral body shall not participate in the election.

SECTION 6.4 They shall present a list of the candidates contesting for the various offices before the election.

SECTION 6.5 The electoral committee shall set their constitution which can also be amended and shall be followed by subsequent electoral bodies



SECTION 6.6 The electoral body shall conduct elections.

## **ARTICLE SEVEN: ELECTION**

### **SECTION 7.1 ELECTION OF OFFICERS**

- a) The officers of the association shall be elected into office by members of the association through an election conducted by an appointed electoral body of six (6) members who are neutral standing.
- b) There shall be an election of the officers into all the elective offices to run the affairs of the association.
- c) The mode of election shall be done by an open secret ballot system after which winners shall be determined, except otherwise decided by the electoral body.
- d) Eligibility into any sensitive office of the association shall be after at least twelve (12) calendar months of registration as a full member.
- e) There shall be a chance of voting by proxy, as long as the absent member(s) is qualified and has not gone on a prolonged absent leave.
- f) In case of a tie, there shall be a bye-election between the contestants that tied up to decide the winner.
- g) Only full financial members are legible to vote and be voted for.
- h) Only those presented by the electoral body shall contest in the elections.

### **SECTION 7.2 TENURE OF OFFICE**

- a) The tenure of office for the elected officers of the association shall be three years. Officers of the association shall not hold same office for more than two terms i.e six (6) years.
- b) All office holders can voluntarily resign provided sufficient reasons are adduced, adequate written notice is given (at least 6 months) and there are no pending undischarged obligations.

## **ARTICLE EIGHT: IMPEACHMENT**

### **SECTION 8.1 REMOVAL FROM OFFICE**

An officer of the association shall be removed from office on the following conditions

- a) If found incompetent or wanting in the performance of his duties.
- b) If he absents himself from 3 consecutive meetings without cogent

reasons.

- c) If he is found to have misappropriated or embezzled the association's funds.
- d) If he becomes of unsound mind.
- e) If he becomes bankrupt.
- f) If he is convicted of felony or any offence involving dishonesty.

His removal shall be subject to two-third (2/3) majority of the members of the association present at the meeting during which voting for removal is done.

## **SECTION 8.2 VACANT OFFICES**

- a) Any vacant office in the association in the event of removal from office, registration or vote of no confidence shall be filled by election.
- b) The election shall be conducted by the presiding officials of the electoral body.
- c) The election shall be conducted at the next meeting. Before the said elections, deputies to such offices shall temporarily fill same in acting capacity.

## **ARTICLE NINE: REVENUE**

SECTION 9.2 The association shall derive its revenue from the following sources:

- a) Dues: there shall be an annual due of One Thousand naira (~~₦~~1000.00) per member. This is payable to the association's account any time of the year or to the financial secretary/ designated executive at annual general meetings only.
- b) Registration of fresh members into the association is hundred naira (~~₦~~100.00) and is payable to the financial secretary.
- c) Fines: the association shall source its revenue from fines of individual members for lateness, noise making and other punishable offences.
- d) Lateness: any member who comes late while the meeting is in session shall pay a fine of two hundred naira (~~₦~~200.00) for each default.
- e) Noise making: any member who makes noise while meeting is in session shall pay a fine of two hundred naira (~~₦~~200.00) for each default.
- f) Absenteeism: any member who absents himself from the association's

general meetings without cogent reasons shall pay a fine of two hundred naira (~~N~~200.00) for each default.

- g) The Association can also engage in any legal venture that must be approved by at least 2/3 of the members.

## **ARTICLE TEN: BENEFITS**

### **SECTION 10.1 BENEFITS**

These benefits shall only apply too financially up to date and active members.

- a) If a financially up to date member of the association dies, all the members are expected to first assemble in his residence immediately.
- b) On the day of wake-keep, members of the association are expected to attend the wake.
- c) Members shall pay a death levy of at least Five Thousand naira (~~N~~5000.00) on or before the day of wake.
- d) All the proceeds collected as death levy on behalf of the deceased shall be handed over to the bereaved family.
- e) The association shall report to the school and book mass for the repose of his soul.

Note: a member must stay a period of at least one year before is due to receive all the benefits accrued to a financially up to date and active member.

### **SECTION 10.2 WEDDING AND OTHER IMPORTANT CEREMONIES**

If a financially up to date and active member of the association officially invites members of the association to any of the occasions under this subhead;

- a) Members are expected to attend such occasions.
- b) Members are expected to make a voluntary contribution of at least one thousand Naira (N1,000.00) to be handed over to the member on or before the date of such celebration.
- c) He should make arrangements to entertain members.

### **SECTION 10.3 ACCIDENT**

- a) If any member of the association is involved in an accident, members

are expected to pay him a visit and pray for his quick recovery.

- b) If the accident occasions severe injuries, temporary or permanent disability, members are expected to make a voluntary contribution of at least one thousand Naira (N1,000.00) to be handed over to the member.

#### SECTION 10.4 SICKNESS

- a) If any member of the association falls sick, members are expected to pay him a visit and pray for his quick recovery.
- b) If the ailment is life threatening, members are expected to make a voluntary contribution of at least one thousand Naira (N1,000.00) to be handed over to the member.

Note: all financial benefits are granted to fully financial members of the association who have stayed duration of one (1) year with the association.

Note: the money for the purpose of a member's illness or accident shall be given to him not minding the time such a member joined the association.

#### SECTION 10.4 BEREAVEMENT

If a financially up to date and active member of the association is bereaved;

- a) members are expected to pay him a condolence visit at least on the day of the wake.
- b) Members are expected to make a voluntary donation of at least one thousand naira (N1,000.00) on or before the date of the wake to be handed over to the bereaved member.
- c) This is only mandatory for/applicable to members' parents, first wife and children ONLY.

### **ARTICLE ELEVEN: DISCIPLINE**

#### SECTION 11.1 DISCIPLINE

- a) The executive council shall be charged with the responsibility of handling the general discipline of members
- b) All matters relating to acts of indiscipline shall be referred to the executive council for appropriate sanctions.
- c) The executive council shall recommend appropriate punishment subject to the president's approval.

## SECTION 11.2 ABSENTEEISM

Section 9.2 (f) applies to any member who absents himself from any function of the association without cogent reason.

### Section 11.3 walking out of the meeting

- a) Any member who walks out of meeting arbitrarily without permission shall pay a fine of two hundred naira (~~N~~200.00).
- b) Any member who fails to pay fines or any penalties as the case may be shall be referred to the executive council for appropriate sanctions.
- c) If any member walks out of meeting as a result of grievance he nurses against anyone, he shall write an apology letter and also apologize to the general house in person.

## SECTION 11.4 FIGHTING AT THE MEETING

- a) Any member who is found guilty of instigating a fight, acting as an aggressor, assaults or engages in a fights at the meeting shall be fined the sum of five thousand naira (~~N~~5000.00) after being referred to the executive council for appropriate sanctions.
- b) Refusal by any member to pay the fine shall result to indefinite suspension only to be readmitted upon fulfilment of the terms of his penal sanction.
- c) Both parties shall write an apology letter and also apologize to each other at the meeting depending on the resolution of the executive council on the matter.

## SECTION 11.5 ABUSIVE WORDS

Any member who uses abusive words during the association's activities shall be referred to the provost who shall then report to the executive council for appropriate sanctions.

### Section 11.6 criminal involvements

- a) Any member who is convicted for any criminal offence by a court of competent jurisdiction shall cease to be entitled to the benefits of the association. However, where such conviction is being appealed against, this section shall not apply to the said member.
- b) Such a member shall not be given any elective post or position until the expiration of two (2) years from the date of completion of his custodial sentence.

## ARTICLE TWELVE: AMENDMENT

### SECTION 12.1 AMENDMENT

This constitution stands to be amended or corrected by a motion brought to the floor of the congress and the motion shall be supported by two-third (2/3) of the members present at the meeting.

The original version of the constitution constitution was drafted by the following members:

IORKYAAN ANDREW	-	CHAIRMAN
GBILLA TERKAA	-	SECRETARY
IJACHI O. IJACHI	-	MEMBER
ANI EMMANUEL	-	MEMBER
OYI EMMANUEL	-	MEMBER
AKPEN HAAOIR	-	MEMBER

This constitution was reviewed by:

1. Moor Kuma Esq.
2. Aver Angweh Esq.
3. Ayim Joshua
4. Eche Ada

The revised constitution was approved by the General Meeting on the 26th day of December 2018.

Signed

A handwritten signature in black ink, appearing to read 'Tersoo Ada'. The signature is stylized with a large initial 'T' and a long, flowing 'A'.

Tersoo Ada (Presidnt)