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**UNITY/GOVERNMENT COLLEGE
OYE EKITI ALUMNI**



CONSTITUTION

(AS AMENDED 2022)

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1. National Anthem:

Arise, O Compatriots
Nigeria's Obey
To serve our fatherland
With love and strength and faith
The Labour of our heroes past
Shall never be in vain.
To serve with heart and might
One nation bound in freedom.
Peace and unity.

1. School Anthem:

Unity Oye
The Pride of the Government
Unity Oye
The hope of the masses
Unity for Progress
Unity for Oneness
Unity for Quality Education
Unity for Health and Strength

SGC Oye
The Home of Obedience
SGC Oye the seat of good morals
SGC for Knowledge
SGC for Courage
SGC the Hope of our parents
SGC for Love and Peace

PREAMBLE:

We, the members of the then Unity Secondary School, Oye Ekiti, and now Ekiti State Government College Oye Ekiti form a body that wishes to be known as Unity/Government College Oye Ekiti Alumni. Having resolved to develop and advance the cause of our alma mater, raise students of noble conscience, foster unity among our members, grooming ourselves for future leadership do hereby make and give to ourselves the following Constitution:

ARTICLE 1: - SUPREMACY OF THE CONSTITUTION:

1. This Constitution is supreme, and all its provisions shall be binding on all members of UNITY/GOVERNMENT COLLEGE OYE-EKITI ALUMNI.
2. UNITY/GOVERNMENT COLLEGE OYE-EKITI ALUMNI shall not be governed, nor shall any person or group of persons take control of the office (s) of the executive council except by the provisions of this Constitution.
3. If any other law or rule is inconsistent with the provisions of this Constitution, this CONSTITUTION shall prevail, and such laws or rule shall to the extent of its inconsistency be void accordingly. It is therefore agreed that all the provision of this Constitution comes into effect when the same must have been

passed by a two-thirds majority of her members either at a physical or virtual gathering.

ARTICLE 2: - INCORPORATION AND REGISTERED OFFICE:

UNITY/GOVERNMENT COLLEGE OYE-EKITI ALUMNI shall be incorporated under the Laws of the Federal Republic of Nigeria and its registered office shall be situated in GOVERNMENT COLLEGE, Oye – Ekiti, Nigeria.

ARTICLE 3: - NAME:

The name of the organization shall be called UNITY/GOVERNMENT COLLEGE OYE-EKITI ALUMNI.

ARTICLE 4: - AIM & OBJECTIVES:

The aim and objectives of UNITY/GOVERNMENT COLLEGE OYE-EKITI ALUMNI are as follows: -

1. To foster unity among its members and to create a forum for the members to meet and exchange ideas on issues affecting them as individuals and the school.
2. To advance the development of the school's academic performance.
3. To persuade the government to implement policies and programs to enhance the welfare of the staff, students & the

school.

4. To defend and promote the image and integrity of the school.
5. To raise members of great conscience.
6. To create and maintain an endowment fund for the proper execution of the association development.
7. To facilitate interactive sessions among members to enhance decision-making.
8. To enhance the use of information and communication technology (ICT) to ensure members' practical and interactive inputs from any location in the world.
9. To work for the development of the school and to encourage and provide humanitarian services for the school.
10. To promote love and encourage better relationships among members irrespective of his /her religious affiliation or year of graduation.

ARTICLE 5: - MEMBERSHIP:

There shall be two categories of membership: -Full and Honorary Membership

1. Full Membership

A full member shall be an old student at UNITY SECONDARY SCHOOL/GOVERNMENT COLLEGE, OYE EKITI, male or female,

Nigerian Citizen or Expatriate, who attended the school and who fully subscribes to and is duly registered as a full member of this Association as set out in this constitution. However, any member who fails or neglects to pay his/her Annual Due before the end of March of each year shall, for as long as he/she remains in default, shall have no right: -

- a) Of membership in the Association at any level.
- b) To enjoy any benefit of Membership in any manner.
- c) To hold any office whatsoever in any manner.
- d) To vote or be voted into any office in the Association.

2. The following shall be the conditions for membership:

- I. Willingness on the part of the ex-student to be part of the Association.
- ii. Must be easily identified by his classmates.
- iii. Must be a contributor in his/her set (financially and otherwise)
- iv. Must have attended the school for at least a term.

3. Honorary Membership:

Honorary members shall be any friend of the Association, either within Nigeria, or in any foreign country, who is admitted as a mark of honour in recognition of their past or continuing service to the Association. For instance, the

conferment of honorary membership or award shall be made at the Annual General Conference of the Association on the recommendation of the Award committee set up by the National Executive Council.

No Honorary member of this Association shall be required to pay any compulsory subscription, dues or levies, except in the exercise of their free will to assist the association and neither shall such an honorary member be entitled to vote on any issue or be voted for, and neither shall they hold any office within the Association.

ARTICLE 6: -THE ASSOCIATION'S EXECUTIVE COMMITTEES:

- 1. The following shall be the Association's Executive Committees:**
 - a) **National Executive Council:** - The National Executive Council of the Association shall consist of an Alumni President, an Alumni Vice President, an Alumni General Secretary, an Alumni Assistant General Secretary, an Alumni Financial Secretary, an Alumni Treasurer, an Alumni Public Relation Officer, and an Alumni Organizing Secretary.
 - b) **Set Executives:** -There shall be Set Executives for each set, and they shall consist of a Set Coordinator, a Set vice

- Coordinator, a Set Secretary, a Set Assistant General Secretary, a Set Financial Secretary, a Set Treasurer, a Set Organizing Secretary and a Set Public Relations Officer.
- c) **Zonal Executives:** - There shall be Zonal Executives for each zone, and they shall consist of a Zonal Coordinator, a Vice Zonal Coordinator, a Zonal General Secretary, an Assistant Zonal Secretary, a Zonal Financial Secretary, a Zonal Treasurer, a Zonal Public Relations Officer, and a Zonal Organizing Secretary.
 - d) **Chapter Executives (Diaspora):** There shall be Chapter Executives for each chapter, and they shall consist of a chapter Coordinator, a chapter vice Coordinator, a chapter Secretary, a chapter Assistant General Secretary, a chapter Financial Secretary, a chapter Treasurer, a chapter Organizing Secretary and a chapter Public Relations Officer.
 - e) **Extended National Executive Committee:** - This shall comprise the National Executive Council which shall consist of The Alumni President, the Alumni Vice President, the Alumni General Secretary, the Alumni Assistant General Secretary, the Alumni Financial Secretary, the Alumni Treasurer, the Alumni Public Relations Officer, the Alumni Organizing Secretary, the Alumni Auditor General (Non- elective), the Alumni Legal Adviser (Non-elective), the Chapter coordinators, chapter

Secretaries, the Set Coordinators, the Set General Secretaries, the Zonal coordinators, the Zonal Secretaries and the Ex-Officio I & II (Non-elective). This shall be an avenue to further discuss issues of the association. (Set, Zonal and Chapter Secretaries shall henceforth be part of the Extended Alumni Executive Committee).

ARTICLE 7:NON-ELECTIVE OFFICERS:

a) The following offices will be based on appointment by the Alumni President/Congress:

- i. The Auditor General
 - ii. The Legal Adviser
 - iii. The Ex-Officio I & II.
- The officers I and II above shall be ratified auditor shall be by the congress upon the recommendations of the National Executive Council.
 - The Executive Officio 1 & 2 shall be the immediate past Alumni President and General Secretary respectively.

ARTICLE 8: - TERMS OF OFFICE:

- a. A bye-election is to be conducted by the National Executives if there is vacant position/resignation of an Executive officer(s).

- b. The tenure for Set, Zonal and Chapter Coordinators shall be 3 years – re-contestable. Set, Zonal and Chapter Coordinators' terms in office shall carry the same years, though their elections might not be at the same time.
- c. All National Elected Officers' tenure shall be for 3 years subject to a maximum of two terms except the term of the National President. (i.e. The president cannot run for office for two terms **CONSECUTIVELY**)

ARTICLE 9: - ELECTION OF OFFICERS

- Where it becomes impossible for a physical meeting/AGM/election to hold because of a pandemic, natural disaster, security reasons, or Federal/State Government pronouncements prohibiting physical gatherings or members' safety, virtual meetings/Elections shall be held upon due consultation and approval of Congress/Extended National Executive Committee.
- Elections shall be held every 3 years.
- A bye-election shall be conducted for any vacant position.
- This shall be conducted 3 months after the general elections must have been conducted.

ARTICLE 10: - QUALIFICATION TO VOTE AND BE VOTED FOR

To be a qualified member to vote and be voted for, the individual must be a member of a Set/Zone or chapter duly registered with the association.

- a. The member must have paid all their national dues on or before the 1st day of April of that year upon confirmation from their Set Coordinators.

ARTICLE 11: - INTERNAL COMMITTEES

There shall be committees in the Association to carry out the day-to-day activities of the association. These are: -

- a. Financial Committee.
- b. Publicity /Media and Mobilization Committee.
- c. Social / Planning Committee.
- d. Constitutional Committee.
- e. Electoral Committee.
- f. Disciplinary Committee
- g. Education Committee
- h. Employment / Job Bureau Committee
- i. Welfare Committee
- j. Sports Committee
- k. Award Committee
- l. Health Committee
- m. Ad-Hoc Committee



A - FINANCIAL COMMITTEE

- The Committee shall comprise the Chairman who shall be the Financial Secretary and the secretary who shall be the Treasurer and three other members who shall be unofficial members. The other 2 unofficial members of the Finance committee will be appointed by the National President, and they must have an accounting background with at least 1 – 2 years of experience.

The function of the committee shall be:

- a. Advisory body to the association on financial matters.
- b. Co-ordinate and organize fundraising Activities.
- c. Prepare a budget estimate for the association.

B - PUBLICITY/ MEDIA AND MOBILIZATION COMMITTEE

It shall comprise the Chairman, Secretary, and unofficial members.

Their functions shall include:

1. Mobilizing members from all zones.
2. Shall inform the executives from time to time of its actions and achievements.
3. Shall be responsible for the organization of important functions taking place outside the country.
4. Shall be the image maker of the association.
5. Shall report its activities to the association.
6. Shall report its activities to the Executive Council for advice and approval.



C - SOCIAL / PLANNING COMMITTEE

It shall comprise the Chairman who shall be the Organizing Secretary, Secretary who shall be the Assistant General Secretary.

Their functions shall include: -

- a. Co-coordinating and organizing social activities of the association.
- b. Shall promote social interaction among its members by its aims and objectives.

D - CONSTITUTIONAL AMENDMENT COMMITTEE:

It shall be comprised of the Chairman, who shall be the National President, the Secretary who shall be the National Secretary, the Zonal, Set Coordinators and Chapter coordinators.

Their Functions Shall Include: -

1. Making recommendations on the Association's constitution when the need arises.
2. Prepare a draft copy of the amendment of the constitution and submit it to the executive council for ratification and approval.
3. They shall take note of any amendment suggested by members during the year.

4. They shall take into consideration the aim and objectives of the Association when making their amendment proposal.
5. The amendment shall only come to force with the approval of members present at the physical or virtual Annual General Meeting by vote either physical or E-voting.

E- ELECTORAL COMMITTEE

It shall comprise of the Chairman and the Secretary with other five members nominated at the Annual General Meeting preceding the Election year.

Their functions shall include: -

- a. To conduct election and screening of candidates for every post.
- b. The chairman shall announce the result of such an election immediately after the conducted elections.
- c. They shall fix the date of an election; this shall be before the Annual General Meeting of the congress.
- d. The election shall be by secret ballot or E-voting system, to allow members (either in the diaspora or those who could not gather physically) to cast tr votes.
- e. The swearing-in of newly elected alumni officers shall take place immediately after the election.
- f. The committee shall stand to be dissolved after the swearing-

in of the new alumni executives.

- g. The electoral committee members shall be nominated by the congress in the year proceeding the election year.

F- DISCIPLINARY COMMITTEE

- A). The committee shall be appointed by the Executive Council and shall have the power to investigate and report cases of misconduct against any member and if need be, send a report of the findings to the Executive Council.
- B). Punishment or penalties shall be prescribed either in form of fines, suspension, expulsion, or any other punishment determined by the Disciplinary Committee.

G: EDUCATION COMMITTEE

- i. The committee members shall be appointed by the Executive council.
- ii. They will be responsible to liaise with Set, Zonal and chapter coordinators to ascertain association members who need admission into tertiary institutions and assist accordingly where necessary.



H: EMPLOYMENT COMMITTEE:

- i. The committee members shall be appointed by the Executive council.
- ii. Their responsibilities will include liaising with professional resource members, employers of labour and business owners by providing information, guidance or assistance to members in need of employment.

I: WELFARE COMMITTEE:

The welfare committee shall be a cross-alumni body committed to the well-being of its members through the Sets and Zones (both within and without the country). The welfare committee shall be an active extension of the Association. The committee shall be committed to supporting and communicating policies that will promote the well-being of members:

- i. The committee members shall be appointed by the Executive Council
- ii. They shall promote the idea that members' welfare is intrinsic to the association.
- iii. Oversee and monitor all welfare activities across the length and breadth of the association.
- iv. Consider and advise the National Executive Council on matters relating to members' welfare.
- v. Liaise with Set, Zonal and chapters Coordinators on welfare



policies that will better the association members and come up with recommendations.

J: SPORTS COMMITTEE:

The sports committee shall comprise the chairman and secretary and other members appointed by the national executive council.

- i. The sports committee shall liaise with the school authorities in coordinating the sports activities within the school.
- ii. The committee shall assist the school in the areas of sports materials.
- iii. All committee members may be reshuffled or upheld at the expiration of the tenure of an administration.
- iv. Shall report its activities to the Executive Council for advice and approval.
- v. Shall promote mental and physical fitness amongst its members.

K. AWARDS COMMITTEE:

The awards committee shall comprise the chairman and secretary and other members appointed by the national executive council.

- a. The committee shall be responsible for awarding outstanding performances based on the recommendation of the national executive committee.

- b. The committee shall be responsible for awards to honorary members.

L. HEALTH COMMITTEE:

The committee shall consist of a chairman and a secretary.

- i. The committee shall come up with a health framework that will be beneficial to the students.
- ii. They shall submit the necessary routine health schedule for implementation to the national executive council.
- iii. They assist the nurses and other medical staff in their daily routines.

M. AD-HOC COMMITTEE:

This committee shall comprise the chairman and secretary and other members appointed by the national executive council.

Shall be a committee formed for specific tasks or objectives and dissolved after the completion of the tasks or achievements of the objectives.

- i. The committee shall be set up by the National executive council for the specific purpose they are inaugurated for.

ARTICLE 12: - BOARD OF TRUSTEES

The trustees of UNITY/GOVERNMENT COLLEGE OYE-EKITI ALUMNI for the companies and Allied Matter Act (1990) 'part C' shall be appointed at the General meeting of the Association.

- i. Such trustees shall hereinafter be referred to as "THE INCORPORATED TRUSTEES OF UNITY/GOVERNMENT COLLEGE OYE-EKITI ALUMNI".
- ii. The Trustees may hold office for life and Trustees shall cease to hold office if he/she:
 - a. Resigns his/her office.
 - b. Is officially declared bankrupt.
 - c. Becomes insane.
 - d. Dissolved
 - e. Has been convicted of a criminal offence involving dishonesty by a court of competent jurisdiction.
 - f. Is recommended for removal by a Board of Trustees majority vote members present in the meeting.
 - g. Cease to be a member of registered Trustees of UNITY/GOVERNMENT COLLEGE OYE-EKITI ALUMNI.
- iii. The registered Trustees shall comprise five (5) members to be known as registered Trustees of the UNITY/GOVERNMENT COLLEGE OYE-EKITI ALUMNI.
- iv. Their appointment shall be by a consensus of (2/3) two-thirds

majority of all members present in the meeting and voting shall be by voice and showing of hand or E-voting.

- v. Upon a vacancy occurring in the membership of the Board of Trustees a general meeting of the board shall be held to appoint another eligible member to fill the existing vacancy.
- vi. The Trustees shall have the power to accept and to hold in trust all landed property belonging to UNITY/GOVERNMENT COLLEGE OYE-EKITI ALUMNI and/or acquire land on behalf of the Association subject to such conditions as the commission may impose thereon.

ARTICLE 13: - FUNCTIONS OF THE BOARD OF TRUSTEES

The Board of Trustees UNITY/GOVERNMENT COLLEGE OYE-EKITI ALUMNI shall perform the following functions: -

- I. They shall advise the Association and formulate policies that would foster unity among members and the development of the Association.
- ii. Mobilize both human and material support for the realization of the objectives of the association.
- iii. Represent and protect the interest of the association.
- iv. To sue and be sued on behalf of the association.
- v. To enter into any agreement or transaction on behalf of the association provided the such agreement is legal and

not ultra vires the Association.

- vi. Performing such other functions that may be beneficial to the growth of the Association.

ARTICLE 14: - MEETINGS

1. The following Meetings are recognized by the ALUMNI:

- a. Annual General Meeting
- b. Executive Council Meeting
- c. Extended Executive Committee Meeting
- d. Set, Zonal and Chapters' Meetings

The Annual General Meeting shall be held every year (the second Saturday in July every year) at the registered office of UNITY/GOVERNMENT COLLEGE OYE-EKITI ALUMNI or such other venue as the congress shall decide.

- a. Notice of the Annual General Meeting shall be given to all its members and the Corporate Affairs Commission.
- b. Executive Council Meeting: This may be held at such time and place as may be deemed convenient by the Executive Committee.
- c. Extended Executive Meeting: Special Meetings of the Executive Committee or General Meetings shall be convened at such time and place as often as the need arises.
- d. Set/Zone/Chapter Meeting



The Set, Zonal and chapter Executives shall convey meetings independently, however, they shall inform the Alumni's Executive Council of any major decisions made from their meetings that would improve or could conflict with the Association's.

QUORUM:

1. Board of Trustees Meeting: - Two-thirds of the members present at the meeting (either physical or virtual) shall form a quorum.
2. Executive Committee Meeting: - Two-thirds members present at the meeting (either physical or virtual) shall form a quorum.
3. Annual General Meeting: One-third of the members present at the meeting (either physical or virtual) shall form a quorum.
4. Set, Zonal and chapter meetings: Two-thirds of members present at the meeting (either physical or virtual) shall form a quorum.

MEETING OF THE BOARD OF TRUSTEES:

- i. Notwithstanding its agenda, the Board of Trustees shall meet at least once a year.
- ii. In such meetings, the quorum for all statutory meetings of the Board of Trustees shall be (2/3) two third of the members



present at the meeting either physically or virtually.

- iii. Voting in such a meeting (either by physical/virtual gathering) shall be by E-voting, a show of hands or a voice note.

ARTICLE 15: - THE NATIONAL EXECUTIVE COUNCIL

These shall be the following officers to carry out the aim and objectives of the Association. The officers shall be regarded as the National Executives Council. They are to include: -

- a. The President
- b. The Vice President
- c. The General Secretary
- d. The Assistant General Secretary
- e. The Financial Secretary
- f. The Treasurer
- g. The Public Relationship Officer
- h. The Organizing Secretary

ARTICLE 16: - ZONAL EXECUTIVES

- Each Zone shall elect and have its Zonal Executives.
- Each zone will have the following officers: Zonal Coordinator, Assistant Zonal Coordinator, Zonal General Secretary, Zonal Assistant General Secretary, Zonal Financial Secretary, Zonal Treasurer, Zonal Organizing Secretary and Zonal Public

Relations Officer.

- The zonal elections shall be witnessed by the National President and the General Secretary. The incumbent National President and General Secretary shall be added to the general zonal platforms for the duration of their tenures. The zonal positions are as follows:
 - a. The Zonal Coordinator
 - b. The Assistant Zonal Coordinator
 - c. The Zonal General Secretary
 - d. The Assistant Zonal General Secretary
 - e. The Zonal Financial Secretary
 - f. The Zonal Treasurer
 - g. The Zonal Organizing Secretary
 - h. The Zonal Public Relations Officer.

1. ZONAL COORDINATOR

- i. Shall be the coordinator of the zone.
- ii. Shall preside over zonal meetings (General/Executives)
- iii. Shall in conjunction with the Zonal General Secretary summon general meetings when necessary.
- iv. Shall sign minutes of the meeting after it might have been adopted.
- v. Shall be a signatory to the bank Account of the Zone

vi. Shall report to the National President directly.

2. ASSISTANT ZONAL COORDINATOR:

- i. There shall be a Zonal Assistant Coordinator
- ii. He/she shall advise and assist the Zonal Coordinator in discharging his/her duties.
- iii. He/she shall stand in for the Zonal Coordinator whenever he/she is not around.

3. ZONAL GENERAL SECRETARY:

- i. Shall attend all zonal meetings and shall be responsible for keeping the records of zonal minutes of the meetings.
- ii. Shall be responsible for arrangements of zonal meetings and advise the zonal coordinator to summon committee meetings and also prepare the agenda of the meetings.
- iii. Shall be one of the official representatives of the zone.
- iv. Shall be a signatory to the zonal bank account.
- v. Shall see to the general administrative duties of the zones including recruitment of members within the zone.



4. ASSISTANT ZONAL GENERAL SECRETARY:

- i. Shall assist the Zonal General Secretary in his duties and deputies for him in his absence.
- ii. Shall be the Secretary to the Social/Planning committee and secretary to the end-of-the-year activities.
- iii. Shall perform other responsibilities assigned to him/her by the Zonal General Secretary.
- iv. Shall take a record of attendance during meetings.

5. ZONAL FINANCIAL SECRETARY:

- I. Shall keep the record of monies received by the zone, collect such monies and pass it to the zonal treasurer within 24 hours of receipt for lodgment into the bank.
- ii. Shall prepare an annual statement of account for the zonal general meeting.
- iii. Shall be responsible for the financial matters of the zone.
- iv. Shall be a signatory to the zone's bank account.
- v. Shall advise the zone on expenditure and fundraising.
- vi. Shall issue a receipt for annual financial reports to the office of the zonal coordinator.



6. ZONAL TREASURER:

- I. Shall be responsible for the safekeeping of the zone's funds.
- ii. Shall ensure that cash and cheques received on behalf of the zone should be paid into the zone's account within 24 hours of such payment or receipt.
- iii. Shall keep financial books up to date and make them accessible to the zone when the need arises.
- iv. Shall be a signatory to the account.

7. ZONAL ORGANIZING SECRETARY:

- i. Shall be responsible for the cultural activities, sports etc of the zone.
- ii. Shall present the annual report of its activities to the zone at the end of the year.
- iii. Shall provide receipts for money advanced him/her; to carry out his/her duties on social functions.

8. ZONAL PUBLIC RELATIONS OFFICER:

- i. Shall be the image maker of the zone.
- ii. Shall ensure adequate publicity of the zonal activities.
- iii. Shall serve as a liaison between the zone and other bodies.

- iv. Shall prepare a press release on the zone's activities in consultation with the zonal executives.
- v. Shall be responsible for public enlightenment of the association and organize lectures, symposiums, and rallies.

Zones will be delineated as follows:

- i. **South-West Zones:** SW1 (*Lagos*), SW2 (*Oyo, Osun, Ogun*), SW3 (*Ondo, Ekiti and Edo*)
- ii. **South South Zone:** (*Delta, Bayelsa, Rivers, Akwa Ibom, Cross River*)
- iii. **North Central Zone:** (*Kwara, Niger, FCT, Kogi, Nasarawa, Plateau, Benue*)
- iv. **South-East Zone:** (*Anambra, Ebonyi, Enugu, Imo, Abia*)
- v. **North-West Zone:** (*Sokoto, Kebbi, Zamfara, Katsina, Kano, Jigawa, Kaduna*)
- vi. **North-East Zone** (*Yobe, Borno, Bauchi, Gombe, Adamawa, Taraba*)

ARTICLE 17: MEMBERS IN DIASPORA:

The Association's diaspora chapters will be an avenue for our members to:

- i. Foster the bond of unity and share common experiences.
- ii. Come together and use the platform to collectively look for avenues to improve the Association.
- iii. Have their own Unity/Government College Alumni within their various local communities.

The diaspora chapters shall be as follows:

- i. Canada Chapter
- ii. United States of America Chapter
- iii. United Kingdom Chapter
- iv. Asia Chapter
- v. Africa Chapter
- vi. Australia Chapter

Each diaspora chapter will have the following elected officers: a Chapter coordinator, avice Chapter Coordinator, a Chapter General Secretary, a Chapter Assistant General Secretary, a Chapter Financial secretary, a Chapter Treasurer, a Chapter Organizing Secretary, and a Chapter Public Relations Officer.



ARTICLE 18: CHAPTER EXECUTIVES:

1. THE CHAPTER COORDINATOR

- a. He shall be the overall head of the Chapter.
- b. He shall preside over the Chapter's meetings.
- c. He shall in conjunction with the Chapter's General Secretary summon general meetings when necessary.
- d. He shall be a signatory to the Bank Account of the chapter.
- e. He/she shall report directly to the Association's President.

2. THE VICE CHAPTER COORDINATOR

- a. There shall be a Chapter Assistant Coordinator
- b. He/she advises and assists the Chapter coordinator in discharging his/her duties.
- c. He/she shall stand in for the Chapter coordinator whenever he/she is not around.
- d. He/she shall Co-ordinate the affairs of the Chapter and advice the Chapter coordinator in the best interest of the Chapter.

3. THE CHAPTER GENERAL SECRETARY

- a. He/she shall attend all Chapters' meetings and keep a record of minutes of the meetings.



- b. Shall be responsible for arrangements of meetings and advice the Chapter coordinator to summon committee and emergency meetings and prepare agenda for so such meetings.
- c. Shall be one of the official representatives of the Chapter.
- d. Shall be one of the signatories to the chapter's Bank Account.
- e. May delegate responsibilities to the Assistant General Secretary.
- f. Shall see the general administrative duties of the chapter.

4. **THE ASSISTANT CHAPTER GENERAL SECRETARY**

- a. Shall assist the Chapter's General Secretary in his duties and deputies for him in his absence.
- b. Shall be the Secretary to the Social/Protocol committee and secretary to the end-of-the-year activities.
- c. Shall perform other responsibilities assigned to him/her by the Chapter's General Secretary.
- d. Shall take a record of attendance during meetings.

5. **THE CHAPTER FINANCIAL SECRETARY**

- a. Shall keep the record of monies received by the Chapter, collect such monies, and pass it to the Chapter Treasurer within 24 hours of receipt.

- b. Shall prepare an annual statement of account for the chapter.
- c. Shall be responsible for the financial matters of the chapter.
- d. Shall be a signatory to the association bank account.
- e. Shall advise the chapter on expenditure and fundraising.

6. **THE CHAPTER TREASURER**

- a. Shall be responsible for the safekeeping of the chapter's fund.
- b. Shall ensure that cash and the chapter paid to him/her are banked to the chapter's account within 24 hours of such payment.
- c. Shall be ready to give the financial analysis to members of the chapter when the need arises.
- d. Shall keep financial books up to date and make them accessible to the chapter when the need arises.
- e. Shall be one of the bank's signatories of the chapter.

7. **THE CHAPTER PUBLIC RELATIONS OFFICER**

- a. Shall be the image-maker of the chapter.
- b. Shall ensure adequate publicity of the activities of the chapter.
- c. Shall serve as the liaison officer between the chapter and other bodies/institutions.

- d. Shall prepare a press release on the chapter's activities in consultation with the chapter's Executives.
- e. Shall be responsible for public enlightenment of the chapter and for the purpose organize lectures, symposiums, rallies etc.

8. THE CHAPTER ORGANIZING SECRETARY

- a. Shall be responsible for the cultural activities, sports etc. of the Chapter.
- b. Shall present the annual report of its activities to the chapter at the end of the year.
- c. Shall provide a receipt for any money advanced to him/her to carry out his/her duties on social functions.

ARTICLE 19: -SET EXECUTIVES

Each set shall elect its Executives. The Election shall be observed by the National President and the National General Secretary. They are to include: -

- a. The Set Coordinator
- b. The Vice Set Coordinator
- c. The Set Secretary
- d. The Set Assistant General Secretary
- e. The Set Financial Secretary
- f. The Set Treasurer

- g. The Set Public relation Officer
- h. The Set Organizing Secretary

1. THE SET COORDINATOR

- a. He shall be the overall head of the Set.
- b. He shall preside over the Set's meetings.
- c. He shall in conjunction with the Set's General Secretary summon a general meeting when necessary.
- d. He shall be a signatory to the Bank Account of the set.
- e. He/she shall report directly to the Association's President.

2. THE ASSISTANT SET COORDINATOR

- a. There shall be the Set Assistant Coordinator.
- b. He/she advises and assists the Set coordinator in discharging his/her duties.
- c. He/she shall stand in for the Set coordinator whenever he/she is not around.
- d. He/she shall Co-ordinate the affairs of the Set and advice the Set coordinator in the best interest of the Set.

3. THE SET GENERAL SECRETARY

- a. He/she shall attend all Set's meetings and keep a record of the minutes of the meetings.

- b. Shall be responsible for arrangements of meetings and advice the Set coordinator to summon committee and emergency meetings and prepare agenda for so such meetings.
- c. Shall be one of the official representatives of the Set.
- d. Shall be one of the signatories to the chapter's Bank Account.
- e. May delegate responsibilities to the Assistant Set General Secretary.
- f. Shall see the general administrative duties of the Set.

4. THE ASSISTANT SET GENERAL SECRETARY

- a. Shall assist the Set's General Secretary in his/her duties and deputies for him/her in his/her absence.
- b. Shall perform other responsibilities assigned to him/her by the Set's General Secretary.
- c. Shall take a record of attendance during meetings.

5. THE SET FINANCIAL SECRETARY

- a. Shall keep the record of monies received by the Set, collect such monies, and pass it to the Set Treasurer within 24 hours of receipt.
- b. Shall prepare an annual statement of account for the Set.
- c. Shall be responsible for the financial matters of the Set.



- d. Shall be a signatory to the association bank account.
- e. Shall advise the Set on expenditure and fundraising.

6. THE SET TREASURER

- a. Shall be responsible for the safekeeping of the Set's funds.
- b. Shall ensure that cash and cheques paid to him/her are banked in Set's account within 24 hours of such payment.
- c. Shall be ready to give the financial analysis to members of the Set when the need arises.
- d. Shall keep financial books up to date and make them accessible to the Set when the need arises.
- e. Shall be one of the bank's signatories of the Set.

7. THE SET PUBLIC RELATIONS OFFICER

- a. Shall be the image-maker of the Set.
- b. Shall ensure adequate publicity of the activities of the Set.
- c. Shall serve as the liaison officer between the Set and other bodies/institutions.
- d. Shall prepare a press release on the Set's activities in consultation with the Set's Executives.
- e. Shall be responsible for public enlightenment of the Set and for the purpose organize lectures, symposiums, rallies etc.



8. THE SET ORGANIZING SECRETARY

- a. Shall be responsible for the cultural activities, sports etc. of the Set.
- b. Shall present the annual report of its activities to the Set at the end of the year.
- c. Shall provide a receipt for any money advanced to him/her to carry out his/her duties on social functions.

ARTICLE 20: -FUNCTIONS OF THE NATIONAL EXECUTIVES:

1. THE PRESIDENT

- a. shall be the overall head of the Association.
- b. shall preside over meetings (General/Executives)
- c. shall in conjunction with the General Secretary summon a general meeting when necessary.
- d. shall sign the minute of the meeting after it might have been adopted.
- e. shall submit report at the Annual General Meeting and address the activities of the Congress during the preceding year.
- f. shall be a signatory to the Bank Account of the Association.
- g. shall have the power to make a reasonable decision on behalf of the members and such decision shall be binding on all members.



2. THE VICE PRESIDENT

- a. There shall be a Vice President.
- b. Advise and assist the President in discharging his duties.
- c. He/she shall stand in for the President whenever he is not around.
- d. He/she shall Co-ordinate the affairs of the Association/committee and advises the President in the best interest of the Congress.

3. THE GENERAL SECRETARY

- a. He/she shall attend all meetings and keep a record of the minutes of the meetings.
- b. Shall be responsible for arrangements of meetings and advise the President to summon committee and emergency meetings and prepare agenda for so such meetings.
- c. Shall in conjunction with the President prepare the annual address of the Association that will be read at the Annual General Meeting.
- d. Shall be one of the official representatives of the Association.
- e. Shall be one of the signatories to the association's Bank



Account.

- f. May delegate responsibilities to the Assistant General Secretary.
- g. Shall see the General administrative duties of the congress including recruitment and remuneration of the members of the association if need be.

4. **THE ASSISTANT GENERAL SECRETARY**

- a. Shall assist the General Secretary in his duties and deputies for him in his absence.
- b. Shall be the Secretary to the Social/Planning committee and secretary to the end-of-the-year activities.
- c. Shall perform other responsibilities assigned to him/her by the General Secretary.
- d. Shall take a record of attendance during meetings.

5. **THE FINANCIAL SECRETARY**

- a. Shall keep the record of monies received by the Association, collect such monies and pass it to the Alumni's Treasurer within 24 hours of receipt.
- b. Shall prepare an annual statement of account for the annual general meeting.
- c. Shall be responsible for the financial matters of the



association.

- d. Shall be a signatory to the association bank account.
- e. Shall advise the association on expenditure and fundraising.
- f. Shall issue a receipt for annual financial reports to the office of the President.

6. **THE TREASURER**

- a. Shall be responsible for the safekeeping of the association fund.
- b. Shall ensure that cash and cheques paid to him/her are banked to the congress account within 24 hours of such payment.
- c. Shall be ready to give the financial analysis to the director of finance and administration when the need arises.
- d. Shall keep impressing account of not more than N20,000.00 for the association.
- e. Shall keep financial books up to date and make them accessible to the association if and when the need arises.
- f. Shall be one of the bank's signatories of the association.



7. THE PUBLIC RELATIONS OFFICER

- a. Shall be the image-maker of the association.
- b. Shall ensure adequate publicity of the activities of the association.
- c. Shall serve as the liaison officer between the association and other bodies.
- d. Shall prepare a press release on the association's activities in consultation with the executive council.
- e. Shall be responsible for public enlightenment of the association and for the purpose organize lectures, symposiums, rallies etc.

8. THE ORGANIZING SECRETARY

- a. Shall be responsible for the cultural activities, sports etc. of the association.
- b. Shall present the annual report of its activities to the congress at the end of the year.
- c. Shall provide a receipt for any money advanced to him; carry out his duties on social functions.

9. THE EX-OFFICIO I & II

- a. Shall be members of the Extended National Executive Committee and attend meetings of the Extended

Executive Committee.

- b. Shall give advice and perform any other duties as the executive's council may deem fit.
- c. Shall be the immediate past President and Secretary respectively.

10. THE DIASPORA CHAPTER COORDINATOR

- a. Shall report directly to the President.
- b. Shall be a responsible member of the Extended Executive Committee and as such attend meetings of the Extended Executive Committee.
- c. Shall mobilize members of the chapter for the actualization of the directives of the Alumni Executive Council at the Chapter level.
- d. Shall coordinate members of the chapter in achieving the objectives of the Association.

11. THE ZONAL CO-ORDINATOR

- a. Shall report directly to the President.
- b. Shall mobilize members at the Zonal level for the actualization of the directives of the Alumni Executive Council Zonal Level.
- c. Shall coordinate the members of the Zone in achieving the aims and objectives of the Association.

12. THE SET COORDINATOR

- a. Shall report directly to the President.
- b. Shall mobilize members at the set level for the actualization of the directives of the Alumni Executive Council.
- c. Shall coordinate the members of the Set in achieving the aim and objectives of the Association.

13. THE LEGAL ADVISER

It shall be the duty of the Legal Adviser to advise the Association, its officers, committees, organs, or agents and represent or protect the interest of the Association in courts, tribunals and judicial inquiries or proceedings. Provided that the Executive Committee may engage any other Counsel, Lawyers, or Solicitors of their choice for routine legal matters, agreements, recruitment of administrative staff, representation in a court of law etc.

- a. The office of the Legal Adviser to the Alumni shall be on an appointment basis.
- b. Tenure of office shall be two years, subject to a maximum of two terms.
- c. Shall be a legal practitioner with at least 5 years of experience.
- d. Must have been called to the Nigerian Bar Association.

ARTICLE 21: - MEETING PROCEDURE

Venue: The venue of the meeting shall be the Secretariat and any other venue as agreed upon by Congress.

- a. The meeting date and time shall be conveyed to members through letters and media from time to time.
- b. Any special meeting shall be summoned by the President/the General Secretary if necessary.
- c. Point of order on constitutional matters shall be allowed.
- d. Any member wanting to address the association shall signify his attention to do so by raising his hand and shall be recognized by the President or any other officer vested with such powers before the address.
- e. Any absentee from the Executive meeting shall give a satisfactory reason.
- f. A motion of adjournment shall be moved and seconded by another member, and then the meeting shall be brought to an end or adjourned.
- g. Adoption of meeting procedure for Set Coordinator/General Secretary, Zonal Coordinator/Zonal Gen. Sec shall be responsible for setting up Set and Zonal meetings.

ARTICLE 22: - APPOINTMENT OF AN AUDITOR

An auditor or auditors shall be appointed at a General Meeting to audit the account of the Association at least once a year. The reports shall be submitted at the General Meeting for approval when due.

- a. The Auditor shall be appointed at the AGM to audit the alumni's account at least once a year.
- The Auditor shall be of accounting background with at least one renowned accounting professional certification (e.g., ICAN, ACCA, ATS etc).
- With professional experience of at least 5 years.
- Term of office shall be one year, renewable annually.

ARTICLE 23: -COMMON SEAL

The Unity/Government College Oye Alumni shall have a seal under the custody of the National Secretariat.

ARTICLE 24: -SOURCE OF INCOME

The Association expects income from various areas such as: -

- a. Personal Donations
- b. Gifts from people

- c. Gifts from NGO
- d. Fines paid by members.
- e. Bank interest to deposit
- f. Voluntary Donations
- g. Annual Dues (from Sets)

ARTICLE 25: - AMENDMENT TO THE CONSTITUTION

1. Two Third of the registered members of the Alumni present at the General meeting (either physical or virtual) shall endorse or adopt the draft.
2. An Association like ours should have either the designations of the Alumni President and General Secretary or their names and the Legal Advisers for the authenticity of the documents.
3. The Registrar General shall be briefed as stipulated by the Corporate Affairs Commission.

ARTICLE 26: - DISSOLUTION

- (I) The UNITY/GOVERNMENT COLLEGE OYE-EKITI ALUMNI shall cease to be or exist whenever the ALUMNI has outlived its aims and objectives, thereafter, the ALUMNI shall give or transfer all its income and property to another ASSOCIATION that has similar objectives.

ARTICLE 27: - BANKING

- (I) UNITY/GOVERNMENT COLLEGE OYE-EKITI ALUMNI shall maintain either a current or saving account or both as the ALUMNI may deem fit in the circumstance.
- (II) All monies/funds realized/collected/shall be lodged into the bank account of the ALUMNI within 72hrs of receipt by the Treasurer or any of the officer(s) designated.
- (all) All withdrawals approved by the National Executive Council from the association's bank account shall be signed by the National President and any other designated signatories to the accounts.

ARTICLE 28: - FIRST SCHEDULE

BYE-LAWS

1. JOURNALS: -

The Association shall have the power to publish journals as at when due.

2. EDITORIAL BOARD: -

- a) The members of the Editorial Board shall be active members of the Association.
- b) The Alumni Executive Committee shall appoint 3 but not more than 5 suitable members of good standing to be Editorial Board members of the Association's Journal.
- c) The National Executive Committee may remove any

member of the Editorial Board or Trustees for good cause.

- d) The Editorial Board shall endeavour to publish at least one issue of the journal per annum.
- e) The National Executive Committee shall operate a separate bank account for Journals.

ARTICLE 29: - SECOND SCHEDULE

STANDING ORDERS: -

For, and effective conduct and procedure at Annual General Conference, other conference or meetings and matters relating thereof, these bye laws shall be read together with the Constitution of the Association: -

1. These Standing Orders are made by the Annual General Conference, in the exercise of its power under the Constitution of the Association and other enabling power on that behalf.
2. An Annual General Meeting or Special General Meeting shall transact such business as is on its agenda or any business decided by a previous Meeting or the Alumni Executive Committee.
3. An agenda of the business of a meeting shall be supplied in advance to every branch of the Association which shall make such agenda available to its

members or accredited delegates to the Alumni or Special General Meeting. Provided that the agenda shall adhere to the date the completed order is made and carried by a simple majority of the members present representing most of the branches in the Federation.

4. The President shall preside at the meeting and in his absence the Vice-President shall preside falling which the members present (physically or virtually) shall elect a chairman from among themselves.
5. Any member who wishes to speak shall hold up to attract the President's attention.
6. No member shall commence speaking on any topic until recognized to do so by the president.
7. No two members shall stand up to speak simultaneously during a discussion at a meeting.
8. The order of speaking shall be determined by the President in his absolute discretion without fear or favour, but he shall give a reasonable opportunity for divergent views to be heard.
9. The President in this discretion may stop a debate even when there are members still anxious to speak on the subject if he considers that there has been sufficient discussion on the matter under consideration.
10. A member who has any relevant information to give

during a speech by another may raise a "point of information" which he may only proceed to give if permitted to do so by the President.

11. A member may raise a plea of "Point of order" which when raised shall only be sustained by the president where he accepts that there is deviation by a speaker from the subject matter and/or according to these Standing Orders.
12. A member who claims that he has been misquoted or misrepresented may raise the plea of "point of correction" and if allowed by the President shall correct the same.
13. In the event of a proposition to proceed to the next business or for progress being moved and seconded, it shall after the proposer and second, of the resolution have been heard be put to vote, the matter under debate shall immediately be put to Vote and once carried the subject voted upon shall not again be introduced during the meeting.
14. No motion or amendment shall be discussed unless it is second except the proposal of the Executive Committee or the report of the Association which shall be taken as having been moved and suspended. No second amendment or rider shall be voted upon until the first amendment is disposed of.

15. On any issue every member present shall have one vote at a time, but the president shall have a second or casting vote in the event of an equality of votes, and the Presiding Electoral Officer shall have a casting vote.
16. The President shall exercise the power to ask anyone found engaging in distractive acts to leave the meeting.
17. The General meeting shall have the power to appoint committees or Commission may sit during the hours of the Conference should it be necessary for them to do so.
18. The President may give direction or adopt measures reasonably necessary in the interest of the Association or reasonably conducive to the conduct of proceeding of any conference or meeting. The procedure at a meeting of any Committee may be determined by that Committee.
19. The ruling of the President on matters provided for in the Standing Orders shall be obeyed.

ARTICLE 30: - SPECIAL CLAUSE

I. THE INCOME AND PROPERTY of UNITY/GOVERNMENT

COLLEGE OYE-EKITI ALUMNI, whomsoever derived shall be applied solely towards the promotion of the objects of UNITY/GOVERNMENT COLLEGE OYE-EKITI ALUMNI, as outlined in this Rules and Regulation/Constitution and no portion thereof shall be paid or transferred directly by way of dividend, bonus or otherwise however by way of profit to the members of UNITY/GOVERNMENT COLLEGE OYE-EKITI ALUMNI.

II. PROVIDED that nothing herein shall prevent the payment in good faith or reasonable and proper remuneration to any officer or servant of UNITY/GOVERNMENT COLLEGE OYE-EKITI ALUMNI, but so that no members of the council of management of governing body shall be appointed to any salaried office of the ORGANIZATION; provided that the provision last mentioned shall apply to any UNITY/GOVERNMENT COLLEGE OYE-EKITI ALUMNI may be accompanied in which such member shall not hold more than one-hundredth part of the capital and such member shall not be bound to account for any such of profit he may receive in respect of any payment.

III. NO ADDITIONAL ALTERATION OR AMENDMENT shall be made or Rules and Regulation/Constitution for the time being in force unless the same has been previously submitted to and approved by the Registrar-general.

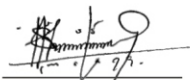
- IV. In the event of a winding up or dissolution of UNITY/GOVERNMENT COLLEGE OYE-EKITI ALUMNI; if there remains after the satisfaction of all its debts and liabilities; any property whatsoever, the same shall not be distributed among the members of UNITY/GOVERNMENT COLLEGE OYE-EKITI ALUMNI; but shall be given or transferred to some other institution having object similar to the object of UNITY/GOVERNMENT COLLEGE OYE-EKITI ALUMNI; and the body or bodies are prohibited from distributing it's or an extent at least, of great as is imposed on UNITY/GOVERNMENT COLLEGE OYE-EKITI ALUMNI; under or by virtue the SPECIAL CLAUSE hereof such institution or institutions to be determined by the members of UNITY/GOVERNMENT COLLEGE OYE-EKITI ALUMNI and if the effect cannot be given to the aforesaid provision, then to some charitable objects.



Mr. Biremo Olufemi
General Secretary



Engr. Abimbola Adebayo
President



Kolawole Sofemi Esq
Legal Adviser