

THE CONSTITUTION
FEDERAL POLYTECHNIC, OFFA ALUMNI
U.S.A. CHAPTER

Preamble

We the alumni/alumnae of the Federal polytechnic Offa having firmly and sincerely agreed to come together to form, establish and organize ourselves into an association for promoting cordial relationship between ourselves, the polytechnic authorities, staff and students and for the welfare of the members thereof both individually and collectively, **do hereby make, enact and give to ourselves the following** constitution.

Article One – Name of the association

The name of the organization shall be “Federal Polytechnic Offa Alumni Association”, hereafter referred to as “the association”.

Article Two – Objectives

The objectives of the association shall be:

- a. To promote and encourage close and meaningful relationship between the polytechnic authorities, the staff, students and alumni of the federal polytechnic, offa (hereinafter referred to as “the polytechnic”) and to conduct educational and social program and other activities of mutual benefit and interest to them.
- b. To provide a forum for its members for the exchange of ideas regarding the development, progress and well being of the polytechnic.
- c. To provide assistance, financial or otherwise to the students of the polytechnic individually and collectively when occasion demands and insofar as the finances of the association permit.
- d. To take whatever measures it considers necessary to maintain, improve and enhance the welfare, standards, prestige and good name of the polytechnic and its products.
- e. To promote the establishment of branch associations in each state of the country and chapters in parts thereof and similar branches/chapters abroad where possible.
- f. To purchase, take, lease or in exchange hire or otherwise acquire any real or personal property and right and privilege in any part of Nigeria which the association may think necessary or convenient for the promotion of its objectives and those of the polytechnic and to construct, maintain and alter any buildings or erections necessary, convenient or fitted to the objectives of the association.

- g. To promote healthy-relationship and mutual cooperation and understanding between the association and the alumni associations of other Nigerian universities for the purpose of enhancing the growth and development of polytechnic education in the country and the promotion of national integration, understanding and progress.
- h. To undertake any other business that is consistent with the objective of the association.

Article Three – Headquarters

The national headquarters of the association shall be situated at the Federal Polytechnic, Offa Nigeria.

Article Four – Membership

- a. Membership of the association shall be open to all matriculated ex-students of the federal polytechnic, offa irrespective of the nature and duration or outcome of the course(s) taken, provided that no one expelled from the polytechnic shall be admitted to membership.
- b. Distinguished persons, especially teachers and administrators of the polytechnic whose activities have benefited the polytechnic and the alumni association may be admitted as honorary members of congress on the recommendation of the national executive council.
- c. An alumnus/alumna's membership may be withdrawn if he/she is guilty of gross misconduct that is capable of bringing the association into disrepute provided that only the national executive committee shall have the powers to expel any member.
- d. The national executive committee shall have powers to confer on deserving members the status of life members upon payment of prescribed fee as may be fixed from time to time. Life members shall be entitled to rights and privileges as may be approved by the national executive council (NEC).
- e. An alumnus'/alumni's membership of the association shall be deemed to have lapsed if he/she is in default of payment of membership dues up to six (6) months.
- f. A member may be suspended by a resolution of the general meeting of his/her branch or chapter for a period not exceeding three months if he/she is guilty of fraud or gross indiscipline provided that only the national executive council shall exercise disciplinary powers over elected national officers.
- g. For offences of a magnitude that require severer disciplinary action such as suspension beyond three months and expulsion, the branch/chapter Exco of the member concerned shall process the case for the consideration of national executive council.

Article Five – National Officers of the Association

- a. There shall be elected for a term of two years the following officers:
 - i. National president
 - ii. Three national vice presidents
 - iii. National secretary
 - iv. Two assistant national secretaries
 - v. National treasurer
 - vi. National financial secretary
 - vii. National socials secretary
 - viii. National publicity secretary
 - ix. Three ex-officio members
- b. Retiring officers shall be eligible for re-election provided that no member shall hold the same office for more than two consecutive terms.

Article Six – Duties/functions of national officers

The National President shall:

- a. Uphold the constitution of the association;
- b. Preside over all meetings of the association;
- c. Convene through the national secretary all meetings of the association;
- d. Co-ordinate the activities of all other national officers of the association in the performance of their duties;
- e. Present an address at meetings of the association;
- f. Present an annual budget proposal to the national executive committee within the first quarter of the alumni year;
- g. Approve all expenditure (s) as the chief accounting officer of the association;
- h. Appoint (as appropriate) the chairman of the annual alumni lecture committee;
- i. Be a co-signatory to the association's account (s);
- j. Perform such other functions as may be directed by the congress or NEC;
- k. He shall be accountable to the congress for all the properties of the association.

The National Vice-President shall:

- a. Assist the national president generally in the discharge of his functions;
- b. Deputize for the national president in the order of precedence in the absence of the national president or as may be delegated by the president;
- c. In addition to these general duties, the national vice-presidents shall undertake the following:
 - i. The first national vice president shall assist the national president in membership mobilization and in the establishment of new branches and chapters;

- ii. The second national vice-president shall assist the national president in the mobilization of funds for the association;
- iii. The third national vice president shall assist the national president in liaising with members on the campus of the **Institution** to ensure that they operate a viable chapter.

The National Secretary shall coordinate the general duties of the national secretariat of the alumni association including:

- a. Summoning after consultation with the national president, all meetings of the association;
- b. Recording and keeping the minutes of all such meeting;
- c. Keeping an up-to-date roll of members and their current addresses;
- d. Producing annual and special reports of the activities of the association and its organs;
- e. Maintaining contacts by correspondence and other means with all the branches of the
 1. association;
- f. Keeping an imprest of an amount to be determined by the national executive committee, through the finance and general purpose committee;
- g. Performing such other duties as may be allotted to him by the national president;
- h. Handing over the association's property in his possession to the president on leaving office/or on request;
- i. He shall be a co-signatory to all the accounts of the association.

The Assistant National Secretaries shall:

- a. Assist the national secretary in the performance of his functions and act for him in his absence in the order of precedence;
- b. Hand over to the national secretary the association's property in his possession on leaving office on demand;
- c. Perform other duties as may be desired by the national secretary or the national executive committee.

The National Treasurer shall:

- a. Receive all monies on behalf of the association and deposit them in the account (s) of the association within three (3) days of receiving such money;
- b. Keep and up to date account of all moneys received or paid out by him and supply progress reports at every meeting of the national executive committee;
- c. Co-sign all cheques of the association with the president;
- d. Make his books of account available to the finance and general purpose committee, the national executive committee and the auditors on request at a reasonable notice;

- e. Submit to the auditors an annual statement or account for audit purpose;
- f. Submit to the fiancé and general purpose committee on quarterly basis the statement of account of the association;
- g. Present a report to the national congress;
- h. Hand over the association's property in his possession to the national president on leaving office.

The National Finance Secretary shall:

- a. Collect and issue receipts for all moneys of the association and hand such moneys over to the National Treasurer within three (3) days of such collection;
- b. Keep and up-to-date account of all moneys thus collected and paid to the Treasurer;
- c. Make his books of account available to the national executive committee or the auditors on request at reasonable notice;
- d. Present a plan of fund-raising activities to the national executive committee through the finance and general purpose committee;
- e. Implement such an approved plan of fund raising as may be directed by the NEC.
- f. Hand over to the National President all the association's property in his possession on leaving office.

The National Publicity Secretary shall:

- a. Take charge of the public relations function of the association;
- b. Be the chairman of the Editorial Board of the association's publications or delegate such duties as may be approved by NEC;
- c. Perform such other functions as may be directed by National Executive Committee or the National President;
- d. Hand over the association's property in his possession to the president on leaving office or as requested.

The Social Secretary shall:

- a. Organize all social activities of the association under the general or specific direction of the National Executive Committee or the National President;
- b. Be in charge of the general management of the association's guest house, including ensuring the collection of and proper accounting for the money realized from the guest house and hand over such proceeds to the Treasurer;
- c. Preside over the meetings of the social committee;
- d. Hand over to the president the association's property in his possession on leaving office or on request.

Article Seven – Branches of the association

- a. A branch of the association shall be formed in every state of the federation of Nigeria where there are ex-students of the polytechnic. Such a branch shall be called after the name of the state and shall have its headquarters in the state capital. A branch shall have an executive committee.
- b. A state branch may elect such officers as it wishes taking a cue from the national officers provided that the head of a branch shall be known as branch chairman.
- c. A state branch shall be free to organize chapters in its various towns or cities (or institutions therein). The head of a chapter shall be called chapter chairman, and he shall be an ex-officio member of the state executive committee.
- d. A branch of the association may also be formed in any place outside Nigeria where there are ex-students of the polytechnic.
- e. The national headquarters of the association shall be informed as soon as a branch together with their addresses and other particulars shall be forwarded to the headquarters. Such a list shall be updated annually or whenever major changes occur.
- f. Every branch shall have powers to run its activities according to its wishes, provided that such activities shall not be in conflict with the provisions of this constitution.

Article Eight – Congress

1. There shall be a national congress of the association which shall be the supreme decision making body of the association. It shall meet once every two years.

2. Composition:

- i. The incumbent national executive council members
- ii. Five (5) financial members from each state branch and one (1) from each chapter
- iii. The elected trustees of the association

3. Functions:

The national congress shall:

- a. Receive the national president's address
- b. Receive, debate and may adopt the following reports
 - i. National president's report
 - ii. National treasurer's report
 - iii. The audited accounts of the association together with the national auditor's comments thereon

- c. Take policy decisions on all activities of the association and on all matters affecting the welfare of its members in particular and the polytechnic in general;
 - d. Consider and may approve all social and other activities planned for the association by the national executive council;
 - e. Unless otherwise prescribed by this constitution, elect the national executive council of the association as at when due.
- 4. i. All financial members of the association shall be entitled to attend and participate in the business of the congress. Emergency meetings of the national congress may be summoned by the national executive council or at the joint written request of not less than fifty (50) signatories from at least five branches who shall be financial members to discuss such matters as are listed in the notice summoning such meetings.
 - ii. Such meetings shall be held not later than two calendar months from the date of the receipt of the signed request.
 - iii. If at the expiration of the specified period the national president refuses to summon a meeting, the signatories of the signed request shall convene a legal meeting of congress.
 - iv. The quorum at such an extra-ordinary meeting shall be fifty (50).

Article Nine – The National Executive Council

- a. There shall be a national executive council of the association hereinafter referred to as the “council” which shall be made up of:
 - i. The National president
 - ii. The three national vice-presidents
 - iii. The National secretary
 - iv. The National treasurer
 - v. The national financial secretary
 - vi. Two assistant National secretaries
 - vii. The National social secretary
 - viii. The national publicity secretary
 - ix. The chairmen and secretaries of all the branches and chapters
 - x. The alumni relations officer
 - xi. Three unofficial members to be elected by the congress who should reflect the national spread of membership of the association.

xii. Immediate past national president

- b. The national executive council shall have powers to take decisions on matters, which affect the association and shall have authority to act for and on behalf of the association on matters requiring decisions in between the association's congresses.
- c. The national executive council shall also have powers to co-opt additional members to the council.
- d. However, co-opted members shall have no vote.
- e. NEC shall have the powers to suspend any officer of the association who, in the opinion of NEC, does not live up to expectation and such an officer shall remain suspended until recalled by NEC or the National congress.
- f. In the event of the removal of an officer before the expiration of his tenure, the national executive council shall delegate another officer within NEC to act in such position pending the final determination of the case of the suspended officer.

Article Ten – Meetings

A. NATIONAL EXECUTIVE COUNCIL

- 1. The National Executive Committee shall meet at least once in two months to consider the business of the association.
- 2. The president, in consultation with the National Secretary, can also summon emergency meetings of the NEC as may be considered necessary.
- 3. A simple majority of the committee members shall form a quorum and its decisions shall become binding.
- 4. The National Executive Council shall meet 2 times in a year, at least one of which shall hold at the National Headquarters of the Association.
- 5. Without prejudice to (4) above, emergency meetings of NEC shall hold if so desired.
- 6. A simple majority of council members shall form a quorum for normal business.

B. NATIONAL CONGRESS

- 1. The National Congress of the Association shall meet once in two years at the National Headquarters of the Association.
- 2. Without prejudice to B (1) above, extra-ordinary meetings of the National Congress shall be on the joint written request of not less than (50) financial members from at least five (5) branches, to discuss such matters as are listed on the notice summoning such meetings.
- 3. Such extra-ordinary meetings shall be held not later than two (2) calendar months from the date of the receipt of the signed request.

4. If at the expiration of the specified period, the National President refuses to summon the extra-ordinary meeting, the signatories of the signed request shall convene a legal meeting of the congress at well-publicized venue.

5. The quorum at such an extra-ordinary meeting shall not be less than fifty (50) from at least five (5) branches of the association.

Article Eleven – Quorum

The quorum for the following meetings shall be:

a. The congress – fifty (50) members including the National President or a Vice-President and the National Secretary or an assistant National Secretary.

b. The National Executive Council – six (6) members including the National President or a Vice-President, the National Secretary or an Assistant National Secretary, one other National officer and 3 other members of the executive who are not national officers.

c. Standing Committees – one third or the whole number next after one third of the membership of the respective committee.

d. Ad-Hoc committees – as may be specified by the body setting up the particular committee.

Article Twelve – Mode of election of officers

a. Any officer of the association shall be deemed to be duly elected by a simple majority of the members attending and voting at a congress summoned for that purpose.

b. Voting shall be by secret open ballot system.

c. Retiring officers shall be eligible for re-election provided that no member shall hold same office for more than two consecutive terms.

Article Thirteen – Finance

a. The financial year of the association shall begin on 1st July and end on 30th June.

b. The Association shall be liable only to the extent of its own property.

c. The Association finances shall be by subscriptions, donation, contributions, special levies, gifts, endowments and so on.

d. The subscription to be paid by state branches shall be determined from time to time by the National Executive Council.

e. The bankers of the association shall be appointed by the National Executive Council.

f. The signatories to the association's account(s) shall be:

- i. The National President
- ii. The National Secretary and
- iii. The National Treasurer
- g. The president and any of the other two shall be competent to operate the association's account.

Article Fourteen – Auditors

- i. The congress shall appoint a firm of auditors to audit its account.
- ii. The term shall be from one congress to another.
- iii. The National Executive Council shall fix the remuneration of the auditors.
- iv. The auditors shall audit the finances of the association and present a written report to the congress.

Article Fifteen – Trustees

A. APPOINTMENT

- i. There shall be elected by the congress (5) trustees for the association from among the members of the association.
- ii. The trustees shall not at any time be less than five (5).
- iii. The trustees shall hold office in the first instance for a period of four (4) years and can be re-elected by the congress.

B. FUNCTIONS OF TRUSTEES

- i. The property of the association real or otherwise shall rest in the trustees with powers to deal with same as the congress shall from time to time direct.
- ii. The trustees and the National Executive Council shall have power to raise loans or institute a levy in furtherance of the activities of the association subject to the approval by a majority vote of the members.
- iii. The trustees shall have powers to acquire and dispose off property and receive gifts and donations on behalf of the association and report to the congress such action (s).

C. A trustee shall hold office at the pleasure of the association, but shall cease to hold office if he/she:

- i. Resign from office
- ii. Becomes insane
- iii. Is officially declared bankrupt
- iv. Is convicted by a court of competent jurisdiction

v. Is recommended for removal from office by a simple majority vote of members present at the congress of the association.

D. Upon a vacancy occurring in the number of trustees, a national congress shall be held to appoint another eligible member of the association to fill the vacancy.

Article Sixteen – Common seal

a. The association shall have a common seal, which shall be in the custody of the National Secretary of the association who shall produce it when required for use by the trustees.

b. All documents to be executed by the trustees shall be signed by any three of them and sealed with the common seal.

Article Seventeen – Standing committees

The National Executive Council or the National Executive Committee shall have powers to set up its own committees and sub-committees as desired.

Article Eighteen – Special clause / Constitutional Amendments

I. The income and property of the association when so ever derived shall be applied solely towards the promotion of the objectives of the association as set forth in this constitution; and no portion thereof shall be paid or transferred directly or indirectly, by way of dividend, bonus or otherwise howsoever by way of profit to the members of the association provided that; nothing herein shall prevent the payment in good faith of reasonable and proper remuneration to an officer or servant of the association in return for any service actually rendered to the association, but no member of the National Executive Council shall be appointed to any salaried office of the association paid by fees; and that no remuneration or other benefit in-kind or money shall be given to any member of the National Executive Council except payment of out-of-pocket expenses or reasonable and proper rent for premises let to the association provided that the provision last aforesaid shall not apply to any payment to any company of a member of the association.

II. Any provision of this constitution may be amended by the congress of the association. Such amendment which may be proposed by any member or any branch shall be communicated to the National Secretary at least two calendar months before the date of the congress. The secretary shall incorporate such proposed amendment in the notice to members conveying the congress at least 30 days before the day of the congress. No amendment shall be passed unless it is affirmed by a two-third-majority vote.

- III. No addition, alteration or amendment shall be made to the constitution for the time being in force, unless the same has been previously submitted to and approved by the Registrar General of the Corporate Affairs Commission.
- IV. In the event of a winding up or dissolution of the association, if 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 institution or institutions, having objectives similar to those of the association and the body or bodies are prohibited for distributing its or their income and property amongst its or their members to such institutions or institutions to be determined by the members of the association at or before the time of distributed and if effect cannot be given to the aforesaid provision, then to some charitable object.

Effective Date

The effective date of the constitution, shall be DATED THIS 16th DAY OF January, 2009. Drafted by Lekan and Sunday