

**Ambrose Alli University Alumni Association  
UK (AAU AAUK)**

**BYE-LAWS**

This document has been approved by the Executive Committee of AAU AAUK. It has gone through a chain of reviews, updates and approval as outlined in the document history below and can now be used by AAU AAUK to regulate itself.

<b>Document History</b>
<b>Creation and Initial draft:- 11<sup>th</sup> July 2020</b>
<b>Review by Bye-Laws Committee:- 16<sup>th</sup> September 2020</b>
<b>Submitted to Executive Committee for comment:- 18<sup>th</sup> September 2020</b>
<b>Circulated to AAU AAUK members for comment:- 25<sup>th</sup> November 2020</b>
<b>Final update:- 24<sup>th</sup> March 2021</b>
<b>Final adoption by AAU AAUK:- 27<sup>th</sup> March 2021</b>

# AMBROSE ALLI UNIVERSITY ALUMNI ASSOCIATION UK - BYE-LAWS

## Table of Contents in Articles:

1. General	2
2. Name	2
3. Citation	2
4. Supremacy of the Constitution	3
5. Definitions	3
6. Aims and Objectives	3
7. Membership	4
8. Membership rights and benefits	4
9. Meetings	5 - 6
10. Committees and Functions	6
1. The Executive Committee	6
2. Welfare Committee	7
3. Engagement & New Membership Committee	8
4. Projects Committee	8
5. Social Committee	8
6. Disciplinary/Judicial Committee	8
7. Financial Committee	9
8. Electoral Committee	9
11. Local Officers and Functions	9
A. President	9
B. Vice President	10
C. General Secretary	10

## AMBROSE ALLI UNIVERSITY ALUMNI ASSOCIATION UK - BYE-LAWS

D. Assistant General Secretary	10
E. Financial Secretary	10
F. Treasurer	11
G. Publicity Secretary	11
H. Welfare Secretary	11
I. Ex Officio members	12
12. Elections, Tenure of offices and Eligibility Criteria	12
13. Discipline	12
14. Sources of Income and allocation of funds	13
15. Appointment of Auditor	13
16. Amendment of Bye-Laws	13
17. Schedules to the Bye-Laws	14
1. - Terms of Reference for Committees	14
2. - Welfare Guidance Document	14
3. - AAU AAUK WhatsApp Guidelines 2020 version	14

### 1. GENERAL

These Bye-Laws are enacted in accordance with Article 25 of the Constitution of the **Ambrose Alli Alumni Association** - as amended on 15<sup>th</sup> October 2017 (“**The National Constitution**”) for the purpose of regulating the activities of the UK Branch of Ambrose Alli University Alumni Association, (“**The U.K Branch**”). Therefore, these Bye-Laws should be read together with The National Constitution.

### 2. NAME

The Association shall be known and addressed as **Ambrose Alli University Alumni Association, United Kingdom (The Association)**.

### 3. CITATION

This document shall be cited as the Bye-Laws of the U.K Branch of Ambrose Alli University Alumni Association (“**The UK Branch Bye-Laws**”).

**4. SUPREMACY OF THE CONSTITUTION**

The UK Branch Bye-Laws is not intended to circumvent or supersede The National Constitution, but to complement it and all provisions herein are primarily related to the efficient control of the U.K Branch, and any inconsistency with the National Constitution shall to the extent of the inconsistency be null and void.

**5. DEFINITIONS:**

- A. "ALUMNI" means every Alumnus/Alumnae of the Ambrose Alli University;
- B. "MEMBER" means an Alumnus who is active at the branch of the association.
- C. "FINANCIAL MEMBER" means an Alumnus who has paid his or her dues to the branch Alumni Association for Twelve (12) months;
- D. "AAU" means Ambrose Alli University;
- E. "AAUAAUK" means Ambrose Alli University Alumni Association United Kingdom;
- F. "DUES" means membership fees and monthly subscription;
- G. "ALUMNI YEAR" means one year, which shall start from November 1 to October 31 of the next year;
- H. "NEC" means National Executive Council;
- I. "ELECTION YEAR" means the second year running of an existing Executive Committee.

**6. AIMS AND OBJECTIVES**

- A. To foster fellowship, cooperation, mutual understanding and comradeship among ourselves.
- B. To cater for the legitimate interests of our members.
- C. To open educational opportunities, spur educational innovations and promote research towards enhancing knowledge for advancement.
- D. To confer, consult, maintain contact and co-operate with any person/s, Association/s, Societies, Institutions or bodies established in the United Kingdom or elsewhere having objectives in whole or part similar to those of Ambrose Alli University Alumni Association U.K in respect of matters within the objectives of the Association.
- E. To initiate, encourage and execute programmes and activities designed to raise

## AMBROSE ALLI UNIVERSITY ALUMNI ASSOCIATION UK - BYE-LAWS

funds for the attainment of the set objectives of the Association.

- F. To carry out any other activities which will promote the interest of Ambrose Alli University Alumni Association U.K, provided such activities are not inconsistent with the provisions of the National constitution.

### **7. MEMBERSHIP**

Membership of the U.K Branch of the Ambrose Alli University Alumni Association is open to the following persons ordinarily resident in the United Kingdom namely:

- i. Holders of first and/or higher degrees;
- ii. Holders of Certificates and Diplomas;
- iii. Any person that attended the university for a period and who is demonstrably dedicated to the development of the UK Alumni Branch.

### **8. MEMBERSHIP RIGHTS AND BENEFITS**

1. Every Member of the Association has an obligation to pay monthly dues of £10.00; from the first date of attending a branch meeting or activity, to qualify as a Financial Member after Twelve (12) payments and to maintain his/her status as such.
2. All Members shall be eligible to:
  - A. Attend all General Meetings, Annual General Meetings, Special General Meetings or Emergency Meetings;
  - B. Participate in all activities of the Association;
  - C. Nominate or be nominated into any committee that may be set up at any General or Executive meeting;
  - D. The right to use the facilities of the Association subject to the approval of the Executive Committee;
  - E. The benefit of The Association's concern, moral and financial assistance within limits of available resources, in cases of welfare as contained in the Association's Welfare Guidance.

3. All Financial Members shall be eligible to the following:

- A. In addition to sub Article 2 above;
- B. The right to vote at all General Meetings, Annual General Meetings or Special General Meetings;
- C. The right to nominate any member to be an official and be elected as an official of The Association;
- D. The right to petition any member of The Association, including a member of the Executive Committee upon a grievance, provided such petition is tendered in writing to the General Secretary;
- E. The benefit of a certificate of membership of the Association at the end of every consecutive 12 months period of membership.

9. **MEETINGS**

1. **General Meeting**

- A. The Association shall hold or endeavour to have General Meetings six (6) times in the year; every other month of the year.
- B. General Meetings shall be held regularly to give the membership a sense of the direction and activities of the Association.
- C. It is the duty of the Executive Committee, through the General Secretary to arrange the General Meetings.

2. **Special General Meeting**

A Special General Meeting can be scheduled as and when the pre-requisites for the same, as set out in these Bye-Laws are satisfied; as follows:

- A. A Petition addressed to the General Secretary, signed by at least 10 financial members of the Association calling for a Special General Meeting;
- B. The Petition must state the reason/s for calling the Special General Meeting and the issue/s to be resolved and why the issues cannot be

dealt with at a General Meeting or an Emergency Meeting;

- C. A Special General Meeting, having been adjudged as appropriate shall take place, no later than 28 days after the date the Petition is received by the by the General Secretary.

### **3. Emergency Meeting**

An Emergency Meeting of the Association can be called by the General Secretary, in consultation with the President, as deemed necessary, and a notice of at least 3 days shall be given with the subject for the Emergency Meeting stated in the notice.

### **4. Sundry**

- A. The General Secretary, in consultation with the President, shall prepare the agenda for Meetings and send a copy to each member of the Executive along with the Notice of Meeting no later than 7 clear days before the date of the meeting.
- B. A quorum for an Executive Meeting shall be either a minimum of 3 or 50% of the number of elected Executive members, whichever is greater.
- C. A quorum for any General Meeting shall be a minimum of 6 members.
- D. Where a vote is necessary as a last resort, at any meeting, a simple majority shall suffice except where otherwise stated in these Bye-Laws. So long as it is noted that only votes by financial members are valid.

## **10. COMMITTEES AND FUNCTIONS**

### **1. The Executive Committee**

- A. There shall be an Executive Committee comprised of the elected officials of the Association.
- B. The Executive Committee shall develop, determine and promote policies and principles that reflects the concerns and ideas of the membership as embodied in views elicited through surveys, direct comments, recommendations, amongst others.
- C. The Executive Committee shall be responsible for the general administration and day-to-day affairs of the Association.

## AMBROSE ALLI UNIVERSITY ALUMNI ASSOCIATION UK - BYE-LAWS

- D. The Executive Committee shall propose budgets and expenditure for the formal presentation to the Association for each financial year at a General Meeting.
- E. The Executive Committee may propose levies or contributions as required to a properly constituted General Meeting to fund any program or project provided it does not fall within the purview of the Welfare Guidelines - Schedule 2 to these Bye-Laws.
- F. The Executive Committee shall reserve the right to delegate any authority it deems fit to Sub Committees, which it may establish, provided any Standing Committee is either chaired by a member of the Executive Committee or has a member of the Executive Committee acting as a representative of the Executive.
- G. The Executive Committee shall reserve the right to process any disciplinary matter arising from recommendation from the Disciplinary/Judicial Committee (Article 9 D) below, and to enforce sanction/s meted out by the Disciplinary/Judicial Committee; and
- H. The Executive Committee shall have exclusively, the power to amend any of the provisions in Schedules 1, 2 and 3 to these Bye-Laws provided that:
  - I. Notice of any such amendment/s together with the reasons for the amendment/s has been given to a prior quorate Special or Annual General Meeting; and
- J. No less than 50% of the members of the Executive Committee agree to the amendment.

### **2. Welfare Committee**

- A. There shall be a Welfare Committee comprised of not more than 5 members of the Association with one such member being a representative of the Executive Committee, preferably Financial Secretary or Treasurer.
- B. Membership of the Committee would be on a voluntary basis with interested members indicating interest when required. In the event the number of volunteers exceed 5, there shall be a secret ballot vote taken with those with the highest number of votes selected.

**3. Engagement & New Membership Committee**

- A. There shall be an Engagement Committee comprised of not more than 5 members of the Association with one such member being a representative of the Executive Committee.
- B. Membership of the Committee would be on a voluntary basis with interested members indicating interest when required. In the event the number of volunteers exceed 5, there shall be a secret ballot vote taken with those with the highest number of votes selected.

**4. Projects Committee**

- A. There shall be a Projects Committee comprised of not more than 5 members of the Association with one such member being a representative of the Executive Committee.
- B. Membership of the Committee would be on a voluntary basis with interested members indicating interest when required. In the event the number of volunteers exceed 5, there shall be a secret ballot vote taken with those with the highest number of votes selected.

**5. Social Committee**

- A. There shall be a Social Committee comprised of not more than 5 members of the Association with one such member being a representative of the Executive Committee.
- B. Membership of the Committee would be on a voluntary basis with interested members indicating interest when required. In the event of the numbers of volunteers exceed 5, there shall be a secret ballot vote taken and those with the highest number of votes selected.

**6. Disciplinary/Judicial Committee**

- A. There shall be a Disciplinary/Judicial Committee comprised of not more than 3 members of the Association with a proven record of integrity, discipline and a high level of impartiality.
- B. Membership of the Committee would be on a voluntary basis with interested members indicating interest when required. In the event the number of

volunteers exceed 3, there shall be a secret ballot vote to select members with the highest number of votes.

**7. Financial Committee**

- A. There shall be a Financial Committee comprised of not more than 5 members of the Association with the Chairperson being the Financial Secretary, as representative of the Executive Committee.
- B. Membership of the Committee would be on a voluntary basis with interested members indicating interest when required. In the event of the numbers of volunteers exceed 5, there shall be a secret ballot vote taken and those with the highest number of votes selected.

**8. Electoral Committee**

- A. There shall be an Electoral Committee, comprised of not more than Three (3) persons, set up to organise and monitor elections to be conducted by the Association.
- B. Members of the Electoral Committee would ordinarily be persons with a proven record of independence, integrity and objectivity.
- C. Any candidate nominated for a position in an election is at liberty to object to the suitability of member/s of the Electoral Committee and lay a petition in writing in that regard to the Disciplinary/Judicial Committee giving reason/s for said objection.

**11. LOCAL OFFICERS AND FUNCTIONS**

**A. PRESIDENT**

The President shall:

- i. Oversee the Executive Committee activities;
- ii. Liaise with all Committee Chair persons, as necessary;
- iii. Chair all meetings;
- iv. Settle any disputes within the Executive Committee; and

## AMBROSE ALLI UNIVERSITY ALUMNI ASSOCIATION UK - BYE-LAWS

- v. Be a signatory to The Branch Bank Account, and must without exception, expressly approve ALL withdrawals from the bank account.

### **B. VICE PRESIDENT**

The Vice-President shall:

- i. Assist the President as required; and
- ii. Where appropriate, perform the duties of the President in an acting capacity.

### **C. GENERAL SECRETARY**

The General Secretary shall:

- i. Maintain a list of all the membership as well as a record of current members;
- ii. Be responsible for all correspondence of The Branch and ensure that all Association paperwork are properly preserved;
- iii. Circulate Notices of Meetings to the membership and record minutes of all meetings; and
- iv. Prepare meetings' Agenda in consultation with the President.

### **D. ASSISTANT GENERAL SECRETARY**

The Assistant General Secretary shall:

- i. Assist the General Secretary as required; and
- ii. Where appropriate perform the duties of the General Secretary.

### **E. FINANCIAL SECRETARY**

The Financial Secretary shall:

- i. Oversee the finances of the Association;
- ii. Maintain a record of Expenditure and Revenue of the Association;

- iii. Present a financial report at the Bi-Annual General Meeting; and
- iv. Maintain, and be a signatory to the bank account of the Association where at least two co-signatories are required.

**F. TREASURER**

The Treasurer shall:

- i. Ensure all dues, pledges and donations are promptly collected from the payers or donors, and ensure that ALL monies are promptly paid into the Association bank account.
- ii. Represent the Executive Committee in any Committee as required, in the absence of the Financial Secretary.

**G. PUBLICITY SECRETARY**

The Publicity Secretary shall:

- i. Oversee any Social Media, website, Email groups as may exist or otherwise maintained for the Association;
- ii. Organise and coordinate any publicity event, publicity campaigns, press conferences, or press releases as may be directed by either the President or a resolution of the Executive Committee;

**H. WELFARE SECRETARY**

The Welfare Secretary shall:

- i. Endeavour to keep track of any welfare issue/s affecting any member and consult with the Executive Committee as necessary;
- ii. Ensure the provisions set out in the Association Welfare Guideline Document, schedule 2 to this Bye-Laws are adhered to; and
- iii. Provide timely advice to the Executive Committee as appropriate on the implementation of policies as detailed in Schedule 2 below.

## **AMBROSE ALLI UNIVERSITY ALUMNI ASSOCIATION UK - BYE-LAWS**

### **I. EX - OFFICIO MEMBERS (UP TO 3)**

Ex Officio members are to be selected from the past officers of the outgoing Executive Committee, with one being the President, to support the ExCo as required.

### **12. ELECTIONS, TENURE OF OFFICES AND ELIGIBILITY CRITERIA**

To be eligible to stand for an election into an office, a candidate must:

- A. Be validly nominated in writing by two members who are eligible to vote and must themselves be qualified for that particular office as specified in this Bye-Laws;
- B. Have attended a minimum of four (4) meetings of the Association within the Twelve (12) months preceding the close of nominations for the election;
- C. Have paid his/her dues as and when due for the last Two (2) years preceding the election, or if joined for less than the period, paid his/her dues for 12 months to qualify as a Financial Member;
- D. All Financial Members shall be eligible to vote
- E. An aspirant shall be disqualified from contesting for any office in the elections for either of the following:
  - i. The candidate has been convicted of a criminal offence, yet unspent, except traffic offences, by a court of competent jurisdiction or tribunal;
  - ii. The candidate is an undischarged bankrupt, having been adjudged bankrupt or otherwise declared bankrupt under any law in force in the United Kingdom;
  - iii. The candidate acts in a manner or engages in any act or omission likely to disrupt or prejudice the conduct of any election or its results;
  - iv. The candidate is a member of an illegal organisation.

### **13. DISCIPLINE**

The Association shall take discipline seriously, especially to see that the reputation of the Association is maintained and not tarnished by the actions of any member;

## **AMBROSE ALLI UNIVERSITY ALUMNI ASSOCIATION UK - BYE-LAWS**

directly or indirectly, and any such action/s deemed unsatisfactory could be referred to the Disciplinary/Judicial Committee for necessary deliberation.

### **14. SOURCES OF INCOME AND ALLOCATION OF FUNDS**

- A. Monthly contribution of £10.00, (“Monthly Dues”) by all Members, payable from the first branch activity attended or as otherwise agreed.
- B. Specific events organised for raising funds to augment the finances of the Association.
- C. Donations from Members or Patrons and/or Persons interested in our general aims and objectives.
- D. Financial penalties given by the Disciplinary/Judicial Committee in lieu of sanctions meted out to an erring member.

### **15. APPOINTMENT OF AUDITOR**

An Auditor would be appointed to audit the financial records of the Association at the end of each tenure; or if agreed, at every Annual General Meeting and an Auditor’s Report included in the hand-over notes to the incoming Financial Secretary.

### **16. AMENDMENT OF BYE-LAWS**

- A. Except for the Schedules herewith, these Bye-Laws may be amended by a two-thirds (2/3) majority vote of the members present and voting at either:
  - A. An Annual General Meeting or Special General Meeting; with the appropriate quorum formed, that has been called specifically for the purpose of amending these Bye-Laws;
  - B. The provisions in the Schedules to these bye-laws may be amended by a simple majority vote of the members present and voting at either;
  - C. An Annual General Meeting or Special General Meeting; with the appropriate quorum formed, that has been called specifically for the purpose of amending the said Schedules to these Bye-Laws;
  - D. Any proposed amendment in 1 and 2 above must be given in writing to the members along with the Notice of Meeting and this should be an independent agenda item on the agenda for the meeting.

AMBROSE ALLI UNIVERSITY ALUMNI ASSOCIATION UK - BYE-LAWS

Adopted this ..... 27th ..... Day of ..... March ..... Two Thousand and Twenty-One (2021)

Doris Otomewo

OTOMEWO

President / General Secretary - Name & Signature

Ohi Ladi BARE -

[Signature]

Bye-Laws Committee Representative - Name & Signature

CHRIS AMUTIA

[Signature]

Member - Name & Signature

CHRISTOPHER D. OKOH

[Signature]

Member - Name & Signature

SCHEDULES TO THESE BYE-LAWS

1. TERMS OF REFERENCE FOR COMMITTEES.
2. WELFARE GUIDANCE DOCUMENT FOR THE ASSOCIATION
3. A.A.U A.A.U.K WHATSAPP GUIDELINES 2020 VERSION

# **Ambrose Alli University Alumni Association UK (AAU AAUK)**

## **Terms of Reference for all AAU AAUK Committees**

This document has been approved by the Executive Committee of AAU AAUK. It has gone through the chain of comments, updates and approval as outlined in the document history below and can now be used to guide committees.

<b>Document History</b>
Creation and Initial draft dated 22 November 2019 - Edoghogho Enabulele
Distributed to AAU ExCo for comment January 2020
Updated on 13th January 2020 – AAU Chair Person
Circulated to All AAU members for comment January 2020
Final distribution for all committees to reference April 2020

# **Ambrose Alli University Alumni Association UK Chapter (AAU AAUK)**

## **Introduction:**

1. Committees play a crucial part in assisting the AAU AAUK Executive Committee (ExCo) in the delivery of its strategic aims and objectives, including specific targeted one-off activities. By nature, membership of a Committee usually reflects people who have an interest in a particular field and those who volunteer or are nominated to use their specific skills to help deliver the stated objectives of the intended Committee. This document provides guidance on the creation, management and administration of AAU AAUK Committees. It will serve as an aid to committee members and Chairs.

## **Guiding Principles & Role of the Executive Committee:**

2. Each AAU AAUK Committee must have a set of documented objectives agreed and signed off by the Executive Committee (ExCo) including an implementation strategy with details of how the stated objectives will be delivered and achieved. Such objectives will need to be outlined in a document to be known as a Terms of Reference (ToR) and must be aligned with the stated AAU AAUK strategy or vision for the year. Therefore, all AAU AAUK Committees **MUST** have a ToR agreed with ExCo and communicated with the wider AAU AAUK membership.
3. The ToR will set out how each Committee will be administered, managed and implemented; it should include appropriate narratives captured under the following suggested headings using the guidance descriptions provided:
  - a. **Purpose of the Committee**
    - i. What is the Committee seeking to achieve – the ‘what, why, how, when questions’.
    - ii. This should be a set of aims and objectives agreed and signed off by ExCo – the objectives must be aligned to the set vision of the local Alumni Chapter i.e. AAU AAUK.
  - b. **Remit, Scope & Proposed Duties**
    - i. An outline of the specific duties of the Committee.
    - ii. This should also include an implementation strategy for realising the set objectives as outlined under the ‘Purpose of the Committee’ section above.
  - c. **Roles and Responsibilities**
    - i. There should be clarity of roles and responsibilities within each Committee. This is essentially, who does what within the Committee this will ensure separation of duties, clear lines of accountability/responsibility and avoidance of conflict of interests.
    - ii. All Committees in agreement with the executive must determine if it is appropriate to have the Financial Secretary involved in their deliberations especially where financial matters are involved. The financial implication of Committee activities must be discussed with the Financial Secretary prior to the committee committing financial expenditure.
    - iii. Each Committee must have a Chair Person. It is recommended that the Chair be an ExCo member. In exceptional circumstances this may not be the case.

## **Ambrose Alli University Alumni Association UK Chapter (AAU AAUK)**

### **d. Size & Membership of the Committee**

- i. This should be a list of the Committee members including ExCo representation.
- ii. All Committees must have at least one ExCo Member fully embedded within the Committee's activities while representing ExCo and providing steer from ExCo (if needed). The ExCo member will also provide regular feedback on progress. Please note, the ExCo member may well be the Committee Chair.
- iii. It may be necessary to have more than one ExCo member within the same Committee.

### **e. Committee Meetings & Communications**

- i. A list of meeting dates, frequency of meetings and agreed actions need to be recorded. The Committee will be expected to provide regular updates on progress and present bottlenecks. This information should be relayed to ExCo via the ExCo member.
- ii. The committee will also be expected via their Chair or committee representation to provide an update at the AAU AAUK meeting. Nothing said at the AAU AAUK meeting should be a complete surprise to the ExCo team.
- iii. For ease of regular communication, it is recommended that a WhatsApp Group be set up for each Committee.

### **f. Exceptional & Ad-hoc Circumstances**

- i. What happens in exceptional circumstances within the Committee and how it may impact the wider AAU AAUK body. Please refer all exceptional circumstances to ExCo.
4. For all AAU AAUK Committees, both ExCo and members of each Committee are expected to galvanise, mobilise, motivate and support the wider Alumni membership to participate in the activities required to achieve the stated objectives of the affected Committee. Alumni members should regularly be encouraged to use their skills, talent and network contacts to serve in a Committee of their choice.
  5. All AAU AAUK Committees must provide regular progress updates to ExCo, during the scheduled AAU AAUK meetings. (See Section 3 e ii above.)
  6. ExCo will need to provide scrutiny and oversight of all Committees activities to ensure that they are in line with the wider strategic objectives of the local Alumni Chapter i.e. AAU AAUK.
  7. It is important to note, that Committees are set up to assist the Executive Committee (ExCo) in carrying out a particular function or task. Committees represent the views of ExCo and consequently the views of AAU AAUK. Therefore, if the ExCo deems it necessary to provide guidance, this guidance should not be ignored. Ultimately, the ExCo of the day will be held responsible in the future for negative outcomes as the ExCo would have steered the Committee.
  8. A note to the Chair: Before the first meeting of the Committee, the Chair will be expected to make contact with individual committee members, as a way of welcoming them to the group and providing top level expectations, which will later be expanded into the terms of reference of the Committee.

## Ambrose Alli University Alumni Association UK Chapter (AAU AAUK)

### AAU AAUK Committees:

9. The list below provides the names of those Committees discussed at the AAU AAUK meeting held on 23 Nov 2019 and nominated Alumni members. It should be noted that this is not an exhaustive list and ExCo has the right to create additional Committees as it deems necessary to help achieve its strategic aims and short term goals.

a. **Welfare Committee:**

[A detailed Terms of Reference is in place and embedded here for ease of reference. However, the ToR will need to be updated to reflect the most recent membership, ExCo steer etc.]



AAU - AAUK Welfare  
Committee - final pro

- i. Ms Terry Gbemudu (Committee Chair)
- ii. Mrs Joan Noruwa-Ikemefuna (Treasurer)
- iii. Mrs Stephanie Bare
- iv. Mrs Antoinette Aimufua
- v. Mr Edoghogho Enabulele (Vice Chairperson)
- vi. Mr Ohi Ladi Bare (Financial Secretary)

b. **By-Laws Committee:**

This Committee is to be re-launched – 23 Nov 2019

- i. Mr Ohi Ladi Bare (Committee Chair)
- ii. Ms Terry Gbemudu (Organising Secretary)
- iii. Mr Christopher Idialu
- iv. Mr Alvin Ekamah
- v. Ms Jennifer Araka
- vi. Ms Titilola Balogun

c. **Website & External Communications Committee:**

This Committee is to be re-launched – 23 Nov 2019

- i. Mr Conrad Ononeme (Committee Chair)
- ii. Mr Maurice Ibie

d. **Engagement & New Membership Committee:**

This Committee will work on a strategy to grow AAU AAUK and improve member engagement.

- i. Mr Aimuan Aimufua (Committee Chair)

## **Ambrose Alli University Alumni Association UK Chapter (AAU AAUK)**

- ii. Mr Conrad Ononeme (Publicity Secretary)
- iii. Ms Carmen Ibie
- iv. Mr Edos Enabulele (ExCo Rep)

### **e. Projects Committee:**

This Committee will coordinate the activities for identifying new projects, funding options, implementation strategy etc.

- i. Mr Edos Enabulele (Committee Chair)
- ii. Mrs Jennifer Araka
- iii. Mr Matthew Abu
- iv. Mr Kingsley Omokhuale
- v. Mr Andrew Monday Ebomwony

### **f. Social Committee:**

This committee will be at the heart of planning Social events for the Alumni. The creation of a Social Calendar of events taking place around the scheduled AAU AAUK meetings.

- i. Ms Titilola Balogun (Committee Chair)
- ii. Mr Austin Larry Gbuji
- iii. Ms Franca Lawrence
- iv. Mrs Joan Noruwa-Ikemefuna (ExCo Rep)
- v. Mr Ben Ighade
- vi. Mr Patrick Maidoh
- vii. Mr Matthias Nwabudike

**Ambrose Alli University Alumni Association  
UK (AAU AAUK)**

**WELFARE GUIDANCE DOCUMENT**

This document has been approved by the Executive Committee of AAU AAUK. It has gone through a chain of reviews, updates and eventual approval for use by AAU AAUK to regulate itself.

WELFARE COMMITTEE: ROLES & RESPONSIBILITIES

**1. Introduction & Background**

1.1. This document provides an outline proposal to the Ambrose Alli University, Alumni Association, United Kingdom (AAU AAUK) chapter.

1.2. It outlines how the Welfare Committee will be administered including: purpose; proposed duties, roles and responsibilities; membership of the Committee and what happens in exceptional cases.

**2. Purpose of the Welfare Committee:**

2.1. The overriding premise of activities by the Welfare Committee is to visibly demonstrate to all Alumni members that 'we care'.

2.2. Consequently, the actions of the Welfare Committee members will contribute towards promoting a stronger spirit of togetherness amongst members of the Alumni body. It is the intention of the Welfare Committee to reach out to anyone who meets the criteria discussed in this proposal.

**3. Duties & Responsibilities of the Welfare Committee:**

3.1. This Committee works for the benefit and welfare of the AAU Alumni body in the UK and provides a channel for us to interact with one another during difficult and challenging times.

3.2. Therefore, the duties and responsibilities of the Welfare Committee include:

a. Assisting and reaching out to Alumni Members and families who may experience:

## **AMBROSE ALLI UNIVERSITY (AAU) ALUMNI ASSOCIATION, UNITED KINGDOM (UK)**

- Death and/or bereavement; ○ Life-changing situations, like permanent disability, major accidents, protracted illness, long term loss of employment and income;
- Financial challenges; ○ Weddings, Births or Christening of Member's Children. **[See further details outlined under 'Members' Benefits and Privileges']**

b. Organising and coordinating targeted activities to support Members as directed by the Alumni body and ExCo.

### **4. Current Membership:**

4.1. Membership of the Welfare Committee currently consist of:

- A. Mrs Terry Gbemudu (Chairperson)
- B. Mrs Joan Noruwa-Ikemefuna
- C. Mr Edos Edoghogho Enabulele
- D. Mrs Stephanie 'Kete Bare
- E. Mrs Antoinette Aimufua
- F. ExCo Representative (Treasurer / Financial Secretary)

### **5. Members' Benefits & Privileges:**

5.1. The Welfare Committee will provide targeted support for members who may fall into any of the categories outlined below:

**A. Bereavement / Death** – of an Alumni member or immediate family members such as spouse, children or parents;

- i. The branch shall undertake a condolence visit to the family of the deceased member and play as prominent a role as possible in the burial ceremony and associated activities. A financial support of at least £200.00 is payable to a

## **AMBROSE ALLI UNIVERSITY (AAU) ALUMNI ASSOCIATION, UNITED KINGDOM (UK)**

financial member and paying dues for at least 24 months, or 90% of dues paid if less than 24 months as financial member paying dues. If not a financial member, voluntary contribution from members would be encouraged;

- ii. The Welfare Committee, or its designate, shall undertake a condolence visit to an alumnus bereaved of his/her immediate family member and present an appropriate greeting card together with some financial support of £ 200.00 if a financial member, if not, voluntary contribution from members. Rules in i above is also applicable to this section.

### **B. Life-changing situations** – Chronic critical illness, injuries or accidents resulting in disability of a member, as described above;

- i. The Welfare Committee, or its designate, shall endeavour to pay a visit to any member who is hospitalized. An expenditure of not more than £100.00 could be used on groceries and / or similar vouchers may be given to the alumnus, especially if such member is a financial member.
- ii. **Financial challenges** – Due to unemployment, redundancy or suffering the unfortunate consequences of separation / divorce. – Here, a more specific support should be agreed upon.
- iii. **Weddings, Births or Christening or Member's Children** – The branch, upon official invitation to a financial member's function as above, will endeavour to send a representative to attend with a presentation of an appropriate card and gift worth about £100.00 for a member's child's wedding and about £50.00 for the birth or christening of a member's child.
- iv. At least two members should attend to present the gifts at any date decided by the branch, or this could be done at the meeting, if no home visit is deemed necessary or convenient (dedication/christening or naming ceremony).

## **AMBROSE ALLI UNIVERSITY (AAU) ALUMNI ASSOCIATION, UNITED KINGDOM (UK)**

- v. There should be transportation cost for any visitation by the Welfare Committee or its designate at the maximum amount of £25.00 from the Welfare Fund.

5.2. Within a fortnight of becoming aware of any of the situations outlined above affecting an alumnus, the Welfare Committee shall:

- a. Contact the affected member to enquire if some specific support is urgently required and see to the arrangement of such support as soon as possible; usually within 7 days;
- b. Where practical, a Welfare Committee member or other Alumnus designated, would arrange to visit the Alumnus in question, possibly with other colleagues;
- c. Liaise with the Alumni Treasurer to work out what financial support is available or can be provided depending on the individual circumstances of the affected member regarding payment of dues, participation at alumni events etc.

5.3. It is intended that the above amounts would be augmented by contributions raised by the Welfare Committee, specifically for that purpose; meaning, alumni members would be encouraged to contribute into a “pot” to reduce the total financial contribution to be paid out by the Association.

5.4. In some cases, a visit without monetary contribution may be appropriate but this will be determined by the Welfare Committee members in consultation with the Alumni ExCo. The important thing is to show love and solidarity towards the affected member at the time.

### **PLEASE NOTE:**

## **AMBROSE ALLI UNIVERSITY (AAU) ALUMNI ASSOCIATION, UNITED KINGDOM (UK)**

- **The situations listed above, with benefits and privileges would not only apply to financial members, especially in situations where visitations are conducted.**
- **Not all situations will result in the Alumni making a financial contribution as this is deemed to be unsustainable.**

### **6. Qualification Criteria:**

6.1. Alumni members are most likely to qualify for financial support if they have been active participants and more importantly, regularly paying their dues (financial members);

6.2. Regularly paying their dues is to be interpreted to mean; fully paid up dues at the date of the event up to the last meeting date, if dues payment is by cash, or the preceding month, if dues payment is by standing order;

6.3. In other words, a financial member as defined in the constitution is an Alumnus who has paid his or her dues to the Alumni Association as<sup>[L]</sup><sub>[SEP]</sub>at when due. <sup>[L]</sup><sub>[SEP]</sub>

### **7. Exceptional Circumstances:**

7.1. In exceptional circumstances, any Alumnus requiring the support (or intervention) of the Welfare Committee but has not been a regular fee-paying member (financial member), may also qualify for financial support if they have been regular and active participants in the various activities of the branch; such as, at general meetings, social gatherings and other circumstances where physical and financial contributions by members were required.

7.2. Each request will be treated on a case-by-case basis by the Committee members in consultation with the Alumni Treasurer / Financial Secretary, having discussed the matter with the ExCo.

**8. Welfare funding:**

**8.1. Funds Donation**

All Alumni would be encouraged to make voluntary donations to the Fund either monthly or quarterly or yearly; such funds to be “ring fenced”

**8.2. Fund raising from sundry events**

Alumni members would be encouraged to make contributions at events, specifically organized as such or as arranged by the Welfare Committee; such funds to be “ring fenced”

**8.3. Funds from dues**

A percentage, not less than 20% of the dues paid by each Alumni should be assigned for Welfare purposes; such funds to be “ring fenced”

**9. FURTHER ACTIONS TO BE CONSIDERED IN FUTURE**

9.1. AAU AAUK to consider enrolling for Health Insurance schemes, as appropriate, for the benefit of financial members;

9.2. Consider investing excess funds in the Welfare fund account into minimum or at most, medium risk projects, like fixed deposits, Government bonds etc.

9.3. It is recommended that this document be reviewed not later than 2 years after it has been approved by the branch.

**--- END OF DOCUMENT ---**

**Ambrose Alli University Alumni Association  
UK (AAU AAUK)**

**WHATSAPP GUIDELINES 2020**

This document has been approved by the Executive Committee of AAU AAUK. It has gone through a chain of reviews, updates and eventual approval for use by AAU AAUK to regulate itself.

## **AAU AAUK WHATSAPP GUIDELINES**

Ladies and Gentlemen,

As a result of continuous concerns expressed by members of this forum, a committee was set up to draw up guidelines on how we use the WhatsApp forum for the benefit of all with respect to our postings and to maintain civility.

### **Our Objectives/Aims:**

This Forum was created to enable members of AAU Alumni Association UK, to interact, discuss, connect with friends and also connect with the University, to foster fellowship, positive cooperation, mutual understanding and camaraderie among ourselves.

In order for us to remain focused on the aforesaid objectives, the under listed are proposed as guidelines for this forum:

1. Members postings/messages/discussions should be mostly related to our objectives, therefore irrelevant contents do not belong here.
2. Please do not post any religious matter that will bring disaffection, cause offence or bring down other religious faiths and beliefs. Note that there are many religious beliefs and creeds followed by our members.
3. Members are urged not to share materials or messages that are irrelevant, distressing, offensive and repetitive i.e. audios, videos, photos and messages – (Note: Please do not post or share material(s) sources of which cannot be verified i.e. fact check all video information before it is posted. If unsure, do not post.)
4. No private (Business) advert should be posted on the forum without the Admins permission, except such advert is related to AAU.
5. No vulgar language and insults on the forum.
6. No personal attacks on members on the forum.
7. No posting of Porn or Pornography to the forum.
8. Avoid posting personal messages to the forum.
9. Issues likely to cause a breach of the peace should be dealt with offline and members are encouraged to resolve matters amicably.
10. Administrators of the forum would try to manage any perceived brewing altercation by appealing for calm to the persons involved and if unsuccessful, the Admin would be constrained to temporarily remove the defaulting person or persons.

## **AAU AAUK WHATSAPP GUIDELINES**

11. Conversations between 3 or less persons beyond double exchanges should be moved from the forum to be continued privately, with a reminder to that effect, from any member of the forum and if necessary, contact an Admin.
12. To avoid members missing out on important messages, ExCo would dedicate Wednesday of each week for the posting of key messages, where necessary. ExCo would then restrict postings on the forum as appropriate.
13. Any member of this forum that exits unceremoniously would only be added upon the said member being apologetic/showing remorse to the house.
14. All Administrators would endeavour to see the above guidelines are observed and followed on the WhatsApp forum, to ensure compliance, with specific reference made to the exact guideline flouted.
15. Administrators would, where it is inevitable, consider further actions to manage the activities on the forum.