

GREAT IFE ALUMNI ASSOCIATION

CONSTITUTION

DALLAS, Texas

PREAMBLE

With great pride in our alma mater, tremendous confidence in our education, and immense hope for our future- trusted in the hand of God, we hereby proclaim for ourselves this document to be binding on us at all times in this association..

ARTICLE 1

NAME & TYPE OF ASSOCIATION

- (A) The name of this Association shall be **Great Ife Alumni Association**, hereinafter referred to as **The Alumni Association** in this document.
- (B) Great Ife Alumni Association is for graduates-and their associates and affiliates -of **Obafemi Awolowo University** (formerly known as **University of Ife**) Ile Ife, Nigeria, hereinafter referred to as **OAU** in this document.
- (C) The Alumni Association shall be operating as a non profit and charitable organization.

ARTICLE 2

REGISTERED AND POSTAL ADDRESS

- (A) The physical address of Great Ife Alumni Association shall be the residential or business address of the President of the Alumni Association, subject to changes in conformity with the new addresses of presidents.
- (B) The postal address of the Alumni Association shall be a post office box at a local post office which is reasonably accessible to the Director of Secretariat of the Alumni association .
- (C) The rental of the post office box shall be paid by the Alumni Association.

ARTICLE 3

AIMS & OBJECTIVES

- (A) To facilitate and maintain the establishment of a mutually beneficial relationship between OAU, other OAU based alumni chapters or affiliates, and the Nigerian Nation.

- (B) To support and contribute to the academic and physical development of OAU.
- (C) To organize and maintain respectable, high standard social interactions and events among it's members as well as between the alumni association and the public.
- (D) To promote and maintain an effective professional and business networking relationship among its members.
- (E) To assist in improving the welfare of it's members.

ARTICLE 4
MEMBERSHIP

ARTICLE 4 (SECTION I)

- (A) There shall be three (3) categories of membership - Full, Associate and Affiliate Memberships.
- (B) All members shall fill a membership form to be duly verified by the Membership Committee.

ARTICLE 4 (SECTION II)

Full Membership: This category of membership shall be open to all persons conferred with full degrees, full diplomas and certificates of completion, from all disciplines by the Senate of OAU (formerly University of Ife).

Associate Membership: This category of membership shall be open to;

- a) Persons conferred with honorary degrees, honorary diplomas and honorary certificates, from all disciplines by the Senate of OAU (formerly University of Ife).
- b) Persons who attended OAU (formerly University of Ife) for a minimum of one(1) academic semester, and who were conferred with full degrees, full diplomas and certificates of completion by a recognized University of equal standing with OAU (formerly University of Ife) status.
- c) Persons who were formerly academic or non-academic staff members of OAU (formerly University of Ife) for at least one (1) academic year period, and who were conferred with full degrees, full diplomas and certificates of completion by a recognized University of equal standing with OAU (formerly University of Ife) status.

- d) Persons who lived within the main campus of OAU (formerly University of Ife) for at least two (2) academic year period, and who were conferred with full degrees, full diplomas and certificates of completion by a recognized University of equal standing with OAU (formerly University of Ife) status.

Affiliate Membership: This category of membership shall be open to other Great Ife Alumni chapters or OAU related alumni associations, groups or organizations, that its membership meets the above requirements for either full or associate membership.

ARTICLE 4 (SECTION III)
MEMBERSHIP OBLIGATIONS

- (A) All categories of membership shall abide by the provisions of this constitution, rules and regulations guiding interactions and behaviors of members, and norms and practices of the association.
- (B) All categories of membership shall diligently pay the prescribed annual dues, levies and fines within three (3) months of the due date.
- (C) All categories of membership shall be dedicated and committed to the aims and objectives of the Alumni Association.
- (D) All categories of membership shall comply, implement and be bound by the decisions, resolutions and directives of the required majority of members at any voting exercise, within the association.
- (E) All categories of membership shall always act, treat and deal with other members of the association with utmost level of decorum and respect in discussions, writings and interactions.
- (F) All categories of membership shall use all legitimate means within their capabilities to project and impress a good image of the association to non-member individuals and organizations, at any place, at all times.

ARTICLE 4 (SECTION IV)
MEMBERSHIP DISCIPLINE

- (A) A member or group of members may formally refer any situation or incident of violation against the membership obligations by member(s) to the Executive Committee within thirty (30) days of the violation.
- (B) The Executive Committee shall set up an ad-hoc ethics committee to investigate all written complaints of violations against membership obligations within thirty (30) days of receiving such written complaints.

- (C) The recommendations of an ad-hoc ethics committee shall be approved or otherwise, by the simple majority of **full and associate** members present at a meeting.
- (D) All categories of membership shall abide by any disciplinary sanctions, fines or expulsion as appropriately recommended by an ad-hoc ethics committee set up to investigate specific cases and incidents involving members, and subsequently approved by a simple majority vote of **full and associate** members present at a meeting.

ARTICLE 4 (SECTION V)
MEMBERSHIP DUES & LEVIES

- (A) All categories of membership shall pay annual dues, contributions and incidental levies as prescribed by the Executive Committee or the appropriate Standing Committees, and approved by a simple majority vote of the members present at a meeting.
- (B) Members are obliged to pay their annual dues promptly on or before the last day of the due date.
- (C) The due date for membership dues is the last day of the month of June of every current financial year but members are encouraged to be fully paid before then. A financial year is January-December.
- (D) Membership fee for new members that joined in the course of a year shall be prorated but such members are welcome to pay for the full year if they could so afford.
- (E) Members who are falling back in annual dues payment for one calendar year shall cease to have voting rights. Members who are falling back in annual dues payment for two calendar years shall be automatically referred to the Membership Committee and the recommendation of the committee shall be binding.

ARTICLE 4 (SECTION VI)
MEMBERSHIP RIGHTS & PRIVILEGES

- (A) Only **full and associate members** may vote and be voted for, or contest for any position, in all voting and election exercises within the Alumni Association.
- (B) All categories of membership may participate in, and contribute to the discussions on policies, issues, programs and activities within the Alumni Association, through any medium at all times.

- (C) All categories of membership shall have unfettered privilege to express their opinions, within the set rules and guidelines of the discussions and the provisions of this constitution at all times.

ARTICLE 5 (SECTION I)
MEETINGS & ACTIVITIES

- (A) There shall be a monthly meeting of the Alumni Association. Other meetings may be called by the Executive Committee, as required by the exigencies of the situation.
- (B) There shall be a yearly fund-raising activity to raise funds towards the development of OAU (formerly University of Ife) that its nature, scope and time will be determined by the Executive Committee and approved by the full and associate members of the Alumni Association.
- (C) There shall be an annual Christmas get together for the alumni association members and their families.

ARTICLE 5 (SECTION II)
REGULAR MEETING QUORUM

A regular meeting quorum is established with a minimum of 10% of registered members in attendance.

ARTICLE 6 (SECTION I)
EXECUTIVE COMMITTEE & OFFICIALS

There shall be an **Executive Committee** comprising of the following elected officials: President, Vice-President, General Secretary, Financial Secretary, Public Relations Officer and Welfare Secretary.

ARTICLE 6 (SECTION II)
TERMS IN OFFICE

- (A) All Executive Committee members shall serve the association for two (2) years in their positions.
- (B) Any Executive Committee Member may be eligible for re-election, consecutively in the same position, only for one (1) more term of two (2) years in office.

ARTICLE 6 (SECTION III)

RESIGNATION FROM THE EXECUTIVE COMMITTEE

- (A) Any member of the executive council, other than the President, who wishes to resign from the executive council shall do so through the following procedure;
- (B) Submit a letter of resignation from the position he/she holds, to the President or the General Secretary of the Alumni Association, giving a minimum of 30 days' notice of such resignation.
- (C) As a matter of procedure, the resignation shall only be accepted by the Executive Committee after the resigning official has returned all Alumni Association properties and materials as identified by the executive committee- in his/her possession/care to the President or General Secretary.
- (D) Any member of the executive council who becomes inactive from his/her executive duties, absent at the monthly meetings of the association and all other activities of the association for one-third of the calendar year (i.e 4 consecutive months) shall be deemed to have resigned from that executive position and shall be replaced in accordance with the provisions relating to the replacement for a vacated position contained in sub section E of this section.
- (E) A replacement for the vacated position, in an acting capacity, shall be appointed among **full and associate** members of the Alumni Association by the President, with the approval of the **Executive Committee**, until the next Alumni Association elections takes place.
- (F) If the President resigned from the Executive Committee, the Vice President automatically becomes the new President, until the next elections takes place and the position of the Vice President shall be filled according to the procedure in (E) above.

ARTICLE 6 (SECTION IV)

IMPEACHMENT FROM THE EXECUTIVE COMMITTEE

Any elected member of the executive committee shall be asked to leave his/her position in the executive committee through the following procedure;

- (A) There is a petition signed by a minimum of five (5) in number or 10% of total number **full and associate** members (whichever is higher) relating to a misconduct or inability to perform his/her duties, presented to the registered members of the alumni association at a meeting.
- (B) The registered members of the Alumni Association shall set up an ad-hoc ethics committee consisting of three (3) full and associate members to investigate the

complaints, within thirty (30) days of the submission of the petition to the alumni association meeting.

- (C) The ad-hoc ethics committee shall investigate such complaints and report its findings, with recommendations to the alumni association meeting within thirty (30) days of inauguration.
- (D) The recommendations of the ad-hoc ethics committee shall be confirmed or otherwise by a simple majority of Alumni Association members, in a voting exercise. If the issue is not decided with this vote, it is dead.
- (E) In a situation of successful impeachment, a replacement for the vacated position, in an acting capacity, shall be appointed from the general membership by the President, with the approval of the Executive Committee, until the next Alumni Association elections takes place.
- (F) If the President is removed from the Executive Committee, the Vice President automatically becomes the new President, until the next elections takes place and the position of the Vice President shall be filled according to the procedure in (E) above.

ARTICLE 6 (SECTION V)

FUNCTIONS AND DUTIES OF EXECUTIVE COMMITTEE MEMBERS

PRESIDENT

The President shall:

- a) Be the overall leader, executive officer, coordinator, and spokesperson for the activities of the Alumni association
- b) Preside over Executive Committee and general meetings.
- c) Nominate membership to, and constitute all standing committees, in consultation with the executive committee.
- d) Serve as ex-officio member in all standing committees of the Alumni Association.
- e) Provide the general direction and focus for the alumni association at all times.
- f) Be the chief executive officer for the aims and objectives of the Alumni Association.
- g) Be a signatory to the Alumni Association bank accounts.
- h) Initiate policies and activities, in consultation with the executive committee.

VICE-PRESIDENT

The Vice President shall:

- a) Become the President in the absence or incapacitation of the President.

- b) Performs the functions of the Director of Secretariat in the **temporary** absence or incapacitation of the Director of Secretariat.
- c) Serve as a member of the membership committee.
- d) Serve as the facilitator for bringing up new Alumni association chapters
- e) Serve as the coordinator of all welfare activities of the Alumni Association.
- f) Performs the functions of the Director of Funds in the **temporary** absence or incapacitation of the Director of Funds

GENERAL SECRETARY

The General Secretary shall:

- a) Hold in safe custody all Alumni Association membership information, alumni association documents and equipments.
- b) Send and Receive correspondences on behalf of the Alumni Association.
- c) Serve as a member of the Membership Committee.
- d) Take, Maintain and Keep accurate meeting minutes of deliberations and discussions at all Alumni Association and Executive Committee meetings.
- e) Send accurate recording of meeting minutes to members and move for its adoption at meetings.

FINANCIAL SECRETARY

The Financial Secretary shall:

- a) Keep accurate account and record of all monetary transactions involving the Alumni Association
- b) Furnish a monthly report of the Alumni Association statement of accounts to members.
- c) Prepare and pay out all monies on behalf of the Alumni Association.
- d) Make all necessary documentations of the Alumni Association monetary transactions available for auditing purposes.
- e) Make all banking transactions promptly on behalf of the Alumni Association.
- f) Serve as a member of the Finance & Fund Raising Committee.
- g) Collect and keep a record of all membership dues, donations, levies, and fines.
- h) Furnish a monthly report of membership financial standings at meetings..
- i) Be a signatory to the Alumni Association bank accounts.

PUBLIC RELATIONS OFFICER

The Public Relations Officer shall:

- a) Be the coordinator and facilitator for all Alumni Association press releases and publications.
- b) Be the chief organizer and coordinator for all Alumni Association press conferences.
- c) Be the coordinator and facilitator for all Alumni Association press releases and publications.
- d) Be the chief organizer and coordinator for all Social activities and events of the Alumni Association.
- e) Promote public awareness of the Alumni Association.
- f) Serve as the Co- facilitator, with the Vice-President, for bringing up new Alumni chapters.
- g) Serve as a member of the Membership committee.

WELFARE OFFICER

The Welfare Officer shall:

- a) Assist the association to implement its welfare activities and outreaches.
- b) Be the first point of contact for members of the association where concerns about welfare are identified
- c) Maintain contact details of all members of the association
- d) Improve members' communication by ensuring the views, ideas and opinions of members are elicited and fully expressed.
- e) Provide relevant and up-to-date information, advice and support for all members on issues relating to welfare such as accommodation, finances and health matters through messages, calls and face to face contact.
- f) Facilitate one on one confidential meetings with members where problems can be discussed in a safe environment.
- g) Provide and maintain harmonious relationship with all members of the alumni body.

ARTICLE 7

STANDING COMMITTEES

All Standing Committees shall give a monthly report of their activities to the general meeting.

The following are the Standing Committees of the Alumni Association:

EXECUTIVE COMMITTEE

The Executive Committee shall comprise of only elected officials. It shall be responsible for the proper and smooth functioning of all aspects of the Alumni Association structures and activities.

FINANCE & FUND-RAISING COMMITTEE

- a) The Finance & Fund-Raising Committee shall comprise of the Finance Secretary and four (4) additional members nominated by the President in consultation with the Executive Council.
- b) The Finance & Fund-Raising Committee shall be responsible for organizing and coordinating fund raising activities of the Alumni Association in consultation with the Executive Committee.
- c) The Finance & Fund-Raising Committee shall assist the Executive Committee on budgeting issues.
- d) The Finance & Fund-Raising Committee shall coordinate the auditing of the Alumni Association accounts

MEMBERSHIP COMMITTEE

- a) The Membership Committee shall comprise of the Vice President, the General Secretary, the Public Relations Officer, the Welfare Secretary and two (2) additional members nominated by the President in consultation with the Executive Council.
- b) The Membership Committee shall devise and administer membership drive and application procedures.
- c) The membership committee shall initiate and coordinate all welfare/humanitarian activities and programs of the Alumni Association.
- d) The membership committee shall implement or ensure compliance with all disciplinary measures against members of the alumni association.

WEBSITE COMMITTEE

The Committee shall be responsible for updating information on the Alumni Association website and dealing with all matters relating to the website.

ARTICLE 8

AD-HOC / SPECIAL PROJECT COMMITTEES & TASK FORCES

- (A) The executive council shall determine the necessity and constitution of all ad-hoc /project committees & task forces, which may include, but not limited to: Electoral Committee, Constitution Review Committee, Reunion Committee, Alumni Awards Committee, and Ethics Committee.
- (B) All ad-hoc/special projects committees and task forces shall give their report/proposals or recommendations to the general membership, during or at the end of their respective assignments.

ARTICLE 9

ELECTIONS & VOTING

ARTICLE 9 (SECTION I)

ELECTION GUIDELINES

- (A) Only **full and associate** members may take part in any elections of the Alumni Association.
- (B) Elections into the Executive Committee shall hold in **July** of every **two** years.
- (C) Election candidates must have been full or associate member of the Alumni Association for a minimum of six (6) months before the elections.
- (D) Election candidates must have recorded a meeting attendance of 50% in the Alumni Association meetings for the last six months preceding the election meeting.
- (E) Election candidates must be up to date in their financial status at the Alumni Association by the election day.
- (F) Voting shall be done through the secret ballot system.
- (G) The simple majority of full and associate members present at the election venue shall determine the elections results.
- (H) Elected officials shall pledge to be guided by and uphold the provisions of this constitution in the course of their service to the Alumni Association.

ARTICLE 9 (SECTION II)

ELECTION MEETING QUORUM

An election meeting quorum is established with a minimum of 25% of registered members in attendance.

ARTICLE 10
AUDITING OF ACCOUNTS

- (A) All financial accounts and financial transactions of the Alumni Association shall be audited in January of every year, and reports published to the general membership immediately.
- (B) The audited account reports shall be deliberated upon, and resolutions passed on it, at the January meeting of the Alumni association.
- (C) Any member or official indicted in the auditing report shall be referred to an ad-hoc ethics committee for investigation

ARTICLE 11
CONSTITUTION ADOPTION & AMMENDMENTS PROCEDURES

- (A) Amendments to the Alumni Association constitution shall be moved and supported by a minimum of three (3) full and/or associate members.
- (B) Constitutional amendment proposals shall be assessed by an ad-hoc Constitution Review Committee and their recommendations reported to the general membership.
- (C) The Alumni Association constitution shall be adopted or amended by a simple majority of full and associate members present at a meeting

ARTICLE 12
BYE-LAWS & SUPREMACY OF THE CONSTITUTION

- (A) There shall be a set of bye laws containing statutes for the Alumni Association and specific details of the provisions of this constitution.
- (B) Wherever there is a conflict of interpretations or intent between the provisions of this constitution and any bye law, guidelines, rules, policies or regulations of the Alumni Association, the versions or provisions of this constitution shall supersede and render all such conflicting documents null and void

ARTICLE 13
DISSOLUTION OF THE ALUMNI ASSOCIATION

- (A) A motion for the dissolution of the Alumni Association shall be made by a minimum of 50% registered full and associate members of the Alumni Association.
- (B) A motion for the dissolution of the Alumni Association shall be approved by the minimum of 75% registered full and associate members of the Alumni Association.
- (C) After the dissolution of the Alumni Association, all her documented liabilities and debts-if any, shall be settled first.
- (D) After fulfilling all the above provisions, all assets-if any, shall be presented on behalf of the Alumni Association to various charitable and non-profit organizations, especially those that will benefit OAU (formerly University of Ife), Ile-Ife, Nigeria.