

THE  
AMENDED



# CONSTITUTION

OF



AMBROSE ALLI UNIVERSITY ALUMNI ASSOCIATION

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## PREAMBLE

**WE**, the Alumni of the AMBROSE ALLI UNIVERSITY (AAU) do hereby, firmly and solemnly resolve to form a virile and corporate body of all Alumni of the Ambrose Alli University resident in or outside Nigeria, and for the purpose of directing all persons and regulating the activities of the Alumni Association hereby make, enact and give ourselves the following constitution:

### ARTICLE 1: NAME:

The ASSOCIATION shall be known and addressed as **AMBROSE ALLI UNIVERSITY ALUMNI ASSOCIATION** (hereinafter referred to as "The ASSOCIATION").

### ARTICLE 2: ADDRESS.

The Registered Office Address of the ASSOCIATION shall be situated at the main campus of Ambrose Alli University, Ekpoma, Edo State, Nigeria.

### ARTICLE 3: CITATION

This instrument shall be cited as the constitution of the Ambrose Alli University Alumni Association.

### ARTICLE 4: SUPREMACY OF THE CONSTITUTION:

- a. This constitution shall be supreme and its provisions shall have a binding force on all Alumni individually and collectively.
- b. Any other Laws and or Bye Laws made by any Branch of Ambrose Alli University Alumni Association that is inconsistent with the provisions of the constitution shall to the extent of its inconsistency be null and void.

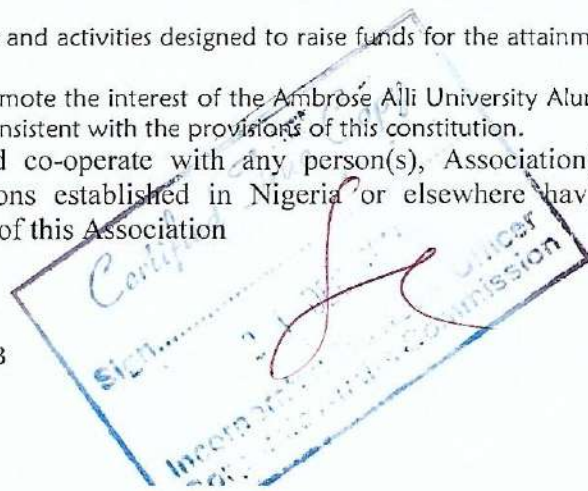
### ARTICLE 5: DEFINITIONS:

- a. "ALUMNI" means every Alumnus/Alumnae of the Ambrose Alli University.
- b. "ACTIVE MEMBER" means an Alumnus who is active at branch of the association.
- c. "FINANCIAL MEMBER" means an Alumnus who has paid his or her dues to the Alumni Association as at when due.
- d. "THE ALUMNI ASSOCIATION" means the Ambrose Alli University Alumni Association.
- e. "AAU" means Ambrose Alli University.
- f. "DUE" means membership fee, levy and annual subscription.
- g. "ALUMNI YEAR" means one year, which shall commence from November 1 to terminate October 31.
- h. "GROSS MISCONDUCT" means a grave violation or breach of the provisions of this constitution.
- i. "NEC" means National Executive Council.
- j. "NECOM" means National Executive Committee.
- k. "ONE-THIRD (1/3)" means one-third of the members present to the nearest whole number.
- l. "TWO-THIRD (2/3)" means two-third of the members present to the nearest lower whole number.
- m. "ELECTION YEAR" means the second year running of an existing executive committee.

### ARTICLE 6: AIMS AND OBJECTIVES:

- a. To foster fellowship, positive co-operation mutual understanding and exclusive comradeship among ourselves.
- b. To cater for the legitimate interest of our members.
- c. To serve as the official link between Ambrose Alli University, its Alumni and the public.
- d. To establish a general fund for the maintenance and promotion of Alumni scholarships and other awards that attracts the best and brightest of Ambrose Alli University.
- e. To open educational opportunities, spur educational innovations and promote scientific research towards enhancing knowledge for advancement.
- f. To ensure Ambrose Alli University's prominence among institutions of higher learning through continued personal commitment to financial and moral support.
- g. To encourage, inaugurate or revive branches of the Ambrose University Alumni Association in all parts of Nigeria and beyond.
- h. To initiate, encourage and execute programmes and activities designed to raise funds for the attainment of the set objectives of the Association.
- i. To carry out any other activities which will promote the interest of the Ambrose Alli University Alumni Association provided such activities are not inconsistent with the provisions of this constitution.
- j. To confer, consult, maintain contact and co-operate with any person(s), Association(s), Societies, Institutions or bodies of persons established in Nigeria or elsewhere having objectives in whole or part similar to those of this Association

### ARTICLE 7:





## 1. MEMBERSHIP

Membership of the Ambrose Alli University Alumni Association shall be open to all graduate of Ambrose Alli University who are holders of:

- a. First and or higher degree(s)
- b. Certificates and Diploma
- c. Honorary Degree, provided that such person(s) was or were not expelled from Ambrose Alli University at any level of studies.
- d. Honorary membership may be conferred by the National Convention on any person(s) whose College(s), Faculty(ies) were closed down, upon recommendation by a lecturer or administrator or NEC.
- e. Honorary membership may be conferred by the National Convention on any member of community whose contribution(s) to the development of Ambrose Alli University is outstanding, on the recommendation of NEC.

## 2. MEMBERSHIP RIGHTS AND BENEFITS

All bonafide members shall:

- a) Have the right to participate in all activities of the ASSOCIATION.
- b) Have the right to use the facilities of the ASSOCIATION subject to the National Executive Council's approval.
- c) Have the right to vote and be voted for subject to the provisions of the constitution.
- d) Have the right to petition any member of the ASSOCIATION upon a grievance, provided such petition is tendered in writing to the General Secretary.
- e) Have the benefit of receiving a certificate of membership of the ASSOCIATION.
- f) Have the benefit of the ASSOCIATION's concern, moral and financial assistance within limits of available resources, in cases of welfare.

## ARTICLE 8: RULES AND REGULATIONS (TRUSTEES)

1. The Trustees of **AMBROSE ALLI UNIVERSITY ALUMNI ASSOCIATION** for the purpose of the Companies and Allied Matters Act, 1990, Part C shall be appointed at the General Meeting (of all registered members of **AMBROSE ALLI UNIVERSITY ALUMNI ASSOCIATION** by two third (2/3) majority of members present at the meeting charged with the responsibility of selecting the trustees.
2. Such Trustees hereinafter referred to as "The Trustees" shall not be less than Two (2) and not more than Ten (10) in number and shall be referred to as "THE REGISTERED TRUSTEES OF **AMBROSE ALLI UNIVERSITY ALUMNI ASSOCIATION**."
3. The trustees may hold office for life but shall cease to hold office if he or she:-
  - a. resigns his or her office
  - b. ceases to be a member of the registered Trustees of **AMBROSE ALLI UNIVERSITY ALUMNI ASSOCIATION**.,
  - c. becomes insane
  - d. dies
  - e. is officially declared bankrupt.
  - f. convicted of a criminal offence involving dishonesty by a Court of competent Jurisdiction.
  - g. is recommended for removal from office by a Board of National Executive Council and Trustees, majority votes of members present at a General Meeting.
4. Upon vacancy occurring in number of Trustees, a General Meeting will be held to appoint another eligible member of **AMBROSE ALLI UNIVERSITY ALUMNI ASSOCIATION**.
5. The trustees shall be drawn from notable and distinguished alumni.
6. The Trustees shall elect their board chairman and other officers, they shall meet when necessary, and the proceedings of the meeting shall be presided over by the board chairman.

## ARTICLE 9: COMMON SEAL

1. The Trustees shall have a common seal; such common seal shall be kept in the custody of the General Secretary who shall produce it when required for use by the Trustees.
2. All documents to be executed by the Trustees shall be signed by such of them and sealed with the common seal.
3. The Trustees shall apply to Corporate Affairs Commission for Certificate of Incorporation under the Companies and Allied Matters Act, 1990, Part C.
4. If such Certificate is granted, the trustees shall have power to accept and hold in trust all lands belonging to **AMBROSE ALLI UNIVERSITY ALUMNI ASSOCIATION**, subject to such conditions as the



- ASSOCIATION** may impose. The Trustees shall have power to acquire any landed property on behalf of the **ASSOCIATION** with the approval of two-third (2/3) of the members of the General Meeting.
5. It shall have power to raise money for the **ASSOCIATION**'s project.
  6. The registered Trustees of the **ASSOCIATION** shall have power to sue, to be sued for and on behalf of the **ASSOCIATION**.

**ARTICLE 10: NATIONAL OFFICERS AND FUNCTIONS**

1) **NATIONAL OFFICERS**

The running of the **ASSOCIATION** shall be vested in the National officers and shall consist of:

- a. President
- b. Vice-President
- c. General Secretary
- d. Assistant General Secretary
- e. Financial Secretary
- f. Treasurer
- g. Publicity Secretary
- h. Organizing Secretary
- i. Assistant Organizing Secretary
- j. Legal Adviser
- k. Editor-in-Chief
- l. 3 Ex-Official members (which shall be composed of the Immediate Past president and two other elected Alumni members).

2) **FUNCTIONS OF THE NATIONAL OFFICERS**

a. **President:**

The President shall:

- (i) Be the head of NEC.
- (ii) In consultation with the General Secretary decide the date, time, place and agenda of meetings of NEC.
- (iii) Preside over all meetings of the Association.
- (iv) Be responsible for the general supervision of the activities of all other officers of the Association.
- (v) Assign duties not specified under this constitution to officers, branches and or committees.
- (vi) Be the principal signatory to all financial transactions of the Association.
- (vii) Shall cast the deciding vote in case of a tie.
- (viii) Carry out such other administrative duties as may be necessary in the interest of the Association, in accordance with the provisions of this constitution.

b. **Vice-President:**

The Vice-President shall assist the President and shall perform all the duties of the President in his absence or any other duty assigned to him by the President, NEC and or any other provisions of this constitution.

c. **General Secretary:**

The General Secretary shall:

- (i) Manage the Secretariat of the Ambrose Alli University Alumni Association and keep all records of the Ambrose Alli University Alumni Association activities and meetings.
- (ii) Be responsible, on the President's instruction for convening meetings and act as the Chief Correspondent of the Ambrose Alli University Alumni Association either with branches of the Ambrose Alli University Alumni Association and or public authorities.
- (iii) Prepare and present an annual report of the Ambrose Alli University Alumni Association activities to the National Convention.
- (iv) Hold an imprest on a monthly basis to be decided by NEC from time to time.
- (v) Carry out all other duties as may be assigned to him from time to time.

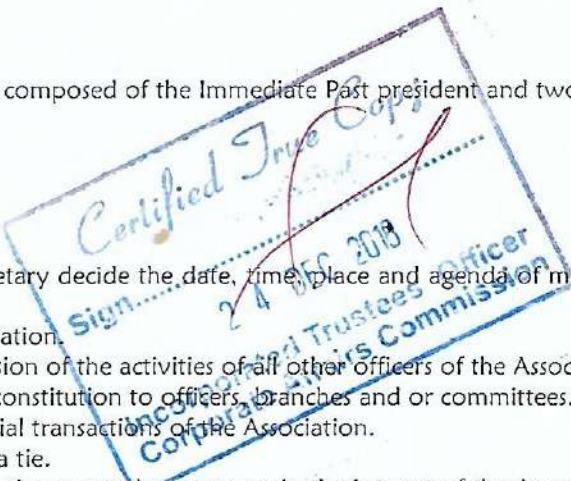
c. **Assistant General Secretary:**

The **Assistant** General Secretary shall assist the General Secretary in the performance of all Secretariat duties and shall at the request of the General Secretary or in the General Secretary's absence act in his/her place.

e. **Financial Secretary:**

The Financial Secretary shall:

- (i) Receive and record all monies belonging to the Ambrose Alli University Alumni Association from all sources.





- (ii) Hand-over all monies in clause (i) above, to the Treasurer within five working days of receipt of such monies.
- (iii) Keep a record of all monies received, deposited or withdrawn on behalf of the Ambrose Alli University Alumni Association and give financial update during NEC meetings.
- (iv) Submit a financial report to NEC one month to the National Convention.
- (v) Be one of the signatories to financial transactions of the Ambrose Alli University Alumni Association.

**f. Treasurer:**

The Treasurer shall:

- (i) Be in custody of all monies
- (ii) Be a member of the Finance Committee
- (iii) Act as cashier of the Association
- (iv) Liaise with the Financial Secretary to inform the Association of the Financial commitment of the Association.
- (v) Have imprest account of Five Thousand Naira (N5000.00)
- (vi) Be a signatory to financial transactions of the Ambrose Alli University Alumni Association.
- (vii) Deposit all such monies with the Ambrose Alli University Alumni Association bankers within five working days of receipt.

**g. Publicity Secretary:**

The Publicity Secretary shall:

- (i) See that due and sufficient publicity is given to all the activities of AAU Alumni.
- (ii) Gather and sift information on all matters affecting the Ambrose Alli University Alumni Association and pass on same to the appropriate organs of the Alumni Association.
- (iii) Issue releases on the approval of the executive committee or the president in emergency cases and such releases must reflect the views of the Ambrose Alli University Alumni Association.
- (iv) Carry out any other functions as may be assigned to him from time to time by the NEC or President.

**h. Organizing Secretary:**

The Organizing Secretary shall:

- (i) Arrange for accommodation and seats at conventions, meetings and other functions of the Alumni Association in collaboration with the social/welfare committee.
- (ii) Arrange all entertainments with approval of NEC at all functions of the Ambrose Alli University Alumni Association.
- (iii) Carry out any other functions as may be assigned to him from time to time by the NEC or President.

**i. Assistant Organizing Secretary:**

The Assistant Organizing Secretary shall assist the Organizing Secretary in performance of all duties and shall at the request of the Organizing Secretary or in his absence act in his place.

**h. Legal Adviser:**

The Legal Adviser shall:

- (i) Be the chairman of the Judicial/Disciplinary Committee.
- (ii) He/she shall advise the Association, its Officers, committees, organs or agent and shall represent or protect the interests of the Association in courts, Tribunals, judicial inquires or proceedings, provided that the National Executive Committee may engage any other Counsel of their choice as the need arises from time to time;
- (iii) He/she shall perform all other duties as may be assigned to him/her by the president or national executive committee or the NEC.

**i. Editor –In-Chief:**

- (i) Edit and pass for publication the journal of the Alumni Association called "The Alumni" and Alumni who –is –who as reflected in this constitution.
- (ii) Be the Chairman of the Editorial Board.

**m. Ex-Officio Members:**

Ex-officio member shall: attend, deliberate, and have voting rights in all NEC meetings and shall have no portfolio but shall perform any such function that may be assigned to them by NEC or the president from time to time.

**ARTICLE 11: MEETINGS OF THE ASSOCIATION**



**1. NATIONAL EXECUTIVE COUNCIL MEETINGS (NEC):**

- a) The NEC shall meet as often as the business of the ASSOCIATION shall require but not less than three (3) times a year.
- b) The quorum at NEC meetings shall consist of 1/3 (One Third of NEC members, provided that the President and or the Vice President, and General Secretary and or Assistant Secretary are present.
- c) The Secretary shall give notice of the meeting to all members at least 7 days before the meeting day.
- d) Electronic NEC meeting can also be held and the outcome shall be valid.
- e) The President and the General Secretary shall at all time be in attendance whenever the Board of Trustees is holding meetings.

**2. ANNUAL GENERAL MEETING (AGM) /CONVENTION**

- a) The Annual General Meeting (Hereinafter referred to as "AGM") shall be held, except in unforeseen circumstance, during the National Convention to be held in October of every year.
- b) For every Annual General Meeting, the Secretary shall give members not less than Thirty (30) days notice and the agenda should be stated in such notice.
- c) The Quorum for the AGM shall consist of the PRESIDENT or the Vice PRESIDENT, the General Secretary and/or the Assistant Secretary and one-third (1/3) of bonafide members.
- d) The Annual General Meeting (AGM) shall:-
  - i) Receive and discuss report from the General Secretary, the Treasurer, the Financial Secretary, the Auditors and the Committees.
  - ii) Debate and pass resolutions on any matter affecting the ASSOCIATION
  - iii) Elect new members into the Executive Committee.
  - iv) Appoint members of the Audit Committee;
  - v) Handle such other matters as the provisions of the Constitution permits.

**3. EMERGENCY MEETING**

- i. The General Secretary, in consultation with the PRESIDENT, may call an Emergency Meeting of the ASSOCIATION whenever deems it necessary
- ii. For an Emergency Meeting, the General Secretary shall give not less than Three (3) days notice and the subject to be discussed shall be stated in such notice.
- iii. The quorum at such meeting shall consist of one-quarter (1/4) of bonafide members.

**ARTICLE 12: ORGANS OF THE ALUMNI ASSOCIATION:**

The Ambrose Alli University Alumni Association, shall have the following organs:

**A. NATIONAL CONVENTION**

- i. The Ambrose Alli University Alumni Association, shall meet annually in October of every year in a general meeting at the National Headquarters to be known and addressed as the National Convention of the Ambrose Alli University Alumni Association.
- ii. The date, period and programmes of the National Convention shall be fixed and arranged by NEC subject to the provision of this constitution.
- iii. Where convention falls within election year, number of delegates for the election shall be of equal representation, and the number of persons as delegates shall be determined by NEC, and resolution shall be passed by NEC for that purpose.
- iv. National officers shall form part of the delegates from the branches.
- v. Other Alumni who are not official delegates may attend and participate in the deliberation at the Convention, provided that such Alumni shall have no voting right.
- vi. Notice of meeting of the National convention shall be communicated to all the registered Branches of AAU at not less than thirty (30) days before the day of the meeting and shall be advertised in the mass media where practicable.
- vii. Subject to the provisions of the constitution and without prejudice to Article 11 section 3, an emergency meeting of the National Convention may be summoned by NEC to discuss such matters as are listed in the notice summoning such meeting which shall be communicated to members not less than two weeks to the date of the meeting.

**B. NATIONAL EXECUTIVE COUNCIL (NEC)**

- a. There shall be a National Executive Council of the Ambrose Alli University Alumni Association, which shall be compose of:
  - i. All National Officers
  - ii. Any other Active Financial member may attend as observers.
- b. NEC Meetings:



- i. NEC meetings shall be held at the National Headquarter or any other venue as approved by NEC.
- ii. Notice of NEC meetings shall be communicated to members by the General Secretary on the directives of the President at least 14 days to the date of the meeting.
- iii. Emergency NEC meeting may be convened at such times when necessary by the General Secretary on the directives of the National President or by joint signatories of at least 4 National officers.
- iv. The Alumni Relation Officer appointed by the University, shall be in attendance at NEC meetings.

#### ARTICLE 13: FUNCTIONS OF THE ORGANS

##### (A) NATIONAL CONVENTION

The National Convention shall:

- (i) Subject to the provisions of this constitution be the supreme body of the Ambrose Alli University Alumni Association, and all resolutions passed there from shall be binding on all organs, functionaries and members of the Ambrose Alli University Alumni Association.
- (ii) Have powers to elect all National Officers of the Ambrose Alli University Alumni Association in accordance with the provisions of this constitution.
- (iii) Have powers to impose levies and penalties in furtherance of the Alumni Association' aims and objectives.
- (iv) Deliberate and pass resolutions on matters referred to it by NEC and or any other Alumni.
- (v) Consider and pass resolutions on all the proposals brought before it by NEC and or any other Alumni.
- (vi) Have powers to receive the Reports of the National Secretary (Which shall incorporate reports from Branches) and the National Financial Secretary's Report which shall incorporate the Auditor's Certificate.

##### (B) NATIONAL EXECUTIVE COUNCIL (NEC)

The NEC,

- (i) Shall assemble and present all annual reports to the National Convention for consideration.
- (ii) Shall set up standing and Ad-hoc committees where and when necessary.
- (iii) Shall initiate and implement all development programmes of the Ambrose Alli University Alumni Association.
- (iv) Shall initiate and collect all approved revenues of the Ambrose Alli University Alumni Association, and disburse same in strict compliance with the provisions of this constitution.
- (v) Shall have power to discipline or remove any official(s) of the Ambrose Alli University Alumni Association, in accordance with the provisions of this constitution.
- (vi) Shall have power to execute all the decisions of the convention.
- (vii) Shall fix the day(s) and draw up programme(s) for the National Convention
- (viii) Shall have power to call an emergency convention(s).
- (ix) Shall control and regulate the activities and election of all Branches of the Ambrose Alli University Alumni Association, both within and outside Nigeria.
- (x) Shall have power to co-opt members into NEC where there is a vacancy before election conventions.
- (xi) Shall have power to appoint representatives to attend meetings of other bodies or organizations.
- (xii) The NEC shall have power to acquire or dispose of property and receive gift and donation on behalf of the ASSOCIATION.

#### C. DISPUTE RESOLUTION MECHANISM

1. No member(s), branch(es) shall institute a legal action in Court of law against the Association without first exhausting all internal dispute resolution mechanisms.
2. All grievances affecting NEC shall be referred to the Board of Trustees for resolution.
3. For grievances not affecting NEC, it shall first be referred to NEC for resolution.
4. Where the aggrieved person is dissatisfied with the decision of NEC, he or she shall appeal to the Board of Trustees for resolution.
5. Any violation of the above shall be referred to the disciplinary committee for disciplinary action.

#### ARTICLE 14: FORMATION OF BRANCHES

- (a) Branches of the Ambrose Alli University Alumni Association may be formed in any part of the Federation of Nigeria or outside it, provided always that there shall not be less than ten (10) members in any such branch.
- (b) Such branch shall derive its existence from the National Body, who shall issue certificate of recognition as a branch to the branch executive.



- (c) There could be more than one branch of the Ambrose Alli University Alumni Association in any one big town or city where necessary provided those seeking to establish such second branch obtain prior approval from NEC.
- (d) Each branch shall notify the National secretariat as soon as it is formed and shall register with the following particulars:
  - i. List of all the branch members to be updated yearly.
  - ii. Names of all officers of the branch and their contact addresses to be updated each year.
  - iii. Registration fee as may be determined by the NEC.
  - iv. The contact addresses of the branches.
  - v. Any other particulars that the NEC may demand from time to time.
  - vi. Where there are not up to ten (10) Alumni in any town and city; they shall join the nearest registered branch.
- (e) Each Branch shall make a prescribed annual subscription to the National secretariat, the amount of which shall be determined by NEC from time to time.
- (f) Each branch shall have powers to enact its own bye-laws and regulate its activities provided it is not inconsistent with this constitution, wherever any provisions of bye-laws, regulations of any branch is inconsistent with the provisions of this constitution, such provisions and regulations shall to the extent of its inconsistency be null and void.
- (g) Where a branch of the association is folding up for any reason whatsoever, the chairman of such a branch shall forward a comprehensive final report of the branch to the NEC through the General Secretary and all properties and materials of such branch submitted at the National Secretariat.

**ARTICLE 15: ELECTION AND TENURE OF OFFICE**

**1. ELECTION INTO NATIONAL OFFICES**

- A) There shall be established an Electoral Committee comprising of a minimum of three and maximum of five Electoral officers, one of whom shall preside, which shall be appointed by the National Executive Council (NEC) at its meeting held in the second quarter of an election year, to conduct elections into National Offices;
- B) The procedure for the appointment of the members of the Electoral Committee, nomination of candidates for election, withdrawal of nominations and disqualification from election shall be as set out in this constitution.
- C) Election into National Offices shall be by open secret ballot system

**2. ELIGIBILITY**

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

- 1) Be validly nominated in writing by two members who are eligible to vote herein and who must be qualified for the particular office as provided for in this constitution;
- 2) Have attended a minimum of five (5) monthly meetings of the Branch within the twelve (12) months prior to the close of nominations for the election;
- 3) Attain the number of years of graduation requirement for the affected office as at the date of the election as follows:
  - a) President and Vice-President, Twenty (20) years
  - b) General Secretary, Assistant General Secretary, Financial Secretary, Treasurer, Publicity Secretary, Secretary, Organizing Secretary, Assistant Organizing Secretary, Legal Adviser, Editor-in-Chief Seven years and above
- 4) Be a financial member of the branch and shall have paid his/her branch dues as and when due for at least the three (3) years preceding the election
- 5) The Electoral Committee's decision as to eligibility of any candidate to stand for election shall not be final. The disqualified candidate shall have the right of appeal to NEC or CONVENTION, whose decision shall be final.
- 6) A candidate for any elective national office shall be nominated or proposed in writing by a member and seconded by another both of whom shall be qualified like the candidate in accordance with the provisions of this constitution, and such candidate must be of good standing and must possess the requisite integrity, and must have been up to date with their branch due and all other Branch levies.
- 7) Candidates shall submit by email not more than four pages of A4-size electronic copy of their Curriculum Vitae, comprehensive manifestoes and other campaign material to the Electoral Committee for the publication in the Branches and National Headquarters, not later than the day fixed by the Electoral Committee.
- 8) The publication, printing or distribution of any campaign material, gifts and any form of souvenir whatsoever by a candidate or his supporter(s) is prohibited and any candidates who contravenes this provision shall be disqualified from being voted for.



- 9) The Electoral Committee shall collate all materials, arrange them in alphabetical order without regard for the position being sought and publish them at the National Headquarters and the branches at least fourteen (14) days before the election.
  - 10) Offices shall be vacant by effluxion of time, death, resignation, removal or for any other reasonable cause.
  - 11) Any vacancy occurring in any office after Annual General Meeting/Convention shall be filled by NEC.
3. **ELIGIBILITY TO VOTE**
- 1) To be eligible to vote, a member shall be a financial member of the Branch and shall have paid his/her annual branch dues, as and when due, for the two (2) years preceding the election, and shall have attended a minimum of five month general meeting of the Branch within twelve (12) months preceding the date of the election.
  - 2) The members' name must appear in the final eligible voters as compiled by the Electoral Committee and published not later than fourteen (14) days before the date of election.
4. **TENURE OF OFFICE**
- a) Subject to the provisions of this constitution, any National/Branch Officer of the Ambrose Alli University Alumni Association, shall hold office until:
    - i. His successor in office takes over.
    - ii He dies whilst holding such office(s).
    - iii The date when his resignation from office takes effect
    - iv He otherwise cease to hold office in accordance with the provisions of this constitution.
    - v Each officer shall hold office for two years and or may be subject to re-election for another term of two years, provided such officer has attended at least two-third of all NEC meetings during his tenure of office.
    - vi in the event that an executive is unable to hold a Convention/AGM of an election year, the executive shall cease to exist and hand-over to the Board of Trustees who must conduct election into the various offices within three (3) months.
    - vii in the event that (vi) above happens in a branch, the branch executive shall be dissolved by NEC and a caretaker committee set up to administer the branch. The caretaker committee shall conduct election within three (3) months.
5. **DUTIES OF THE ELECTORAL COMMITTEE**
- 1) Not later than Thirty (30) days of the election year, the Electoral Committee shall announce the date of the election as fixed by the NEC and invite nominations for office, and shall publicize the provisions of the constitution relating to eligibility to contest and eligibility to vote and also issue election and campaign guidelines; provided that no candidate shall commence any form of public campaign until the campaign guidelines are issued or released.
  - 2) The Electoral Committee shall scrutinize all nominations to ensure that they comply with the provisions herein and shall notify candidates who fail to qualify of their disqualification within seven (7) days of any decision to such effect; provided that such a disqualified candidate may apply to the Committee for a review of the decision within seven (7) days, from the date he or she received such notice of disqualification.
  - 3) Not less than thirty (30) days prior to the election, the Electoral Committee shall cause a list of the candidates for election to various offices to be publicized by the same being displayed at the National Headquarters and Branch Secretariat, and such other places as it may deem fit.
  - 4) Upon the close of nominations, the Electoral Committee shall cause ballot papers to be printed for the election with funds to be provided by the Alumni Association.
6. **PROCEDURE AT ELECTION**
- 1) Voting at elections shall be physical voting of delegates by secret ballot, as may be determined by the Electoral Committee.
  - 2) Votes at elections shall be counted immediately after the close of voting and the result shall be declared, immediately by the Chairman of the Electoral Committee.
  - 3) To the extent of their functions, the decision of the Election Committee shall be final.
- ARTICLE 16: QUALIFICATION AND DISQUALIFICATION OF CANDIDATES**
1. **QUALIFICATION TO HOLD OFFICE**
- A member of the Association shall be qualified to hold a National Office if
- a) He/She is a full member of the Association and has paid, as at the date of his/her nomination, his/her Branch Dues, as and when due, for two (2) consecutive years inclusive of the year of election;
  - b) He/she has at any time prior to his/her nomination been a member of the National Executive Committee or Branch Executive Committee for at least a tenure and or financial member who have attended at least five consecutive meetings of his or her branch.



## 2. DISQUALIFICATION FROM HOLDING ANY OFFICE

A member shall be disqualified to hold any national office in the Association if during election campaigns:

- a) He/she sponsors or is associated with sponsoring a Newspaper or Magazine article or any electronic broadcast, vilifying other candidates or extolling a candidate's virtues;
- b) Any member who has held an elective office as a national officer for two (2) terms shall not be eligible to contest for a national office until at least two (2) years after his/her last term of office.
- c) No member of the Association shall be allowed to hold office simultaneously at the branch and the national level

## ARTICLE 17: SWEARING-IN OF NEWLY ELECTED OFFICERS/ASSUMPTION OF OFFICE AND HANDING OVER

- 1) Following the declaration of the results, the newly elected officers shall be sworn in at the Annual General Meeting immediately following the elections by the administration of the Oath of Office contained in the constitution herein on them by a legal practitioner or legal practitioner who Notary Public. All elected officers shall be deemed to have assumed office immediately after being sworn in.
- 2) Except otherwise resolved at a General Meeting, all standing and Ad-hoc Committee of the association shall automatically become dissolved upon the swearing in of the new elected officers.
- 3) All vacating officers and committee secretaries of the Association shall handover all records, monies, receipts, cheque books and any other property of the Association in their possession to the newly elected President within Thirty (30) days of assumption of office by the incoming officers.
- 4) It shall amount to an act of Gross misconduct for any member or former officer of the Association to violate sub-section (3) above and any such case shall be referred to the Disciplinary Committee.

## ARTICLE 18: IMPEACHMENT/DISSOLUTION OF OFFICERS

### A. IMPEACHMENT.

The president and or other members of NEC may be impeached subject to the provisions of this section:

- a. Whenever a notice of any allegation(s) in writing signed by at least ten active financial members of 2/3<sup>rd</sup> of the branches of the Ambrose Alli University Alumni Association is presented to the NEC stating that the president and or holder(s) of such officer(s) is/are guilty of gross misconduct in the performance of his/her duties details of which shall be specified. The NEC shall thereafter cause a copy of the allegation(s) to member of NEC within seven days of the receipt of the notice(s), and any statement made in reply to the allegation(s) by the holder(s) of such office(s) shall be submitted to NEC within seven days.
- b. The NEC shall resolve within seven days whether or not the allegation(s) should be investigated and if so the NEC shall cause the allegation(s) to be investigated by the disciplinary committee.
- c. The disciplinary committee shall within thirty (30) days investigate and submit a written report and recommendation of its finding to NEC.
- d. The NEC shall then deliberate and by simple majority vote, accept, reject or modify the recommendations of the disciplinary committee.

### B. DISSOLUTION OF NEC

#### a. NEC Shall Stand Dissolved.

1. At the expiration of its two year term of office.
2. Before the expiration of the term if:
  - i. It is proved that the NEC is not discharging its functions under this constitution in a manner conducive to the general well being of the Ambrose Alli University Alumni Association.
  - ii. A gross misconduct has been established.

#### b. Procedure For Dissolution Of NEC

- i. A petition to this effect specifying the details of the breach or gross misconduct complained of, and signed by at least ten active financial members shall be presented to the disciplinary committee.
- ii. The Disciplinary Committee shall investigate the petition within fourteen days of receipt of the petition, shall on resolving to dissolve the NEC cause an emergency general convention where dissolution shall be effected by a two-third majority of members present and voting.
- iv. Where the NEC is dissolved, the convention shall immediately appoint a care-taker committee which shall remain in office till the next general elections.

## ARTICLES 19: COMMITTEES AND FUNCTIONS

### 1. (A) STANDING COMMITTEES

- a. The Ambrose Alli University Alumni Association shall have the following standing Committees which shall be responsible to NEC:



- i. Financial Committee
  - ii. Research and Publication Committee
  - iii. Development and projects Committee
  - iv. Membership and Accreditation Committee.
  - v. Social/Welfare Committee
  - vi. Disciplinary/Judicial Committee
- b. Members of these Committees shall be appointed by NEC.

**A. AD-HOC COMMITTEE**

Without prejudice to the existence of standing committees, the National Convention or the NEC shall have power to set up ad-hoc committees whenever necessary to perform specific duties after which they stand dissolved.

**B. AUDITORS**

Auditors shall be appointed during National Convention. The Auditors shall be three in number with one member having accounting knowledge. No Auditor shall be appointed by an incumbent executive or immediate past executive. This appointment shall be made at the end of the Alumni year and they shall audit the accounts of the Ambrose Alli University Alumni Association and present its report at next National Convention.

**C. COMMITTEES PREROGATIVE**

Any of the committees may regulate its own procedures in line with its terms of reference and can impose sanctions on any of its members for the purpose of discharging its functions.

**2. FUNCTIONS OF THE COMMITTEES.**

**a. FINANCE COMMITTEE**

There shall be a finance committee comprising of not more than five members with the National Financial Secretary as Chairman which shall carry out the following functions:

- (i) Assist the NEC in determining subscriptions to be paid by each branch.
- (ii) Assist NEC in updating the register of all revenue sources available to the Ambrose Alli University Alumni Association including the list of all registered branches, all investments or project which the Ambrose Alli University Alumni Association controls or has interest in.
- (iii) To ensure that all revenue of the Ambrose Alli University Alumni Association are collected as and when due.
- (iv) To organize fund raising activities for purpose approved by the NEC or National Convention.

**b. RESEARCH AND PUBLICATIONS COMMITTEE**

There shall be a Research and Publications Committee comprising not less than five members including the Editor-in-Chief as Chairman and the Publicity Secretary as member which shall carry out the following functions:

- (i) Publish a comprehensive Alumni who-is-who up to date and produce supplements each year.
- (ii) Research into all aspects of the Ambrose Alli University Alumni Association and publish a year book on same issues.
- (iii) Publish a Journal of the Ambrose Alli University Alumni Association to be called "The Ambrose Alli University Alumni Association" annually.
- (iv) Advice NEC on areas of Research in which it should be involved.
- (v) Liaise with the University with a view to finding out the areas of its research in which the Ambrose Alli University Alumni Association can be of assistance.
- (vi) Constitute the Editorial Board of the Ambrose Alli University Alumni Association.

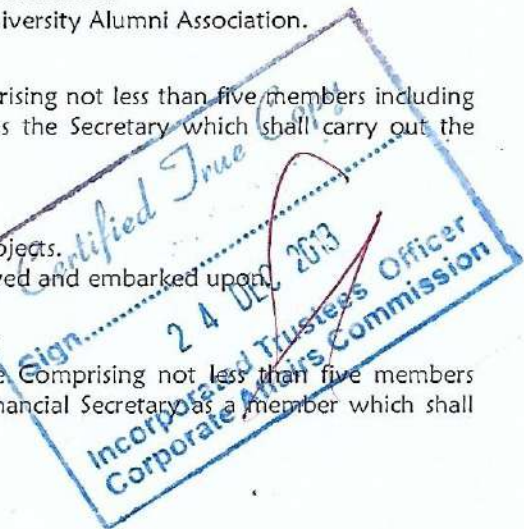
**c. DEVELOPMENT AND PROJECTS COMMITTEE**

There shall be a Development and Projects Committee comprising not less than five members including the President as the Chairman and the General Secretary as the Secretary which shall carry out the following functions:

- (i) Initiate and Execute development projects.
- (ii) Work out details and cost of such projects.
- (iii) Advice NEC on the feasibility and viability of such projects.
- (iv) Supervise the execution of such projects when approved and embarked upon.

**d. MEMBERSHIP AND ACCREDITATION COMMITTEE**

There shall be a Membership and Accreditation Committee comprising not less than five members including the General Secretary as the Chairman and the Financial Secretary as a member which shall carry out the following functions:





- (i) Ensure that all Alumni are registered members of the Ambrose Alli University Alumni Association
- (ii) Co-ordinate the formation of Branches of the Ambrose Alli University Alumni Association within and outside Nigeria.
- (iii) And any other duties that may be assigned to them from time to time.

**e. SOCIAL/WELFARE COMMITTEE**

There shall be Social/welfare Committee which shall comprise not less than five members with the Organizing Secretary or his representative as the chairman and which shall have the following functions:

- (i) Organize all social activities involving the Ambrose Alli University Alumni Association.
- (ii) Arrange for accommodation and seats at the National Conventions and other functions of the Ambrose Alli University Alumni Association.
- (iii) Arrange all entertainments at all functions of the Ambrose Alli University Alumni Association.
- (iv) Determine and make recommendations to NEC on what form of assistance and or goodwill gestures to be given to financial active members when necessary, charitable homes as well as in other areas deemed necessary by the committee.

**f. DISCIPLINARY/JUDICIAL COMMITTEE**

There shall be a Disciplinary/Judicial Committee which shall comprise not less than five members with the Legal Adviser as the Chairman and shall have power to:

- (i) give his legal opinion on constitutional provisions
- (ii) Advise the Ambrose Alli University Alumni Association and its organs on all legal matters.
- (iii) Investigate all allegations of misconduct and make recommendations to NEC.

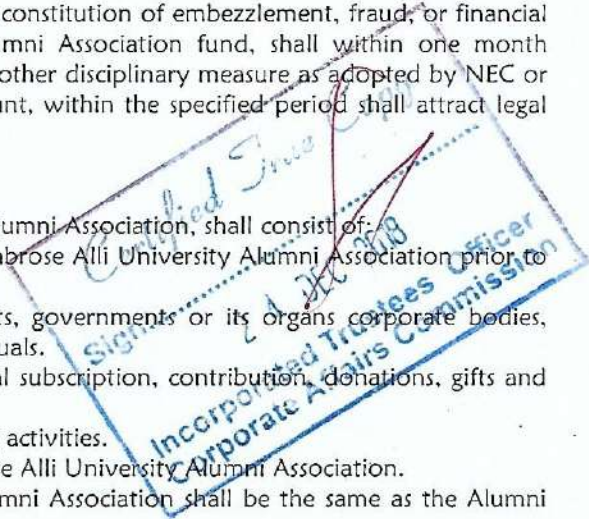
**ARTICLE 20: DISCIPLINE**

Disciplinary procedure shall be instituted against any Alumni:

- (i) Who is adjudged by a majority vote at NEC meetings or National Convention to have committed an act of misconduct may be barred from further participations and proceedings.  
Provided that further act of defiance or stubbornness may lead to expulsion from the particular meeting and may not be admitted to participate in further meetings without a written affirmation of good conduct presented to the Ambrose Alli University Alumni Association.
- (ii) With alleged case(s) of sabotage against the Ambrose Alli University Alumni Association shall be referred to the disciplinary committee for trial which shall follow the provision laid down in this constitution.
- (iii) Who fails to pay annual subscriptions for two consecutive alumni years may be subject to a fine not exceeding a full year's subscription, in addition to the normal dues.
- (iv) Found guilty in accordance with the provisions of this constitution of embezzlement, fraud, or financial mismanagement of any Ambrose Alli University Alumni Association fund, shall within one month refund the equivalent of fund involved as well as face other disciplinary measure as adopted by NEC or National Convention. Failure to refund the said amount, within the specified period shall attract legal procedures to recover same.

**ARTICLE 21: SOURCES OF INCOME AND ACCOUNT**

- A. The source of income of the Ambrose Alli University Alumni Association, shall consist of:
  - i. All monies or fund being held on behalf of the Ambrose Alli University Alumni Association prior to the commencement of this constitution thereafter.
  - ii. Grants from Ambrose Alli University or its agents, governments or its organs corporate bodies, institutions, philanthropic organization and individuals.
  - iii. Membership registration fees, special levies, annual subscription, contribution, donations, gifts and loans.
  - iv. Monies derived from launching and or fund raising activities.
  - v. Any other monies lawfully acquired by the Ambrose Alli University Alumni Association.
- B. The financial year of the Ambrose Alli University Alumni Association shall be the same as the Alumni year.
- C. The Ambrose Alli University Alumni Association shall lodge its money with any Bank or any other financial institution as may be decided by NEC.
- D. The account of the Ambrose Alli University Alumni Association shall have the following signatories:
  - a. President
  - b. Financial Secretary
  - c. Treasurer





- E. i. The President and any one of the above signatories can sign for any amount
- F. i. All Expenditures shall be approved by the NEC.
- ii. Without prejudice to Article 21 Sub-section F(i), the president may authorize expenditure not exceeding the sum of **200,000.00.**

**ARTICLE 22: DISBURSMENT AND APPLICATION OF FUNDS**

1. The Funds of the ASSOCIATION including all donations, contributions and bequest, shall be paid into an account operated by the NEC in the name of Ambrose Alli University Alumni Association, at such a bank as NEC shall from time to time decide. All cheques drawn on the account must be signed by the President and the Treasurer or Financial Secretary.
2. Financial Secretary shall be responsible for the internal audit. Proper receipts and accounting system must be employed. The PRESIDENT shall designate resources to assist the Treasurer preferably at least one other member of the NEC shall be involved.
3. The NEC shall take responsibility for any misappropriation of funds. And any body found to be involved in such act, the NEC shall take necessary actions to take legal proceedings against such person.
4. The Treasurer shall seek the PRESIDENT's consent for any payment.
5. All monies/funds raised will be made in the name of the ASSOCIATION such fund raising exercise or collection will only be made on the express authority of the ASSOCIATION.
6. The income, property and all assets of the ASSOCIATION shall be applied by at the direction of the NEC solely towards the promotion of the aims and objects of the ASSOCIATION and to manage, improve and maintain all or any part of the land, other property of the ASSOCIATION or carry out new works as approved by the NEC.
7. The president may direct the expenditure of funds for logistics and hosting of meetings and convention.

**ARTICLE 23: APPOINTMENT OF AUDITOR**

1. The Ambrose Alli University Alumni Association shall appoint an auditor at the General Meeting to audit the account of the Ambrose Alli University Alumni Association and make annual report of such to the General Meeting and the said Auditor shall perform his functions independently.

**ARTICLE 24 AMENDMENTS**

- A. Any article of this constitution may be amended from time to time when necessary:
  - i. On a motion to that effect moved and seconded by at least five active financial members of the Ambrose Alli University Alumni Association to be sent to the General Secretary not less than two Calendar months to the date of the National Convention.
  - ii. The General Secretary shall cause that motion to be circulated to all registered branches and thereafter bring the motion before the Nation Convention for debate.
  - iii. The amendment shall be deemed to have be made if the motion is adopted by at least 2/3 majority of members present at the convention.
  - iv. Any proposal for amendment of this Constitution shall be forwarded to the Registrar General of the Corporate Affairs Commission for final approval.

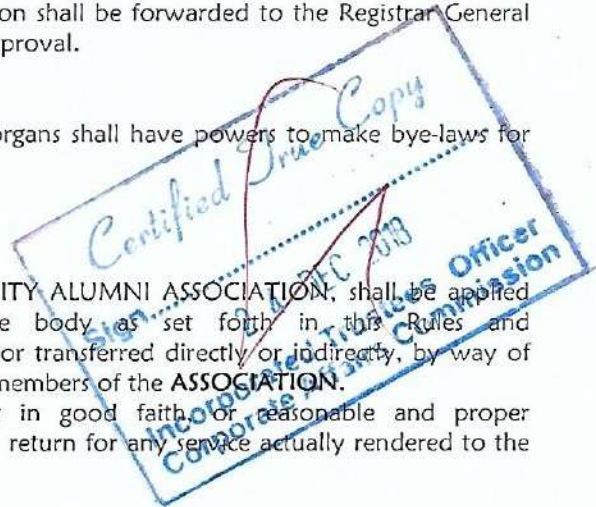
**ARTICLE 25: BYE-LAWS**

The Ambrose Alli University Alumni Association or any of its organs shall have powers to make bye-laws for purposes of regulating its activities.

**ARTICLE 26: SPECIAL CLAUSES**

**THE INCOME AND PROPERTY OF AMBROSE ALLI UNIVERSITY ALUMNI ASSOCIATION**, shall be applied solely towards the promotion of the objectives of the body as set forth in the Rules and Regulations/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.

**PROVIDED** that nothing herein shall prevent the payment in good faith, or reasonable and proper remuneration to any officer or servant of the ASSOCIATION, in return for any service actually rendered to the ASSOCIATION





- a. No member of the association shall be appointed to any salaried office of the ASSOCIATION or any office of the ASSOCIATION paid by fees; and
- b. No remuneration or other benefit in money or money's worth shall be given by the Ambrose Alli University Alumni Association, to any member, NECOM NEC, body except repayment of out of pocket expenses or reasonable and proper rent for premises demised, or let to ASSOCIATION or reasonable fees for services rendered.
- c. NO ADDITION, alteration or amendment shall be made to or in the RULES AND REGULATIONS/CONSITUTION for the time being in force, unless the same have been previously submitted to, and approved by the Registrar-General, Corporate Affairs Commission.
- d. 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 some other institutions having objectives similar to the objectives of the ASSOCIATION, and the body or bodies are prohibited from distributing its or their income and property amongst its or their members to an extent at least as great as is imposed on the ASSOCIATION, under, or by virtue of the SPECIAL CLAUSE hereof, such institution or institutions to be determined by the member of Ambrose Alli University Alumni Association, Effect cannot be given to the aforesaid provision then to some charitable objectives.

**OATH OF OFFICE.**

I.....do solemnly swear/affirm that I will be faithful and bear true allegiance to Ambrose Alli University Alumni, Association, that as:.....of Ambrose Alli University Alumni, Association, I will discharge my duties to the best of my ability, faithfully and in accordance with the Constitution of Ambrose Alli University Alumni, Association, and always in the interest of the integrity, solidarity, well-being and prosperity of the Ambrose Alli University Alumni, Association, that I will not allow my personal interest to override my official conduct or my official decisions; that I will to the best of my ability preserve, protect and defend the interest of the Ambrose Alli University Alumni, Association, that I will abide by the Constitution of Ambrose Alli University Alumni, Association, that in all circumstances, I will do right to all members, according to law, without fear or favour, affection or ill-will; that I will not directly or indirectly communicate or reveal to any person any matter which shall be brought under my consideration or shall become known to me as:..... of Ambrose Alli University Alumni, Association, except as may be required for the due discharge of my duties as:.....; and that I will devote myself to the service and well-being of Ambrose Alli University Alumni, Association.

So help me God.

*[Signature]*  
 .....  
 PRESIDENT

*[Signature]*  
 .....  
 GENERAL SECRETARY

**UJUANBI OMEIYEN**  
 NAME:.....

**WEDDUGHE ARIASOTIE MOSES**  
 NAME:.....

DATED 15<sup>th</sup> DAY OF OCTOBER, 2017.

