**CONSTITUTION OF THE OLD STUDENTS OF COMMUNITY COMPREHENSIVE HIGH SCHOOL, IKARAM- AKOKO**

**PREAMBLE**

We, the old students of Community Comprehensive High School Ikaram- Akoko, Ondo State of Nigeria, having firmly and solemnly resolved to come together in unity to form an Association of the Old Students of the above-named School and to provide a Constitution to promote friendship, understanding, well-being, welfare of all members and the smooth running of the administration of the Association:

DO HEREBY MAKE and jointly give to ourselves this Constitution.

**ARTICLE 1**

**SUPREMACY OF THE CONSTITUTION:**

1). This Constitution is supreme, and its provisions shall have binding force and effect on all the members of the Association.

2). In the event that any rule, regulation or law conflicts with any provision of this Constitution, such rules, regulation or law shall be null and avoid and of no effect whatsoever to the extent of its inconsistency.

3). The Association shall be called Community Comprehensive High School

Ikaram-Akoko Old Students Association (“hereinafter called the Association”)

**ARTICLE 2**

**AIMS AND OBJECTIVES:**

1). To promote and foster friendship, business and social contacts, good interpersonal relationship amongst members of the Association, its branches and sister associations irrespective of the place of domicile

2). To promote the general welfare of the members of the Association

3). To maintain the highest standard of conduct, etiquette, and discipline by all members in their chosen field of business dealings and relationships amongst members and the general public.

4). To improve, promote and support the Alma mater whenever the need arises, subject to the financial position of the Association.

5). To promote free exchange of ideas and information among members and between the Association and its branches/affiliates

6). To encourage and promote the rights of all bonafide members of the Association.

7). To provide funds and/or facilities for the actualization of any part of or all the above objectives.

8). To promote sound learning culture and environment for students, teachers and other members of the Alma mater within the limit of the resources available to the Association.

**ARTICLE 3:**

**MEMBERSHIP**

1). Membership shall be open to any person who attended or graduated from the Alma Mater notwithstanding the place of residence/domicile.

2). To be a financial member, a person must have paid the prescribed annual due as may be determined from time to time by members in a general meeting or annual general meeting.

3). A financial member shall enjoy such privileges and rights as may be provided for in this Constitution, but which will not be open to an ordinary member. This includes the right to contest for an elective position.

**ARTICLE 4**

**ORGANS OF THE ASSOCIATION**

1. The organs of the Association shall be the General Assembly, Executive Council, the Central Representative Committee (the members representing each set of the Association) and such selected committees as may be set up from time to time by the General Assembly or the Executive Council as the case may be.

2. The General Assembly of the Association shall be constituted by every person who, for the time being, is a member of the Association and in an annual general meeting and shall be the Supreme organ of the Association.

3. Subject to the powers of the General Assembly, the Executive Council of the Association shall be responsible for running the affairs of the Association.

4. The Executive Council shall be constituted by the following officers:

i. President

ii. Vice President

iii. General Secretary

iv. Assistant General Secretary

v. Treasurer

vi. Financial secretary

Vii. Publicity Secretary

Viii. Social & Welfare Secretary

ix. Chief Whip

**ARTICLE 5**

**FINANCE:**

1. The sources of finance shall be as stated below:

a). Annual due as may be determined from time to time by the members in an annual general meeting.

b). Donations by members or any other member of the public at the discretion of the Executive Council.

c). Fundraising, where the need arises and on the approval of the Executive Council.

d). i. Special Levies

ii. Provided that nothing in this provision shall preclude the Association from accepting donations or gifts from public-spirited individuals or organizations for the overall benefit of the Association.

**ARTICLE 6**

**OFFICERS OF THE ASSOCIATION**

1. The officers of the Association shall be elected by a simple majority of the members present at the general meeting to be held in the month of September of every two years.

2. The officers of the Association shall be:

i. President

ii. Vice President

iii. General Secretary

iv. Assistant General Secretary

v. Treasurer

vi. Financial secretary

Vii. Publicity Secretary

Viii. Social/Welfare Secretary

ix. Chief Whip

x. Auditor

3. The Executive may co-opt any member into the Executive Council.

4. The officers of the Association shall be elected by a simple majority of the members present at a general meeting to be held in the month of September of every two years.

5. **Eligibility:** Any financial member may seek election into any of the offices of the Association.

Provided that such person seeking office must have been nominated in writing by a financial member and duly seconded by a member and upon filling and submitting a prescribed Form.

6. A person elected as an officer of the Association shall hold office for a term of two (2) years and may be re-elected for another term of two years but no more.

**DUTIES OF OFFICERS**

1. **President:**

a). The President shall:

i. Superintend over the affairs of the Association.

ii. Preside at all meetings of the Association where he is present.

iii. Allocate responsibilities to any member of the Association.

iv. Summon the Annual General Meetings, Quarterly Meetings, and/or other meetings of the Association either on his/her own initiative or in accordance with the decision of the Executive Council or upon the requisition of at least three (3) members of the Executive Council or at least ten (10) financial members of the Association in the case of a general meeting

v. Direct all other officers of the Association in the performance of their duties

vi. Be a signatory to the Association’s Account

viii. Have a casting vote at any meeting of the officers of the Association.

**2. The Vice President:**

i. The Vice President shall in the absence of the president, preside at all meetings in which the meetings at which the president is legally entitled to preside.

1. The vice president shall perform all other duties which the President, the Executive Council, or general assembly may assign to him/her.

**3. The General Secretary:**

The general secretary shall perform all the duties ordinarily performed by a holder of that office including but not limited to the power to:

i. Summon meetings of the Association on the directive of the President and where applicable on the receipt of a formal request of at least 3 officers in the case of a meeting of the officers, or in the case of an annual general meeting, on the receipt of a request signed by at least ten (10) financial members of the Association.

1. To record and keep minutes of all meetings and the Seal and other records belonging to the Association.
2. To write and dispatch circulars/notices of meetings, letters, and other correspondence of the Association or the Executive Council and disseminate all information from the Alma Mater through traditional, social, and other forms of media.
3. To keep an up-to-date list of the members of the Association.
4. To perform all other duties as may be assigned to him by the President, Executive Council or the General Assembly.
5. To be responsible for the general administration of the Association’s Secretariat
6. To submit a general report of the activities of the Association at the annual General Meeting.
7. To perform such other duties as may be assigned to him by the President.
8. Shall be a signatory to the Association’s Account.

**4. ASSISTANT GENERAL SECRETARY:**

i. There shall be an Assistant General Secretary to be elected by the Association at the Annual General Meeting.

ii. The Assistant General Secretary shall perform the secretarial duties mentioned earlier and shall act in the absence of the General Secretary in any meeting of the Association.

Iii. Perform other duties as may be assigned to him/her from time to time by the Executive Council or the General Assembly.

**5. TREASURER**:

a. There shall be a Treasurer of the Association

b. The duties of the Treasurer shall be:

i. To receive, collect, and acknowledge all monies due to the Association in the form of dues, donations, levies, etc.

1. Deposit or remit all such monies to the bankers to the Association.
2. To acknowledge and account for any online financial transaction of the Association within 5 days and report the same through any social medium adopted by the Association.
3. To carry out any decision or directive of the Annual General Meeting and /or Executive Council in the matters relating to the budget or finances of the Association.
4. To prepare or cause to be prepared in conjunction with the Financial Secretary and submit for approval of the Association, an annual budget of the estimated revenue and expenditure of the Association for the period of 1st October to 30th September of every year.

**6. FINANCIAL SECRETARY**

a. There shall be a Financial Secretary for the Association

b. The duties of the financial secretary shall be:

i. To keep a record of all expenditures incurred by or on behalf of the Association.

ii. To prepare, circulate, and publish at quarterly meeting or upon request by the President or General Assembly, the financial position of the Association.

1. Publish the names/particulars of financial members of the Association from time to time.
2. To prepare or cause to be prepared and circulate to every member of the Association at least 10 days before any Annual General Meeting the audited Statement of Account of the Association.
3. Perform other duties as may be assigned to him/her from time to time by the Executive Council or the General Assembly.

**7. PUBLICITY SECRETARY**

**a.** There shall be a Publicity Secretary for the Association

b. The duties of the publicity secretary shall be:

i. To publicize the activities of the Association through effective dissemination of information.

ii. To project the correct and progressive image of the Association.

1. To issue press release and statements on matters of general interest to the Association in consultation with the President and the General Secretary.
2. To take charge and maintain the Association’s website and other social media platforms/handles.
3. Perform other duties as may be assigned to him/her from time to time by the Executive Council or the General Assembly.

**8. SOCIAL AND WELFARE SECRETARY**

**a.** There shall be a a Social and Welfare Secretary for the Association

b. The functions of the social and welfare secretary shall be:

1. Take charge of all social functions organized by the Association.
2. To make arrangement for the provision of recreational facilities or amenities for the use and relaxation of members of the Association.
3. To handle matters relating to the welfares of members and promptly report to the Executive Council any matter relating to ill health of any member.
4. Perform other duties as may be assigned to him/her from time to time by the Executive Council or the General Assembly.

**9. THE CHIEF WHIP**

**a.** There shall be a Chief Whip for the Association

b. The duties of the Chief Whip shall be to:

i. Maintain discipline and decorum among members of the Association at every meeting.

ii. Perform other duties as may be assigned to him/her from time to time by the Executive Council or the General Assembly.

**10. AUDITOR**

i. The auditor shall not be part of the Executive Council but shall be elected at the Annual General Meeting.

ii. The duties of the auditor shall be to audit the books and accounts of the Association, at least once a year, and shall submit to the Association a report therein showing:

a. Any fault or irregularity of whatever nature which may be discovered.

b. Comments on any system used in keeping the books with respect to the financial administration of the Association.

c. Recommend any new system for improvement of the financial administration of the Association.

**ARTICLE 7**

**THE EXECUTIVE COUNCIL**

1. All officers of the Association shall constitute the Executive Council of the Association.

2. The Executive Council shall meet at least twice every calendar year at such time and place or medium as may be decided upon by the President, in consultation with the General Secretary.

3. The Executive Council of the Association shall have the following powers, functions and duties:

1. Shall be responsible for the general administration of the Association.
2. Shall exercise control and management over the finances of the Association.
3. Shall exercise the powers of the association with respect to the appointment of any person to any committee or body which may be set up by the Association.
4. Shall make all necessary arrangements for the Quarterly/Annual General Meetings of the Association at such time, place or mode as may be agreed upon.
5. To appoint suitable bankers for the Association

**ARTICLE 8**

**ELECTORAL COMMITTEE**

1. It shall be the responsibility of the General Assembly to set up an electoral committee on or before the end of May in any election year.

2. The Electoral Committee shall be headed by a Chairman and four other members to be elected by the General Assembly.

Provided that such members elected to the Electoral Committee shall be persons of good conduct and financial members at the time of their nomination or election.

3. The Chairman and members of the Electoral Committee shall hold office for a one term of 3 years by the affirmation of the General Assembly.

4. The Electoral Committee shall have power to make rules or regulations to guide its operations and the conduct of election.

**ARTICLE 9**

**MISCELLANEOUS**

**1. VACANCY**

i. Offices shall be vacant by the expiration of tenure, death, resignation, removal or where any such officer is unable to carry out the function of that office for reason of ill – health or insanity.

ii. In the event of any office becoming vacant, the position may be filled through a bye – election within 60 days of such declaration of vacancy or so soon after.

**2. EXPULSION/SUSPENSION**

The Association shall have the power at a general meeting to sanction, suspend, and/or expel any member(s) for any acts of fraud, criminal activities and other acts inimical to the interest or image of the Association or the Alma Mater after thorough investigation upon any motion moved and sustained by the General Assembly.

**3. AMENDMENTS**

This constitution may be amended at an annual General Meeting of the Association where such proposal for amendment is supported by not less than 2/3 majority of members present and voting at an annual general meeting.

Provided always that notice of such amendment shall have been served in writing not later than 15 days prior to the date of the said annual general meeting.

**ARTICLE 10**

**OATHS**

**SECTION 1 – OATHS OF ALLEGIANCE**

I ----------- do solemnly swear or affirm that I will be faithful, loyal and bear true allegiance to the Old Students Association Community Comprehensive High School Ikaram Akoko Ondo State and that I will preserve, protect and defend the Constitutions of the Old Students Association.

**SECTION TWO - OATH OF OFFICE**

I…………………………………………… do solemnly swear/affirm that I will be faithful, loyal and bear true allegiance to the Old Students Association of Community Comprehensive High School Ikaram – Akoko, Ondo State; that as an Executive member of the Old Students Association, I will discharge my duties as the ……......(Mention the office) to the best of my ability and in accordance with the provisions of the Constitution of the Old Students Association, and law, and always in the interest of the sovereignty, integrity, solidarity, well-being and prosperity of the Old Student Association;

* that I will strive to preserve the Fundamental Objectives of the Association.
* that I will not allow my personal interest to influence my official conduct or my official decisions.
* That I will to the best of my ability preserve, protect and defend the Constitution of the Old Students Association of Community Comprehensive High School Ikaram-Akoko, Ondo State
* That in all circumstances, I will do what is right and in the interest of the Association.

So, help me God.

**ARTICLE 11**

**COMMENCEMENT**

a. It is resolved at the meeting of the Association held on --------- day of ---------- 2023 that:

i. This Constitution be adopted as the Constitution of the Association.

ii. This constitution is to take effect from -------day of ---------------2023Any other existing constitution, law, rule or regulation in respect of or pertaining to the Association prior to this date becomes invalid and will no longer apply to the Association.

DATED THIS ------------------DAY OF ---------------------------------------------2023

SIGNED: