

**THE CONSTITUTION OF UNION SECONDARY SCHOOL, AWKUNANAW,
ENUGU
(USSA CLASS OF 1994)**

ARTICLE 1

A. The Name of the Association

This association shall be known and addressed as Union Secondary School, Awkunanaw, Old Boys' Association, Class of 1994.

B. Motto:

Nisi Dominus Frustra

ARTICLE 2

The Aims and Objectives of the Association

1. To promote unity and peace among members
2. To promote mutual understanding among the members.
3. To promote moral, material and financial progress of Union Secondary School, Awkunanaw, class of 1994.
4. To encourage members to live exemplary life and get in touch with the Alma Mater for academic, moral and infrastructural development of the school.
5. To work in close union with the larger Old Boys' Association of the Union Secondary School, Awkunanaw, Enugu,

ARTICLE 3

3.1. Membership Eligibility

The pre-requisite for membership eligibility are based on the following:

- a. Entry Admission: Any student who secured admission into the school, hence enrolled as a fresh student into the school in JSS 1 in 1989/90 academic year is qualified to be a member
- b. Graduation from the school: Any student that graduated from the school at JSS3 and SS3 levels, in 1991 and 1994 respectively is as well qualified to be a member.
- c. Transfers: Any student that came in or out of the school through transfer at any level within 1989 - 1994 is also eligible to become a member.

ARTICLE 4

A. Officers/Executives

This Association shall have officers/Executives for the smooth administration of the Association as follows:

1. Chairman
2. Deputy Chairman
3. Secretary
4. Financial Secretary
5. Treasurer
6. Director of Social
7. Provost

(These persons shall serve as the Group Admin)

B. Duties of Elected Officer

i. Chairman:

- a. Shall preside over all the general meetings
- b. Shall be Chairman of the Executive Committee
- c. Shall sign all expenditures approved by the association
- d. Shall have the power to summon or direct the Secretary to summon an emergency meeting as the case may be
- e. Ensures proper conduct of all meetings
- f. Shall sign minutes of the meetings approved by the house
- g. Shall serve as signatory to association's bank account and other related official documents and transactions of the association or his appointees

ii. Deputy Chairman:

- a. Shall preside over the meeting in the absence of the Chairman.
- b. Shall assist the Chairman in all official duties
- c. Shall carry out special duties as advised by the Chairman
- d. Shall automatically assume the position of the Chairman and his tenure in case of resignation, impeachment or death of the Chairman

iii. The Secretary:

- a. Shall be responsible for the general administration of the association
- b. Record and keep all minutes of the meeting.
- c. Shall keep proper record of all the property of the association
- d. Shall perform all other duties as may be allotted to him by the Chairman

iv. Financial Secretary:

- a. Shall collect all the monies meant for the association and pay to the Treasurer immediately upon collection or not later than within 48 hours for lodgment to the Association's bank account.
- b. Shall keep custody of and maintain all financial records of the association including cash book and receipts of payments
- c. Shall occasionally present to members of the Association the financial records reflecting the members' financial updates.

- e. Shall remind members on regular basis to remit their dues timely
- v. The Treasurer:**
- a. Shall keep all the money of the association in accordance with the provisions of the constitution.
 - b. Shall pay in all association money in the approved bank within 48 hours of close of business.
 - c. Shall be the custodian of the association pass book and other necessary banking records.
 - d. Shall serve as a signatory to the association's bank account.
 - e. Modern banking should be given a priority in all the Association's banking transactions as approved by the house
- vi. Director Of Social/Welfare officer**
- a. Shall organize the association's refreshment as budgeted by the association
 - b. Shall secure and arrange meeting venues by the directive of the chairman or the house
 - c. Shall retire every account regarding refreshment expenses to house after every outing
 - d. Shall arrange for association's logistics as the need arises in collaboration with other executive members
- vii. Provost:**
- a. Shall ensure that decorum and sanity are maintained during the association's meetings, which include physical, online and whatsapp be extension
 - b. Shall enforce fines or penalties on erring members as decided by the house
 - c. Shall serve as a moderator in collaboration with the chairman or any executive member during meetings
- C. Whatsapp Admin:**
- i. The executive members of the Association shall constitute the whatsapp admin and should shoulder the responsibility of enforcing whatsapp rules and regulations
 - ii. The Whatsapp rules and regulations shall be captured as a by-law to be attached as an appendage or addendum to the constitution

ARTICLE 5

A. Election of officer/ Leadership Recruitment

Officers shall be recruited through elections to conducted by constituted electoral committee

B. Tenure of Office:

- i. All elective offices shall last only for 2 years and 4 consecutive years if re-elected.
- ii. Meanwhile no office holder is allowed to retain a particular office beyond 4 years

C. Electoral Committee

- i. A 3-man electoral committee shall be appointed by the general house and would be headed one out of the 3 as nominated by the house
- ii. Their mandate takes effect from the date decided by the house considering the election time table
- iii. The electoral committee stand dissolved on the delivery of their mandate

D. Election Year / Hand-over

- i. The election shall be conducted on first week of any months in either September, October, November or December of the election year
- ii. Swearing in or hand-over takes place immediately after the election disputes resolution

E. Impeachment:

- i. Any office holder can be removed from office by a vote of no confidence sponsored by at least four (4) members of the Association and supported two third or 65% of the active/financial members
- ii.

F. Election Malpractices:

- i. In the case of any dispute or disagreement after election, the aggrieved party has 7 days to officially lodge their complaints to the general house with evidence supporting any claim.
- ii. In view of this, the house shall nominate an interim committee that will take over the leadership of the association, pending the resolution of the election disputes.
- iii. They the committee would be given one month to investigate and resolve the issue or organize a fresh election.

G. Election Procedure

- i. Elections shall be conducted electronically in total compliance and adherence to the guidelines provided by the electoral committee

ARTICLES 6

A. General Meeting and Procedures

- i. Our general meetings shall be organized quarterly and shall be online on every first Saturday of the designated month at 8.00pm Nigerian time.
- ii. Physical meetings shall be called upon discretionally by the executives of the association as need arises
- iii. The Chairman shall convene an Executive meeting when necessary at any chosen venue of convenience, which can be physical or online
- iv. There shall be Annual General Meeting by every December.
- v. In the absence of the secretary in any meeting the Chairman or Vice Chairman will delegate any member present to take the minutes on behalf the secretary
- vi. General meeting shall be held at the venues agreed by the house.
- vii. In the absence of the Chairman and Deputy Chairman, any member of the executive shall preside over the meeting having formed the required quorum of one quarter of the active members including 2 to 3 members of the executives

B. Mandates

- i. The Chairman is mandated to make available the meeting agenda 24 hours before the commencement of the general meeting.
- ii. The general meeting shall commence having formed a quorum of at least 1/3 of the active members
- ii. In the absence of at least 1/3 of active members, the meeting shall commence at 15 minutes past the set time provided at least 2 executive are present

C. Committee

- i. Ad-hoc Committee shall be set up to carry out specific functions when necessary
- ii. The committee members are to be nominated by the general house and shall be headed by one of the executive members
- iii. Membership of the Ad-hoc committee shall not exceed four (4) persons and shall be headed by an executive members
- iv. The chairman by default is a member of any committee

C.1. Health Management Committee:

This committee shall be constituted by the house to handle every health-related matter of our members. The house will decide on how best to treat

the matter based on merits and de-merits of the health challenge of individual member as recommended by the committee

C.2. Business Support Committee

This committee is to look into any request from our members soliciting for financial support. They will scrutinize the business proposals and conduct necessary interviews to determine the veracity and viability of the business proposals before presenting it to the house for approval. They will also see to the execution of the business proposals and update the house timely.

ARTICLE 7

A. Finance

1. Sources of Fund Raise for the Association include the following

- * Monthly dues
- * Levies
- * Lunching
- * Donations
- * Freewill donations

2. Ways of Generating fund for the Association

- * Compulsory monthly dues N1,000 shall be paid per member
- *The association shall impose levy on members when necessary
- * Association call for donations, lunching and freewill contributions as the need arises

3. Signatories to the Association bank account comprises:

- a. The Chairman
- b. The Secretary
- c. The Treasurer

- The withdrawal from the account must bear signature of the Chairman and any of the two. All expenditure must be approved by the executive having sought the of the general house

* The fund of the Association shall be kept in a viable bank to be approved by the association

B. Breakdown Analysis of Levies and Dues

1. Monthly Dues - N1,000
2. Death of a member - N10,000
3. Death of parents - N5,000
3. Death of wife - N3,000
4. Project - house to decide
5. Charity/Others - free will Donation

ARTICLE 8

1. Invitations

The Association shall honour any invitation that is sent electronically or hard copy provided one month in lieu notice is followed.

i. Burial Invitations

Burial levy and support are conducted on behalf of our bereaved member/s that are financially committed to the association which covers only (father, mother and wife)

ii. Financial Benefits and Eligibility

Financial benefits and eligibility are determined through financial commitment of each member towards the Association

iii. Deductions

Deductions to be applied where and when necessary

iv. Statutory benefits and disbursements to financial members

- Death of Parents (father or mother) – N250,000
- Death a Member – N500,000
- Death of spouse – N400,000

v. Logistics

Logistics for statutory invitations shall be taken from the Association's purse or any means available as decided by the house

vi. Non Statutory Invitations

Other invitations shall be treated on charity or compassionate ground which include the following

1. Marriage ceremony of a member or child - son/daughter.
2. Child dedication
3. Title taking ceremony
4. House warming ceremony
5. Birthday party of a member of wife.
6. Others.

Note:

1. Any invitation to the Association should be sent in 2 weeks earlier or it will not be honoured.
2. Financial offers to the celebrant shall be private and discrete.
3. Logistics for non statutory invitations shall be arranged privately and discretely between the attending members and the inviter.

NB: Where two members are bereaved within the same period of time, the freewill donations or levies shall run concurrently

ARTICLE 9

Project

- i. The association shall occasionally embark on a developmental project to her Alma mater
- ii. Members shall make financial contributions through whatever means decided by the house when embarking on any school project
- iii. New project shall not be embarked upon without completing the previous project undertaken by any executive
- iv. The Association shall subscribe to any project going on in the school when necessary

ARTICLE 10

A. Thanksgiving and Re-union

- a. Thanksgiving service is to be held yearly in our school chapel
- b. Thanksgiving reception shall be organized in any venue of our choice
- c. Orphanage/s shall be visited to mark the year and contributions made towards it's actualization

B. Re-union / Conventions/Anniversaries

- a. Re-union shall be organized biannually by the incumbent executive to mark the end of their tenure and usher in new tenure /executive
- b. Central body's re-union invitation and conventions shall be honoured and financial obligations fulfilled accordingly
- c. Local Organizing Committee shall be constituted to provide the modalities and blue prints towards occasion of the re-union

ARTICLE 11

Audited Account

- i. An audited account shall be presented by Chairman annually.
- ii. A 2 - 3-man auditors shall be constituted from within the Association to the auditing matters as occasion demands or
- iii. An auditor shall be appointed to within the association member as an office holder

ARTICLE 12

Goodwill

Each member of the Association are to play the role of a good and caring husband, a good father, a good brother, a good friend, a good neighbor,

our brother's keeper, a responsible member of the society, a God-fearing man and a good son to parents as to earn the respect and honour from God and man.

ARTICLE 13

Amendment

- Any part of the constitution is subject to amendment in on a motion by a member supported by a simple majority of members in a formal meeting of the Association.

ARTICLE 14

Adoption of the Constitution

- Effective date of this constitution shall be the date in which it is read and adopted by the Association and signed by the Chairman and Secretary.
- The adoption of the constitution shall take effect from the date determined by the general house after the draft has duly undergone the review process and passed by the 2/3 of the active members

Chairman

Secretary

Date: _____

Date: _____