



**THE CONSTITUTION
OF
ILUPEJU GRAMMAR SCHOOL
OLD STUDENTS ASSOCIATION
'97 SET
(ILUGRAMOSA '97 SET)
ILUPEJU, LAGOS STATE,
NIGERIA
ENACTED
5TH AUGUST, 2021**

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PREAMBLE

We, the old Students of Ilupeju Senior Grammar School, Ilupeju, Town Planning Way, Ilupeju, Lagos (1997 set), having resolved to come together and form a vibrant, a non-profit making, non-political and non-religious association, do hereby make enact and give to ourselves the following constitution:

ARTICLE 1(A): NAME OF THE ASSOCIATION

The Association shall be known, called and addressed as **ILUPEJU GRAMMAR SCHOOL OLD STUDENTS ASSOCIATION ('97 SET)** (hereinafter referred to as the association). It shall otherwise be referred to as **ILUGRAMOSA '97 SET** being its acronym.

ARTICLE 1(B): SECRETARIAT OF THE ASSOCIATION

The National Secretariat of the Association shall be within the premises of **Ilupeju Senior Grammar School, Ilupeju, Lagos**, hereafter referred to as our Alma Mater or the School.

ARTICLE 1(C): MOTTO OF THE ASSOCIATION

The motto of **Ilupeju Grammar School, Ilupeju, Lagos**, as it then was shall be adopted as the motto of the association, which is **HONESTY AND INDUSTRY, FAITH AND OBEDIENCE**.

ARTICLE 2: AIMS AND OBJECTIVES

The aims goals and objectives of the Association, shall among other be:

- (i) To make positive and useful contributions to the advancement and sustenance of total well-being of our Alma Mater.
- (ii) To foster, promote, facilitate, encourage and sustain the spirit of unity, cooperation, peace and harmony among members of the association irrespective of ethnic, religious, linguistic or social barriers.
- (iii) To facilitate where practicable, individual and collective advancement of members' socio-economic welfare through well planned programme of the association.
- (iv) To encourage and facilitate excellent inter-personal relations amongst members.
- (v) To do all such other lawful things as may be considered to be incidental or conducive to the attainment of the above objects or any of them.

ARTICLE 3(A): MEMBERSHIP OF THE ASSOCIATION

The membership of the association shall be opened to;

- (i) all old students of the school who were duly admitted and/or sat for school certificate examination in the school during 1991-1997 session, or
- (ii) all old students of the school who were duly admitted into the school and must have spent at least one (1) academic session as students of the school during 1991-1997 session.

Without any prejudice, an old student as provided for in Article 3(A)(ii) above shall be admitted into the Association subject to the nomination of the old student by at least two (2) members of the association and the approval of same by the Executive Committee of the Association.

ARTICLE 3(B): ADMISSION/REGISTRATION OF MEMBERS

- (i) A registration/induction fee of a specific amount agreed by members, at the Annual General Meeting shall be paid by all members of 1997 set.

There shall be an annual general Membership subscription fee to the association by each set members which shall be fixed by the executive and same communicated to the general house for approval and these fees are also subject to a periodic change as the AGM deem fit in all circumstances which shall be done periodically (four years interval)

- (ii) The shall also be membership grading as follows:

Bronze Membership Fee

Silver membership Fee

Gold Membership Fee

Which are all subject to house recommendation as regard the fees endorsed to each membership and these fees are also subject to a periodic change as the AGM deem fit in all circumstances and same shall be done periodically (four years interval)

ARTICLE 3(C): OBLIGATION OF MEMBERS

It shall be the duty of members, amongst other obligations, to:

- (i) Be a good ambassador of the Alma Mater by being honest, industrious, faithful and obedient in accordance with our motto,
- (ii) Endeavour to attend and be punctual at all meetings of the association.
- (iii) Be responsible, accountable and honourable with duty assigned to them within the association.
- (iv) Participate actively in the various project and activities of association, and
- (v) To refrain from engaging in any activity or behavior that may undermine the cherished ideals/goals of the association.

ARTICLE 3(D): MEMBERSHIP REGISTER

The association shall maintain a register of all existing members, update the register when necessary and publish same at regular interval as the Annual General Meeting may decide.

ARTICLE 4: BOARD OF TRUSTEES

- (A) The trustees of **ILUPEJU GRAMMAR SCHOOL OLD STUDENT'S ASSOCIATION, ILUPEJU, ('97 SET) LAGOS STATE** for the purpose of the companies and Allied Matters Act, Part C shall be elected at a General Meeting with simple majority votes of members present.

- (B) Such Trustees (hereinafter referred to as the Trustees) shall not be less than 7 (seven) and not more than 10 (Ten) in number.

A Trustee may hold Office for 5 (Five) years but shall cease to hold office if he/see

- (i). Resigns his Office
- (ii). Becomes insane
- (iii). Is officially declared bankrupt
- (iv). Is convicted of Criminal offence involving dishonesty by court of competent Jurisdiction.

- (C) Upon a vacancy occurring in the number of Trustees a General Meeting shall be held to appoint another eligible member of the body.

- (D) To be eligible for appointment of a Trustee of the association, a member must have been a committed member of the association and must have graduated from our Alma-mater in 1997 or be registered as student in 1991

- (E) The Board of Trustees shall hold their meeting at their convenience or when the need arises.

The Board of Trustees shall be an advisory body for the guidance of the Executive Committee in respect of strict adherence to the ideals of the association.

ARTICLE 5: COMMON SEAL

- (A) The Trustees shall have a Common Seal
- (B) Such Commons Seal shall be kept in the custody of the General Secretary, to be kept at the Association Secretariat (in absence of a physical secretariat, such Seal shall be in custody and possession of the Secretary of the association) and who shall produce same when required for use by the Trustees.
- (C) All documents to be executed by the Trustees shall be signed by the Set Chairman/Set Coordinator and Set General Secretary with the common seal.

ARTICLE 6: MEETING OF THE ASSOCIATION

- 6(A) The following categories of meeting shall be recognized by the association
 - (i) Annual General Meeting (AGM)
 - (ii) General Meeting
 - (iii) Extra-Ordinary/Emergency Meeting
 - (iv) Executive Committee Meeting
 - (v) The above listed meetings (i-v) can be held physically or virtually through any available technology.

6(B)(i): ANNUAL GENERAL MEETING

The Annual General Meeting (AGM) of all members shall hold once in a year preferably at the end of association financial year.

The Annual General Meeting (AGM) shall be highest authority and decision making body of the association where the budget, plans,

programmes, elections and proposals of the executive committee for the coming year(s) as well as audited financial report of the association are brought before the general members for consideration and approval. The AGM shall also consider and take decision on any other matter that may arise at the annual meeting.

The date, time and venue for the Annual General Meeting shall be conveyed to members at least one (1) month before the proposed date by the Secretary General or the Publicity Secretary of the Association.’

6(B)(ii): GENERAL MEETING

The General Meeting (GM) of all members shall be held once in every Six (6) months (Bi – Annual) within the school premises or at any other venue chosen by consensus or by virtual.

It shall be a meeting where members are updated with the developments within the association.

The executive committee shall prepare a roaster for the bi – monthly meeting and ensure adequate circulation of same to members.

6(B)(iii): ORDINARY/EMERGENCY MEETING

An emergency or extra ordinary meeting shall be summoned whereby:

- (i) The meeting is conveyed by the Executive Committee (EXCO) to attend to any very urgent issue(s) that may affect our association or Alma-Mater is such issues/matters are delayed until General Meeting or Annual General Meeting, or;
- (ii) The Executive Committee is evidently shirking in its responsibility to summons meeting as provided for in this constitution, a

minimum of twenty-one (21) members shall sign a notice of Extra Ordinary Emergency Meeting before such Meeting can be deemed to be properly summoned.

6(B)(iv): EXECUTIVE COMMITTEE (EXCO) MEETING

This shall be a meeting of the elected and appointed officers of the association, hereafter referred to as EXCO.

The EXCO meeting shall be held whenever its members deem fit and proper.

The EXCO shall prepare agenda for general meetings and carry out day to day administration of the association during their tenure in office.

6(B)(v): AD-HOC COMMITTEE(S) MEETING(S)

The General Meeting shall have powers to constitute or direct the EXCO to constitute an ad – hoc committee to carry out specific duty/duties within a given period.

The ad – hoc committee shall have right to democratically choose when and where they are to meet.

6(B)(vi): CITY CHAPTER'S MEETINGS

The association shall recognize and encourage where and when practicable, the meetings of members resident within major cities outside Lagos.

The class and city chapter's meeting shall have their respective Executive Committee members to organize and coordinate activities of the city chapters.

6(C): QUORUM AT MEETING

- (i) Quorum shall be deemed to be formed at any of association's meeting where at least one – third (1/3) of the registered members are present. Registered members are members listed in membership register as provided for in Article 3(D) of constitution.
- (ii) Quorum at the EXCO meeting shall be deemed to be formed where at least sixty percent (60%) of the total members are present provided that all the Executive Committee members are notified of the said meeting.
- (iii) Where quorum is deemed not formed, the meeting shall be postponed to another date not less than seven (7) days. Notwithstanding the number of members in attendance at the rescheduled meeting, quorum shall be deemed to have been formed provided that adequate publicity is evidently given to the meeting.

ARTICLE 7: OFFICERS OF THE ASSOCIATION

7(A): There shall be officers elected and/or appointed by members of the association to run the affairs of the association.

The following officers shall be elected or appointed for effective administration of the association.

7(B):

- i) Chairman
- ii) Vice Chairman
- iii) General Secretary
- iv) Assistant General Secretary
- v) Treasurer
- vi) Financial Secretary
- vii) Assistant Financial Secretary
- viii) Publicity Secretary/Public Relation Officers
- ix) Chief Whip
- x) Social/Welfare Officer
- xi) Auditor I
- xii) Auditor II
- xiii) Ex – Officio Member 1
- xiv) Ex – Officio Member 2

ARTICLE 8: DUTIES AND RESPONSIBILITIES OF OFFICERS**8(A): CHAIRMAN**

- i) The Chairman shall be the alter ego of the association.
- ii) He/She shall preside over the Executive Committee meetings, General and Emergency meetings. He/She shall be an ex-officio members of any Committee of the Association.
- iii) He/She shall direct the General Secretary or the Publicity Secretary to summon meeting in accordance with the provisions of this constitution.
- iv) He/She shall have a casting vote where the house is undecided

- v) The Chairman shall effectively coordinate the implementation of the association programmes and ensure strict compliance of the spirit and letters of this constitution.
- vi) The Chairman shall be a signatory to the account(s) of the association, legal documents and treaties.

8(B): THE VICE CHAIRMAN

The Chairman shall assign responsibilities to the Vice Chairman for effective administration of the Association

8(C): GENERAL SECRETARY

- (i) The General Secretary shall be the custodian of the Association's properties and the chief administrative officer of the secretariat.
- (ii) He/she shall be responsible for taking the minutes and keeping proper records of national meetings.
- (iii) The General Secretary shall prepare and make available to members, an annual report of the association during the Annual General Meeting.
- (iv) In consultation with the Chairman, the General Secretary shall be responsible for the general administration of the Secretariat.
- (v) He/she shall be a signatory to the association's account(s) and documents.

8(D): ASSISTANT GENERAL SECRETARY

- (i) The Assistant General Secretary shall perform the duties of the General Secretary except being a signatory to the accounts in the absence of the General Secretary
- (ii) He/she shall diligently perform all other duties assigned to him/her by the General Secretary.
- (iii) He/she shall be the Secretary to the Executive Committee meetings and take minutes of same to be vet by the General Secretary.

8(E): TREASURER

- (i) The Treasurer shall be responsible for the lodgement of the Association's fund into its bank account(s).
- (ii) He/she shall be the Vice-Chairperson of the finance Committee.
- (iii) He/She shall be responsible for disbursement of funds of the association and he/she maintain an imprest account in accordance with the standing order adopted by the Executive Committee.
- (iv) The Treasurer shall be a signatory to the Association's Bank Account(s)

8(F): ASSITANT TREASURER

- (i) The Assistant Treasurer shall perform the duties of the Treasurer except being a signatory to the accounts in the absence of the Treasurer.
- (ii) He/she shall diligently perform all other duties assigned to him/her by the Treasurer.

(iii) He/she shall be the Treasurer to the Executive Committee meetings in the absence of the Treasurer.

8(G): FINANCIAL SECRETARY

- (i) The Financial Secretary shall be responsible for the collection of dues, levies, fine, subscriptions and donations accruable to the association. He/she shall handover all cash/cheques received to the Treasurer within a reasonable period as may be defined by the standing orders adopted by the Executive Committee.
- (ii) He/she shall keep proper records of all financial transactions of the association and make same available whenever the Executive Committee or General Meeting demands.
- (iii) He/she shall be the Secretary to the Finance Committee of the Executive Committee.
- (iv) In consultation with the Treasurer, the Financial Secretary shall prepare and submit to the Audit Committee and/or charter auditors when necessary or requested, the statements of income and expenditure.

8(H): ASSISTANT FINANCIAL SECRETARY

- (i) The Assistant Financial Secretary shall perform the duties of the Financial Secretary in the absence of Financial Secretary.
- (ii) He/she shall perform any other duty assigned to him/her by the Financial Secretary.

8(I): PUBLIC RELATION OFFICER

- (i) The Public Relation Officer shall be responsible for promoting the good image and activities of the association.
- (ii) He/she shall keep members informed about the social engagements, programmes and activities of the association.
- (iii) He/she shall carry out any other duties assigned to him/her by the Executive Committee of the association.

8(J): CHIEF WHIP

- (i) The Chief Whip shall, subjects to the direction of the Chairman, be responsible for the maintenance of orderliness and decorum during the meeting of the association.
- (ii) He/she shall collect fines imposed on members for any act of disorderliness during meetings in accordance with the provision of the standing orders adopted by the Executive Committee and shall remit same to the Financial secretary upon the conclusion of the said meetings.
- (iii) The Chief Whip shall preside over the Disciplinary Committee's meeting provided that he is not an interested party in a particular proceeding.

8(K): SOCIAL/WELFARE SECRETARY

- (i) The Social/Welfare Secretary shall coordinate programme/activities of the association at social functions.
- (ii) He/she shall see to the social well-beings and general welfare of members and bring to the notice of the Executive Committee, any

incidence that requires immediate attention/intervention of the general members.

- (iii) He/she shall perform any other duties assigned to him/her by the Executive Committee.

8(L): AUDITORS I & II

- (i) The Auditors shall be internal examiners of financial records and account the association.
- (ii) The Auditors shall in the opinion of the general meeting, be trustworthy, meticulous and have basic knowledge of accounting/auditing procedures.
- (iii) The Auditors shall, at a regular interval and/or at least once in a financial year, audit and prepare a financial report of income and expenditure of the association.

8(M): EX – OFFICIO MEMBER I

- (i) The Ex – Officio Member 1 shall be appointed as Executive Committee member from the previous Executive Committee.
- (ii) He/she shall use his/her wealth of experience as former Executive Committee member to advice the incumbent Executive Committee where and when necessary on any deliberation.
- (iii) He/she shall be assigned any other duties by the Chairman – in – Council.

8(N): LEGAL ADVISER

- (i) The Legal Adviser shall be member – legal practitioner who shall be responsible for coordinating all legal matters of the association.
- (ii) He/she shall diligently advise the Executive Committee in respect of interpreting the provisions of the constitution of the association.

ARTICLE 9: TENURE OF OFFICE

- (i) An elected (or appointed) officer of the association shall occupy/hold office for a period of two (2) years.
- (ii) He/she shall be eligible to re-contest or be re-elected for the same position/office for second term of two (2) years, making it a maximum of four (4) years in particular office.

ARTICLE 10: DISSOLUTION OF THE EXECUTIVE COMMITTEE

- 10(A): The Executive Committee of the association shall be dissolved upon motion to the effect being passed by the general meeting at the expiration of tenure of offices or when a vote of no confidence is passed on that Executive Committee.
- 10(B): A Five (5) Man Electoral Committee shall be constituted by the general meeting upon the dissolution of the executive committee to conduct elections immediately into the vacant offices or latest during the next general meeting of the association whichever the general meeting deems

appropriate at the time of dissolution of the executive committee.

ARTICLE 11: ELECTION OF OFFICERS

11(A) ELIGIBILITY

Any member aspiring to occupy any office shall be eligible to contest an election provided that;

- (i) Such member must have spent at least two (2) years as members of the association.
- (ii) He/she must have fulfilled all financial obligations to the association within the last two (2) years.
- (iii) He/she must have recorded at least fifty percent (50%) attendance at the association meeting in the last two (2) years.

11(B): NOMINATION

All aspirants to the offices of the association shall obtain, duly fill and submit nomination form to the Electoral Committee before the elections as stipulated in the election guidelines as adopted by the general meeting.

11(C): MODE OF ELECTIONS

- (i) All elections must be by secret ballot.
- (ii) Mailing and online voting is acceptable, using available technology.

- (iii) A candidate shall be declared duly elected if he/she returned unopposed or if he/she score a simple majority of votes over other contestants.
- (iv) In case of a tie, the winner of the election shall be resolved by a toss of a coin or by picking a YES or NO written on carefully wrapped piece of paper.

11(D): ELECTION PETITION

Any financial member of the association who is dissatisfied or feels aggrieved with the conduct of the election shall have the right to protest immediately or within seven (7) days of the elections.

The Electoral Committee shall refer the petition together with its observations, comments and/or recommendation to the general meeting for a decision to be taken.

ARTICLE 12: RESIGNATION AND REMOVAL OF OFFICERS FROM OFFICE

An officer may voluntarily resign from office.

An officer shall be deemed suspended or removed from the office if he/she is found wanting, culpable or guilty of any investigated act(s) of misconduct, misappropriation, fraudulent practices, misbehavior, felony etc, provided that a motion to suspend or remove him/her from office is supported and voted for by sixty (60%) of members in attendance at a meeting.

ARTICLE 13: HONOURS AND AWARDS

- (i) The Honors and Awards of the Association shall be the platform by which the association recognizes the contributions or accomplishments of individuals/group towards the growth of the Association and the advancement of its core values.
- (ii) A non-member of the Association who in the opinion of the Executive Committee, has through his association, made meaningful contribution to the growth of Ilugramosa can also be considered for recognition under this article.
- (iii) Procedure for Establishment of New Honors and Awards.
 - a. The establishment of Honors and Awards for the association shall be by the following:
 - i. The Executive Committee may establish an Honor or Award, by preparing a detailed outline of the proposed honor/award which shall consist of:
 - ii. the Honor/Award Name or Type,
 - iii. the Purpose/Goals,
 - iv. Award Value/Merit and
 - v. the Eligibility/Criteria for qualification for the award and
 - vi. Present same to the Awards Committee for review and advice.
 - vii. Thereafter, the President shall present the proposal to the AGM for approval.
 - viii. An affirmative vote of a two-third majority of the members present at the AGM shall be required to approve the proposal.

- ix. All approved Honors and Awards shall be listed with all the requirements and conditions in the association's Honours and Awards Guidelines Handbook.

ARTICLE 14: COMMITTEES OF THE ASSOCIATIONS

14(A): The following committees shall be established to complement and engender smooth administration of the association;

- (i) The Executive Committee
- (ii) The Finance Committee
- (iii) The Audit Committee
- (iv) The Disciplinary Committee
- (v) Ad-Hoc Committees
- (vi) Electoral Committee
- (vii) Project Implementation Committee.
- (viii) Awards Committee.
- (ix) Welfare Committee

14(B): COMPOSITION, DUTIES AND POWERS OF COMMITTEES

14(B)(i) THE EXECUTIVE COMMITTEE

- (a) The Executive Committee (otherwise called EXCO) shall consist of all officers of association listed in Article 7 of this constitution, i.e from the chairman to the Ex Officio member

- (b) The EXCO shall be collectively responsible for the management of the association in accordance with the provisions of this constitution.
- (c) The EXCO shall carry out policies, programmes and actions that will be of benefits to members of the association and to our Alma Mater
- (d) The EXCO shall have power to raise any ad – hoc committee to carry out specific duties for the association where and when occasion demands.
- (e) The EXCO shall strive to do other things that will facilitate the realization of the stated aims and objectives of the associations.

15(B) (ii) THE FINANCE COMMITTEE

- (a) The Finance Committee shall consist of Vice Chairman who shall be the committee chairperson; the treasurer; the Financial Secretary and any two (2) other members of the association.
- (b) The Finance Committee shall be responsible for making budget proposal for presentation to the Executive Committee.
- (c) The Finance Committee shall recommend to the association any viable means of generating revenue for the association.
- (d) The Finance Committee shall monitor the income and expenditure of the association and make necessary observations/recommendations to the EXCO.

15(B) (iii) THE AUDIT COMMITTEE

- (a) The Audit Committee shall consist of three (3) members of the association appointed at the General Meeting of the association.
- (b) The Audit Committee shall carry out internal auditing of income and expenditure of the association at least once in a year and present their report(s) and findings to the members at the Annual General Meeting of the association.
- (c) Notwithstanding the provisions of Article 15(B)(iii) (a) and (b), nothing shall prevent the general meeting from engaging the services of external auditor(s) to examine the association's accounts where and when necessary and practicable.
- (d) The chairman of the audit committee must be a Chartered Accountant or equivalent.

15(B) (iv): THE DISCIPLINARY COMMITTEE

The Disciplinary Committee shall;

- (a) Consist of five (5) members with the Chief Whip as its chairperson.
- (b) The disciplinary committee shall be responsible for the investigation of any act(s) or allegation(s) of act(s) of misbehavior, misconduct, abuse of office/privileges, anti-association activities and any other improper act(s), which in the opinion of the EXCO and/or the general meeting, is/are inconsistent with the stated aims, objectives and goals of the association. The Disciplinary Committee shall report to the EXCO and/or the general meeting its findings and recommend appropriate sanctions to be applied.

- (c) The Disciplinary committee shall undertake any other duties/responsibilities assigned to it by EXCO/General Meeting.

15(B) (v): AD-HOC COMMITTEE

An Ad-hoc committee shall be any other committee not expressly named in this constitution but duly constituted and inaugurated to carry out specific functions/duties in the interest of the association.

An Ad-hoc committee shall work within its given guidelines and present its reports to the EXCO/General Meeting. It shall be dissolved immediately such reports/recommendations are received by the EXCO/General Meeting.

15(B) (vii): ELECTORAL COMMITTEE

1. The election of Executive Committee Members shall be conducted by an Electoral Committee.
2. The Electoral Committee shall be nominated by the Executive Committee and nominees ratified by the Board of Trustees six (6) months before the election. Membership of the electoral Committee shall consist of five (5) members namely; the Chairman and Returning Officer, one (1) member of the Board of Trustees, and three (3) members
3. No sitting Electoral Committee member shall nominate or endorse any candidate vying for elective position in the Executive Committee member.

15(B) (viii): PROJECT IMPLEMENTATION COMMITTEE

1. The committee shall be chaired by the Vice Chairman and shall be responsible for the project implementation and management of all the projects, properties, fixed, moveable and floating assets and facilities belonging to this Association.
2. The committee shall also oversee projects concerning the assets of the association.
3. The Treasurer and Immediate Past Vice Chairman and one other Active member in good financial standing selected by the Vice V shall be members of the Committee.
4. The committee shall submit quarterly reports to the Board of Trustees (BOT) through the Executive Committee.

15(B) (IX): AWARDS COMMITTEE

1. The Awards Committee shall be chaired by the Vice Chairman (1). The Chairman shall also nominate two (2) members of the Board of trustee to the Committee. In addition, the Chairman may co-opt one other member at his discretion.
2. The committee shall screen potential recipients of all Honors and Awards as may be established by the Association and shall make recommendations to the Executive Committee.
3. Nominations and Screening for Honors and Awards.
 - a. The Awards Committee shall receive nominations for all Honors and Awards, screen the candidates and forward a list of viable candidates to the Executive Committee. Nominees for Honors and Awards must not have been disciplined.

- b. The Executive Committee shall seek the opinion of the BOT (Board Of Trustee) and the BOT shall give her opinion on recipients to the Executive Committee.

ARTICLE 16: DISCIPLINARY MATTERS

- (i) The association shall not condone the following acts of misconduct or misbehavior amongst others; lateness to meeting, absenteeism, fighting, disorderliness during meeting, rumour mongering, stealing or misappropriation of the association's funds, embezzlement, fraudulent practices, willful destruction of the association's or schools property, unruly behavior etc.
- (ii) Any member(s) found to have breached any of the disciplinary codes shall be made to face disciplinary consequences or sanctions such as fine, warning/reprimand, suspension, community service to the school, removal from office (if elected or appointed into the EXCO) expulsion and any other disciplinary measures which may be recommended by the Disciplinary Committee and ratified by the General meeting.

- (iii) Disciplinary proceedings

- a. Investigation

Any member who feels that any of the Articles of this Constitution has been violated by another member of the Association may submit a Charge of misconduct against such an erring member. The Charge shall be in writing and same shall be submitted by e-mail, registered post or physical delivery to the Executive Committee, with a full

statement of the evidence on which the charges are based. If, in the judgment of the Executive Committee, they merit further consideration, the Chairman shall refer them to the Board of Trustee (BOT), who shall appoint an investigating committee of three (3) members of the BOT, to examine the charges and file a report of its findings to the BOT.

The Disciplinary committee shall strictly uphold the tenets of fairness and equity in the determination of the accusations contained in the Charge, bearing in mind that the goal at this stage is not to ensure that the accusations are proven, but to ensure that there is a prima facie case against the Defendant.

If in the judgment of the Disciplinary committee, the facts warrant a formal charge to be issued against the accused person, the Disciplinary committee shall draft the charge.

Where the Charge is submitted against the person of the Chairman or any member of the BOT, such a member shall not participate in the proceedings of the BOT and the vacancy occasioned by his absence shall be filled by a nomination of the Chairman of the BOT or the most senior member of the Trustee, where the Charge is against the Chairman of the Trustee.

b. Notice of Hearing

If, in the opinion of the Disciplinary committee, the Charge merits further consideration, the committee shall intimate the Defendant of the Charges against him, ensuring that a copy of the Charge is delivered to the Defendant, together with a Notice, informing the Defendant of the scheduled date, time and venue for the hearing of the accusations contained in the Charge.

A Notice shall also be served by the Disciplinary committee on the member who submitted the Charge, informing him of the scheduled date, time and venue for the hearing of the Charge.

Service of the Charge and Notices may be effected by e-mail, registered post or phone enabled communication. Provided that an additional call is put through informing the parties of the Notice or Charge where service is effected by e-mail or registered post.

c. Hearing

On the day fixed for the hearing, the attendance of the Chairman and at least a simple majority of the members of the committee shall constitute a quorum for the conduct of the hearing provided in this section. The Defendant may appear with legal counsel before the committee, hear any witnesses called in support of the charges and, at his option,

cross examine the same, present witnesses of his own, and submit oral or written statements in his own witness.

The role of the Disciplinary committee shall be limited to that of an impartial umpire, ensuring that the principles of fairness and equity are adhered to in the determination of the Charge. The Disciplinary Committee may only ask questions with a view to clarifying grey areas in the testimony of the member who submitted the Charge or the Defendant, his witnesses or the testimony of the Defendant.

The Defendant may by registered letter addressed to the Chairman of the committee not later than ten (10) days prior to the date of the hearing, waive personal appearance and request the committee to adjudge the matter on the basis of a written statement of his defense accompanying such a letter.

d. Decision of Committee

After the conclusion of the hearing or study of the written defense submitted in lieu thereof, the Disciplinary committee shall consider and vote to sustain or dismiss the charges. In the event that there is a tie in the votes of the members of the committee, the Chairman of the Disciplinary committee shall be entitled to another vote. If, by a simple majority vote of those present, the Disciplinary committee shall declare sustained the charges against the accused member, it shall

recommend to the Executive Committee alternatively that the accused member be:

- a. Admonished or
- b. Suspended for a specified period, or
- c. Advised to resign, or
- d. Expelled

Failure of the accused to appear, or to submit a waiver letter and/or a written defense, as provided herein, after being duly notified of the charges shall not prevent the Disciplinary committee from rendering, final advisory judgment and the Committee from action on the basis of the evidence available to it on the hearing date.

e. Executive Committee Action

The decision of the Disciplinary Committee in all matters pertaining to the interpretation and execution of the provisions above shall be submitted to the Executive Committee for final action. A report of the Executive Committee action shall be published within thirty (30) days in any available media of the Association.

(iv) Alternative procedure

Any member convicted by a court or tribunal of competent jurisdiction of a misdemeanor involving moral turpitude or of any

felony shall be suspended from membership in the Association upon a majority vote of the quorum of the Executive Committee of the Association. A member whose conviction is reversed on appeal or which is the subject of an Executive pardon shall be reinstated to membership.

ARTICLE 17: MEMBERS' WELFARE

- (i) The association shall take prime interest in the welfare of its members consequently, any member that requires or apply for any assistance or support from the association shall have the privilege of being assisted provided that such member is a financial and committed member of the association.
- (ii) The EXCO shall design welfare scheme packages for members' welfare which shall be reviewed and ratifies by the General Meeting from time to time.

ARTICLE 18: BYE – LAWS AND STANDING ORDERS

- (i) The Executive Committee shall have power to initiate bye – laws, rules and regulations, guidelines and standing orders on any subject(s) or matters that are not expressly provided for in this constitution.
- (ii) The General meeting shall have that power to adopt, review, reject or approve any rules, bye – law, guidelines, or standing orders initiated by the Executive Committee.
- (iii) Any provisions of any rules, guidelines, bye – laws or standing orders that are inconsistent with the spirit and letters of this

constitution shall be declared invalid, null and void to the extent of its inconsistency with the provision of this constitution.

ARTICLE 19: SPECIAL CLAUSE

1. **THE INCOME AND PROPERTY OF ILUPEJU GRAMMAR SCHOOL OLD STUDENT'S ASSOCIATION '97 SET (ILUGRAMMOSA '97)** however derived shall be applied solely towards the promotion of the objectives of the Association as set forth in this **CONSTITUTION** and no portion thereof shall be paid or transferred directly or indirectly, by way of dividend, bonus or otherwise however by way of profit, to the members of the association.
2. **PROVIDED** that nothing herein shall prevent the payment in good faith of reasonable and proper remuneration of an officer or employee of the association in return for any service actually rendered to the association provided that:
 - (a) With the exception of ex-officio members of the Executive Committee, no member of the Executive Committee shall be appointed to any salaried office of the association, or any office of the association paid be fees; and
 - (b) No remuneration or other benefit in money or money's worth shall be given by the Executive Committee to any member of Executive Committee except repayment of out pocket expenses or reasonable and proper rent for premises demised, or let to the association or reasonable fees for services rendered.

3. If in the event of winding up or dissolution of the association there remains, after the satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid to or distributed among the members of the association, but shall be given or transferred to **ILUPEJU GRAMMAR SCHOOLS, ILUPEJU, LAGOS STATE, NIGERIA** or to some other institutions having objects similar to the objects of the association, such institutions to be determined by the members of the association at or before the time of dissolution.
4. If effect cannot be given to the aforesaid provisions, the remaining shall be transferred to some charitable object.

ARTICLE 20: AMENDMENTS

1. Procedure for Amendments

Notwithstanding the provisions of any other provision of this Constitution, the procedure for an amendment of this (or any part of this) Constitution shall be as follows:

- a. Proposal in writing signed by any 1/3 of the sets financially up-to-date set of the Association.
- b. Proposal by resolution of the Annual General Meeting
- c. Proposal by resolution by the Executive Committee
- d. Written proposal by a special Constitution Committee appointed by the Chairman.

- e. The proposal shall be referred to the Executive Council and or a special constitution committee appointed by the Executive Committee.
- f. The relevance or otherwise of the proposed amendment shall be deliberated upon and determined by a simple majority vote of the Executive Council and the special constitution committee.
- h. The proposed amendment shall be passed by an Ordinary Resolution of the Annual General Meeting.
- i. The amendment shall be filed with the Corporate Affairs Commission within sixty (60) days of the resolution by the Annual General Meeting.

2. Publication of Amendments

The General Secretary shall cause same to be published by email, or by other suitable means at least two (2) months prior to the Annual General Meeting.

3. Voting on Amendments

This Constitution shall be amended at an Annual General Meeting of the Association by a simple majority of those present and entitled to vote, provided that two-thirds (2/3) of the chapters of the Association are represented.

Two thirds majority of members present and voting shall be approximated to the nearest whole number.

ADOPTION OF THESE CONSTITUTION

These CONSTITUTION are hereby adopted by members of ILUPEJU GRAMMAR SCHOOL OLD STUDENTS ASSOCIATION (ILUGRAMOSA '97) thisday of2021 at the Annual General Meeting held for the purpose.

CHAIRMAN

GENERAL SECRETARY