

PREAMBLE:

We, Alumni of Afe Babalola University desirous of promoting the tradition of Labor, Service and Integrity of the university and in furtherance of our desire to support our members do hereby resolve unto ourselves the following constitution: THE CONSTITUTION OF AFE BABALOLA UNIVERSITY ALUMNI ASSOCIATION.

PART I – GENERAL PROVISIONS

ARTICLE 1: NAME AND ADDRESS:

1.1 The Organization shall be called "Afe Babalola University Alumni Association", hereinafter referred to as "The Association"

1.2. The Association's registered office and National Secretariat shall be situated at the Main Campus of Afe Babalola University, Ado-Ekiti ("the University").

1.3. The Association shall be a body corporate with perpetual succession and a common seal capable of suing and being sued in its corporate name, capable of acquiring, holding or disposing of any property, movable or immovable, for the purpose of carrying out its function.

ARTICLE 2: AIMS AND OBJECTIVES

2.1. The aims and objectives of the Association shall be:

- i. To promote the welfare, standards, prestige and character of her members;
- ii. To provide a link between the University and its graduates through the University, Alumni Public Relations Office, and through them, the public in general;
- iii. To assist the University in whatever way possible in its development and in its drive to establish and maintain a tradition of excellence in all its endeavours;
- iv. To promote mutual understanding, co-operation, interaction and fraternal relationship amongst the graduates of the university;
- v. To advise the authorities of the University and the Federal Government on academic matters in particular and on all matters relating to the wellbeing of the entire University community;
- vi. To arrange seminars, conferences and symposia on matters of contemporary interest and to publish the proceedings and papers as may be deemed expedient;
- vii. To publish magazines, periodicals, newsletters and other publications as they may deem necessary for the achievement of its objectives;
- viii. To raise funds voluntarily and receive donations, gifts, grants and bequests from members and the general public for financing any of the above objectives and organize such fund-raising activities as may be decided upon by the National Executive Committee;
- ix. To carry out the various aims and objectives through, inter alia, establishment of standing committees when necessary.

- x. To do all such things as the Association may consider to be in her interest or that of the University or otherwise incidental or conducive to the achievement of any of the above objectives.

ARTICLE 3: MEMBERSHIP

3.1. There shall be two categories of Membership namely:

- a. Ordinary membership
- b. Honorary membership

3.2. Ordinary Membership

Membership of the Association shall be open to all persons who holds an academic degree - diploma or certificate from the Afe Babalola University.

3.3. Honorary Membership

i. The Association may from time to time, on the recommendation of the National Officers confer Honorary Membership on persons who have served or are serving the Association credibly, provided always that such recommendation shall have been approved by the National Executive Committee.

ii. Honorary Members of the Association shall not be required to pay Membership dues and shall have no voting rights at the meetings of the Association.

ARTICLE 4: MEMBERSHIP REGISTER

4.1. The Association shall keep and maintain a register of Ordinary members and a register of Honorary members.

4.2. Such register will be kept at the National Secretariat of the Association.

ARTICLE 5: ADMISSION AND SUBSCRIPTION

5.1 Admission of eligible persons shall be by payment of a registration fee as may be determined by the NEC. All registration fees shall be remitted to the official account of the Association through the National Financial Secretary.

5.2 There shall be yearly membership fee as agreed by the NEC for all members of the Association.

ARTICLE 6 - THE STRUCTURE OF THE ASSOCIATION

6.1. The structure of the Association shall include

- a. The National Executive Committee
- b. The National Officers
- c. The General Meeting
- d. The Board of Trustees

- e. The Regional Branch Executive Committee

PART II – THE NATIONAL EXECUTIVE COMMITTEE

ARTICLE 7 – ESTABLISHMENT, COMPOSITION AND POWERS

7.1 The National Executive Committee shall be the Supreme Authority of the Association.

7.2. The National Executive Committee shall comprise the following:

- a. National Officers;
- b. All past Presidents;
- c. All Chairmen of registered Branches.

7.3. Subject to the provisions of this Constitution, the National Executive Committee shall exercise and execute the following powers and functions:

- a. exercise control and management over the finances of the Association, including the appointment of suitable banks for that purpose;
- b. exercise the powers of the Association with respect to appointment of representatives to anybody;
- c. express the views of the Association upon matters of public interest or upon any matter of general interest to the Association, particularly matters relating to the affairs of Afe Babalola University;
- d. make all necessary arrangements for the Annual General Meeting;
- e. appoint an Alumni Liaison Officer, and such other staff for the Association, under terms and conditions as prescribed by the letter of appointment. The Alumni Liaison Officer shall be a staff of Afe Babalola University with experience in management and administration;
- f. cause the accounts of the Association to be audited annually by a competent professional firm of auditors;
- g. shall have voting rights in deliberations except 'b' and 'c'.
- h. appoint one of their members or a suitable member of the Association to fill and/or perform the duties pertaining to a vacant office, which said vacancy may occur due to mental or physical infirmity or any other cause;
- i. generally exercise all the powers vested in the Association (except those powers reserved for an Annual General Meeting or Extraordinary General Meetings of the Association) so as to promote and carry out the aims and objects of the Association as contained in this Constitution, and in particular, when the need arises, to apply for and receive donations on behalf of the Association.

ARTICLE 8 –MEETINGS AND VOTING

8.1. The National Executive committee shall meet at least once in a quarter at such times and places as may be decided by the National Executive Committee.

8.2. The quorum for the meetings of the National Executive Committee shall be 2/3 of its members.

8.3 On the requisition of at least 10 members of the National Executive Committee, which said requisition shall clearly state the matters sought to be considered, a meeting of the National Executive Committee shall be called by the President or the Secretary-General within two (2) weeks of receipt of the requisition.

8.4. Consensus shall be the aim of the National Executive Committee, but if it becomes necessary to put any questions to a vote then it shall be decided by a simple majority based on a show of hands provided that the National Executive Committee may resolve to decide any specific issue by secret ballot.

8.5. Any member of the National Executive Committee who absents himself from three (3) consecutive meetings of the National Executive Committee shall immediately cease to be a member of the National Executive Committee, unless he shows reasonable cause for such absence to the satisfaction of the National Executive Committee.

PART III - NATIONAL OFFICERS

ARTICLE 9 – COMPOSITION

9.1. The National Officers of the Association shall be –

- (a) The President
- (b) The First Vice-President (VP Projects)
- (c) The Second Vice-President (VP Careers)
- (d) The Third Vice-President (VP University relations)
- (e) The Secretary-General
- (f) The Assistant Secretary-General
- (g) The Treasurer
- (h) The Financial Secretary
- (i) The Public Relations Officer
- (j) The Social Welfare Officer
- (k) The Legal Adviser
- (l) The Internal Auditor

ARTICLE 10: DUTIES OF NATIONAL OFFICERS

The President

10.1. The duties of the President shall include:

- i. presiding at Annual General Meeting or Extraordinary and other General Meetings of the Association and meetings of the National Executive Committee
- ii. directing the summoning of meetings of the National Executive Committee either on his own initiative or in accordance with the decision of the National Executive Committee
- iii. directing all other officers of the Association in the performance of their duties and coordinating the activities of all branches of the Association
- iv. providing direction and leadership to all committees of the Association
- v. acting as the principal spokesman of the Association
- vi. giving overall direction to the Association.
- vii. shall be signatory to the Association's Account
- viii. ensuring with the assistance of the Financial-Secretary and the Treasurer, the efficient and economic use of the Association's assets and resources through prudent investments, acquisitions and disposals as may be necessary from time to time, subject however to the overall approval of the National Executive Committee.

The First Vice-President (Vice-President Projects)

10.2. The First Vice-President (Vice-President Projects)

- i. shall in the absence of the President preside at all meetings in which the President is empowered to preside by the provisions of this Constitution
- ii. shall oversee projects embarked on by the Association
- iii. shall perform all other duties as he may be directed by the President or the National Executive Committee or the Annual General Meeting or which the President is unable to perform owing to ill health, old age, absence from the country or any other reason.

The Second Vice-President (Vice-President Careers)

10.3. The Second Vice-President (Vice-President Careers)

- i. shall in the absence of the President and First Vice-President preside at all meetings in which the President is empowered to preside by the provisions of this Constitution
- ii. shall be in charge of all trainings, professional development and education of members of the Association

- iii. shall perform all other duties as he may be directed by the President or the National Executive Committee or the Annual General Conference or which the President is unable to perform owing to ill health, old age, absence from the country or any other reason.

Third Vice-President (Vice-President University Relations)

10.4. The Third Vice-President (Vice-President University Relations)

- i. shall in the absence of the President, First Vice-President and Second Vice-President preside at all meetings in which the President is empowered to preside by the provisions of this Constitution
- ii. shall superintend and ensure a smooth relationship between the alumni body and the university community
- iii. shall perform all other duties as he may be directed by the President or the National Executive Committee or the Annual General Meeting or which the President is unable to perform owing to ill health, old age, absence from the country or any other reason.

The Secretary-General

10.5. The Secretary-General, under the overall direction of the National Executive Committee, shall be in charge of the National Secretariat and shall perform such duties including the following:

- i. on the instruction of the President or in accordance with a previous decision of the National Executive Committee or pursuant to a requisition made in accordance with the provisions of this Constitution, summon the Annual General Meeting, meetings of the National Executive Committee or other meetings of the Association
- ii. record and keep the minutes, including attendance and summary of all decisions taken at all meetings of the Association.
- iii. write and dispatch circulars, letters and other correspondences of the Association, including that of the National Executive Committee
- iv. keep a roll of members and an up-to-date list of Branches of the Association
- v. furnish an annual return or special reports of the activities of the Association or any of its organs at the Annual General Conference
- vi. perform all other duties as may be assigned to him by the President or the National Executive Committee or the Annual General Meeting

The Assistant Secretary-General

10.6. The Assistant Secretary-General shall

- i. Assist the Secretary-General in the performance of duties and shall in the absence of the Secretary-General act in place;
- ii. Perform all other duties as may be assigned by the President, the Secretary-General, the National Executive Committee or the Annual General Meeting.

The Treasurer

10.7. The Treasurer shall perform the following functions:

- i. receive, collect and pay to the Association's bankers all monies collected for the Association or paid to the Association from any source whatsoever
- ii. carry out any decision or directive of the Annual General Meeting in matters relating to the budget or finances of the Association
- iii. prepare or cause to be prepared and submitted to the first meeting of the National Executive Committee, an annual budget containing the estimated revenue and expenditure of the Association for the period 1st November of every year to 31st October of the following year
- iv. invest the monies of the Association in such securities as may be approved by the National Executive Committee
- v. circulate to every member of the National Executive Committee the audited accounts and balance sheet for the preceding year
- vi. submit an annual report to the Annual General Meeting to which shall be attached the audited accounts and balance sheet for the preceding year
- vii. Shall be a signatory to the account of the Association
- viii. perform all other duties as may be assigned to him by the President or the National Executive Committee or the Annual General Meeting

The Financial Secretary

10.8. The Financial Secretary shall perform the following functions:

- i. collect and pay all monies of the Association to the Treasurer promptly and keep records of such receipts and payments;
- ii. ensure proper disbursement of the Association's money;
- iii. shall be a signatory to the Association's account;
- iv. perform all other duties as may be assigned to him by the President or the National Executive Committee or the Annual General Meeting.

The Public Relations Officer

10.9. The Public Relations Officer shall perform the following functions:

- i. ensure adequate and prompt publicity of the activities of the Association;
- ii. present a good and progressive image of the Association to the public;
- iii. issue releases and statements on matters of general interest to the Association and the public after consultation with the President or the National Executive Committee;
- iv. perform all other duties as may be assigned to him by the President or the National Executive Committee or the Annual General Meeting.

The Social Welfare Officer

10.10. The Social Welfare Officer shall perform the following functions:

- i. monitor the welfare and interest of members of the Association;
- ii. bring to the notice of the National Officers and the National Executive Committee any matter concerning the welfare of any member of the Association whether within or outside the country with a view to protecting and preserving their rights, privileges and welfare;
- iii. be responsible for managing the program of assistance for incapacitated or aged members of the Association;
- iv. perform all other duties as may be assigned to him by the President or the National Executive Committee or the Annual General Meeting.

Legal Adviser

10.11. Legal Adviser shall perform the following functions:

- i. advise the Association, its Officers, Committees, organs or agents and shall represent or protect the interests of the Association in courts, tribunals, judicial inquiries or proceedings as the need arises from time to time;
- ii. be consulted by every officer acting or purporting or proposing to act with any third party on behalf of the Association;
- iii. interpret the provisions of the Constitution and advise the Association on the strict compliance to the Association's constitution;
- iv. perform all other duties as may be assigned to him by the President or the National Executive Committee or the Annual General Meeting.

The Internal Auditor

10.12. The Internal Auditor shall perform the following functions:

- i. monitor all operations of the Association's bank accounts and prepare an annual audit report based on the financial records of the Association;
- ii. perform all other duties as may be assigned to him by the President or the National Executive Committee or the Annual General Meeting.

ARTTICLE 11- QUALIFICATIONS OF NATIONAL OFFICERS

11.1. A member of the Association shall be qualified to hold a National Office in the Association if:

- i. the member is a financial member of the Association and has so paid up to date dues, as at the date of his nomination;
- ii. the member has participated actively in the activities of the Association, within the preceding 3 years; such activities including but not limited to attending National and Branch General Meetings.
- iii. the member has attained six (6) years post-graduation.
- iv. the member is a person of high integrity.
- v. the member meets the specific criteria outlined in Paragraphs 2-13 below.

11.2. NATIONAL PRESIDENT

- i. the member must have had leadership experience in an organization or group; provided that such experience can include leadership experience gotten within the Association.

11.3. 1ST NATIONAL VICE-PRESIDENT (VP PROJECTS)

- i. the member must have knowledge or experience in Project Management.
- ii. the member must have had leadership experience in an organization or group; provided that such experience can include leadership experience gotten within the Association.

11.4. 2ND NATIONAL VICE-PRESIDENT (VP CAREERS)

- i. the member must possess stellar records in career development.
- ii. the member must have had leadership experience in an organization or group; provided that such experience can include leadership experience gotten within the Association.

11.5. 3RD NATIONAL VICE-PRESIDENT (VP UNIVERSITY RELATIONS)

- i. the member must be an active member of the University community.

- ii. the member must have had leadership experience in an organization or group; provided that such experience can include leadership experience gotten within the Association.

11.6. SECRETARY-GENERAL

- i. the member must possess training and experience in administration and being a secretary.

11.7. ASSISTANT SECRETARY-GENERAL

- ii. the member must possess training and experience in administration and being a secretary.

11.8. TREASURER

- i. the member must possess training and experience in financial management.

11.9. FINANCIAL SECRETARY

- i. the member must possess training and experience in financial management.

11.10 PUBLIC RELATIONS OFFICER

- i. the member must have good communication skills.
- ii. the member must have skill and experience in the use of traditional and social media.

11.11. SOCIAL WELFARE OFFICER

- i. the member must possess good interpersonal skills and relationship with members of the Association.

11.12 LEGAL ADVISER

- i. the member must be a lawyer in active legal practice, provided that reference to "active legal practice" is not limited to litigation, but includes relevant legal work experience.

11.13 INTERNAL AUDITOR

- i. the member must be a Chartered Accountant in active practice, provided that reference to "active practice" is not limited to working in an accounting firm but includes relevant accounting work experience.

ARTICLE 12 - TERM OF OFFICE

12.1. The National Officers of the Association shall be elected in accordance with this Constitution for a term of three (3) years at the first instance and such officer shall be eligible for re-election for another term of three (3) years, so that no officer shall hold a particular office for more than six (6) consecutive years or two terms.

ARTICLE 13 - DISQUALIFICATION FROM HOLDING ANY NATIONAL OFFICE

13.1. A member shall not be qualified to hold any national office in the Association if during election campaigns:

- (a) there is evidence that he is sponsored by or has received any financial assistance or inducement from any person whatsoever;
- (b) (S)he sponsors or is associated with sponsoring a newspaper or magazine publication or any electronic broadcast vilifying other candidates or extolling a candidate's virtues;
- (c) 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 Officer until ten (10) years after his last term of office.

ARTICLE 14 - MEETINGS OF NATIONAL OFFICERS

14.1. The National Officers shall meet at least once in every calendar month at such time and place as the President may direct. The President shall preside at the meeting of the National Officers, and in the absence of the President, the First Vice-President, and failing him, the Second Vice-President shall preside.

14.2. The quorum at any meeting of the National Officers shall be seven (7) members present in person.

14.3. Decisions of the National Officers shall be by consensus, but if it becomes necessary to put any questions to a vote then it shall be decided by a simple majority based on a show of hands provided that the meeting of the National Officers may resolve to decide any specific issue by secret ballot.

14.4. The National Officers shall have power to take decisions on behalf of the Association in all cases of emergency and report to the next meeting of the National Executive Committee for ratification.

PART IV - THE GENERAL ASSEMBLY

ARTICLE 15 – THE GENERAL ASSEMBLY

15.1. There shall be a general meeting held annually called Annual General Meeting. Any other general meeting shall be called an Extraordinary General Meeting.

15.2. The Annual General Meeting shall hold on such dates and at such place as may be determined by the National Executive Committee.

15.3. The following business shall be transacted at the Annual General Meetings:

- (a) receive and consider reports of the National Officers;
- (b) receive and consider financial statement; and such other business as may be listed in the notice of the General Meeting.

- 15.4. An Extraordinary General Meeting to deliberate on specific issues may be convened at such time and place as may be decided by the National Executive Committee.
- 15.5. The quorum at any General Meeting shall be 50 members from at least one-third (1/3) of the registered branches of the Association.
- 15.6. Attendance of the General Meetings shall be open to all members of the Association.

PART V - BOARD OF TRUSTEES

ARTICLE 16 – ESTABLISHMENT AND TERM OF OFFICE

- 16.1. Subject to the ratification of the Annual General Meeting, the National Executive Committee is empowered to appoint Trustees for the Association;
- 16.2. The Trustees shall not be more than nine in number at any given time and shall be known as “THE INCORPORATED TRUSTEES OF AFE BABALOLA UNIVERSITY, ADO-EKITI ALUMNI ASSOCIATION” in accordance with the provisions of Part C of the Companies and Allied Matters Act, Cap C20, Laws of the Federation of Nigeria 2004 (as may be amended from time to time);
- 16.3. The Trustees shall hold office for a term of six years and shall be eligible for re-election for one more term only;
- 16.4. A Trustee shall cease to hold office if he:
 - (a) resigns his office in writing;
 - (b) ceases to be a member of the Association;
 - (c) becomes insane;
 - (d) is officially declared bankrupt;
 - (e) is convicted of a criminal offence involving dishonesty by a court of competent jurisdiction;
 - (f) is removed from office by a two-thirds majority vote of financial members present and voting at a General Meeting of the Association;
 - (g) absents from three consecutive general meetings of the Association without good cause.
- 16.5. Upon a vacancy occurring in the number of Trustees, the National Executive Committee shall fill the vacancy pending ratification by the General Meeting.

ARTICLE 17 – POWERS AND THE COMMON SEAL

- 17.1. All properties of the Association or other interest in land acquired for the use and benefit of the Association shall be vested in the Trustees, to deal with as directed in writing by a resolution of the Annual General Meeting.
- 17.2. The powers vested in the Trustees by or under the Companies and Allied Matters Act shall be exercised subject to the directions of the General Assembly.
- 17.3. The Trustees shall have a common seal which shall be kept in the custody of the Secretary-General (or such other person as the Trustees may decide) who shall produce it when required for use by the Trustees.

PART VI - THE REGIONAL BRANCH

ARTICLE 18 – COMPOSITION

18.1. There shall be a regional branch in each of the six (6) geo-political zones of the Federation.

18.2. A regional branch shall be made up of at least one hundred (100) members who are ordinarily resident within that geographical region.

18.3. A regional branch shall have the following organs for its administration:

- i. The Annual General Meeting
- ii. Branch Executives
- iii. Standing committees:
 - a. Welfare Committee
 - b. Finance and Development Committee

18.4 There shall be International Branches of the Association. The international branches are branches of the Association established in countries outside Nigeria. An international Branch shall be made up of five (5) members who are ordinarily resident in a country other than Nigeria. An international Branch shall have the same organs as a state Branch.

ARTICLE 19 - ANNUAL GENERAL MEETING

19.1. The Branch shall hold an Annual General Meeting made up of all the financial members of the Branch for the purpose of receiving reports and carrying out elections as may be necessary with a quorum of twenty-five (25) members.

ARTICLE 20 - REGIONAL BRANCH EXECUTIVE COMMITTEE

20.1. There shall be a Regional branch Executive Committee made up of the following officers:

- i. Chairman
- ii. Vice-Chairman
- iii. Secretary
- v. Financial Secretary
- vi. Publicity/Social Secretary
- vii. Immediate past Chairman
- viii. Two (2) Ex-Officio members

20.2. All officers of the Branch Executive Committee shall be elected at the Branch Annual General meeting and shall:

- a. Hold office for three (3) years in the first instance.
- b. Be eligible for re-election to the same position for another three years only.

20.3 the member shall be qualified for election into the Regional Branch Executive Committee if:

(a) the member has attained five (5) years post-graduation membership in the case of a Region and must have attended chapter meetings for at least one term plus AGA attendance.

(b) the member has been an active financial member of the Association.

(c) the member is a person of unquestionable character and integrity and must not have been found guilty of any financial or gross misconduct by a court of competent jurisdiction.

(d) the member has been duly nominated in the manner prescribed by this Constitution.

ARTICLE 21 - POWERS OF THE BRANCH EXECUTIVE COMMITTEE TO MAKE BYE-LAWS

21.1. Subject to ratification by the Branch Annual General Meeting, the Branch Executive Committee shall have powers to make a Bye-Law to guide its activities.

21.2. Where there is conflict between this Constitution and any Bye-Law of a branch, this Constitution shall prevail.

ARTICLE 22 - DUTIES OF OFFICERS OF THE BRANCH EXECUTIVE COMMITTEE

22.1. The duties of officers of the Branch Executive Committee shall be in line with the duties of equivalent National Officers.

22.2. Additional duties may be spelt out by the Branch's Bye-Law.

ARTICLE 23 - STANDING COMMITTEES AND ADDITIONAL COMMITTEES

23.1. Every branch shall maintain a Welfare Committee to cater for the welfare needs of its members.

23.2. Each branch shall also maintain a Finance and Development Committee to oversee the funding and the management of the Branch's projects.

23.3. Additional functions may be given to these Committees in the Branch's Bye-Law.

24.4. Each Branch is empowered to create additional committees to carry out other responsibilities as the need arises, subject to the procedure laid out in it Bye-Law.

Part VII - ELECTIONS

ARTICLE 24 - ELECTION INTO NATIONAL OFFICES

A. The Electoral Committee

24.1. There shall be established an Electoral Committee, comprising a minimum of three and a maximum of five Electoral Officers (one of whom shall preside), and such Electoral Officers shall be appointed by the National Executive Committee at its meeting held in the first quarter of an election year, to conduct elections into National Offices.

24.2. 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 the **Electoral Regulations** which may be made by the Electoral Committee and approved by the NEC. The Electoral Regulation shall provide for, amongst others, verification of voters, place, time and platform to be utilized for electronic voting for each particular election year taking into consideration the state of available technology and information technology infrastructure in order to afford all registered voters the opportunity to vote.

B. Electoral Guidelines

24.3. Without prejudice to the Electoral Regulations, the following provisions shall guide election of National Officers.

- i. Election into National Offices shall be in accordance with the provisions of this Constitution and electronic voting as set out in the Electoral Bye Laws.
- ii. Voting at the election shall be by electronic means only (E-voting)
- iii. Elections shall be conducted electronically and eligible voters shall cast their vote electronically in accordance with the guidelines stipulated by the National Executive Committee.
- iv. A returning officer shall be, nominated by the General Assembly to preside over the election.
- v. The returning officer may co-opt not more than four other members to assist in the conduct of the election without prejudice to their voting rights.
- vi. A candidate shall be deemed to have been elected into office if he has a simple majority of votes cast at the election or in the event returned un- opposed.
- vii. A bye-election to fill a position vacated by an officer shall be held at the next General Assembly following the date such a position became vacate. The National Executive Committee may nominate any member of the Association to fill a vacancy in acting capacity until an election is held subject to the provisions of this constitution.
- viii. Only a financial member shall vote or be voted for at an election.
- ix. Winners shall be determined by a simple majority in all cases.

ARTICLE 25 - ELECTION OF BRANCH EXECUTIVE OFFICERS

Guidelines for Election

25.1. Without prejudice to the Electoral Bye Laws, the following provisions shall guide election of Branch Officers:

- i. The election of Branch Officers shall hold in an annual general meeting duly convened for the purpose of the election.

- ii. A returning officer shall be nominated by the General Assembly to preside over the election.
- iii. The returning officer may co-opt not more than two (2) other members to assist in the conduct of the election without prejudice to their voting rights.
- iv. The Branch General Assembly shall prescribe the rules and procedures for election.
- v. To be nominated and elected into any office of the Association at the Branch level, a candidate must first and foremost be a delegate to the General Assembly.
- vi. All delegates shall be duly accredited before the commencement of the General Assembly.
- vii. Nominations of candidates shall be in writing by completing the prescribed forms not less than one month to the date of the said election.
- viii. A candidate shall be deemed to have been elected into office if he has a simple majority of votes cast at the election or in the event returned unopposed.
- ix. Voting shall be by show of hands, by secret ballot or as maybe decided upon by the returning officer.
- x. In the event of an equality of votes, the winner shall be decided upon by a second ballot involving only the two candidates with an equality of highest votes.
- xi. If a winner does not emerge after a second ballot, the returning officer shall be given the opportunity to cast a vote.
- xii. A bye-election to fill a position vacated by an officer shall be held at the next General Assembly following the date such a position became vacant. The National Executive Committee may nominate any member of the Association to fill a vacancy in acting capacity until an election is held subject to the provisions of this constitution.
- xiii. Only financial members shall vote or be voted for at an election.
- xiv. The General Assembly shall determine the procedure for election.
- xv. Winners shall be determined by a simple majority in all cases.

PART VIII - CODE OF CONDUCT AND DISCIPLINE

ARTICLE 26 – THE CODE OF CONDUCT

26.1. It is hereby established by this Constitution, a code of conduct that shall be a binding force on members of the Association at all levels. The code prohibits all members from:

- i. Showing disrespect to other members of the Association.
- ii. Willfully disobeying the rules and regulations of the Association at whatever level.
- iii. Committing the Association into any particular religious organization, ethnic or tribal group.
- iv. Drunkenness, fighting and unruly conducts at meetings.

26.2. No official of the Association shall put himself in a position where his personal interest shall conflict with his official responsibilities or which enables him/her to exploit other members of the Association. To this end. officers of the Association shall:

- i. Be trustworthy and responsible representatives of the Association.
- ii. Put the interest of the Association, and its members above their personal interest in the conduct of the Association's affairs.
- iii. Uphold and defend the Constitution of the Association at all times.
- iv. Attend Executive Council Committee Meetings, and the meetings of any Committee(s) of the Association to which he is a member regularly.

ARTICLE 27: SANCTIONS ON BREACH OF THE CODE OF CONDUCT

27.1. In the event of non-compliance with or breach of code of conduct which has been determined by the President upon consultation with the National Officers, any elected or nominated officer shall:

- i. Vacate his office by resigning as prescribed in this constitution.
- ii. Be disqualified from holding any other office for such period of time as the National Officers may determine.
- iii. Forfeit any property acquired through corruption or abuse of office to the Association.

ARTICLE 28: DISCIPLINE OF MEMBERS

28.1. There shall be established by the Association and its Branches whenever the need arises, a committee known as 'the RULES AND DISCIPLINARY COMMITTEE', which shall be charged with the responsibility for maintaining and enforcing discipline among members of the Association.

28.2. The Rules and Disciplinary Committee shall have power to exercise disciplinary control over members and may caution, suspend, impose a fine on any member whose conduct offends this Constitution.

28.3. Before any disciplinary measure is taken against any member of the Association, the Rules and Disciplinary Committee shall give such a member at least (7) days notice in writing to attend a meeting of the Rules and Disciplinary Committee and such notice shall inform the member of the complaints or allegations against him. No member shall suffer any disciplinary sanction without first having an opportunity to appear before the Rule and Disciplinary Committee to answer the complaints or allegations made against him and to adduce any evidence in defence thereto.

28.4. Where the Rules and Disciplinary Committee at the conclusion of its proceedings is of the view that the offending member should be sanctioned by the Association, the

Committee shall make recommendations to that effect to the National Officers of the Association or its branch, which shall take decisions as to the appropriate punishment or sanction to be imposed on the offending member.

28.5. A member who is aggrieved by a decision of the National Officers sanctioning him/her may appeal against such decision to the National Executive Committee, the decision of which shall be final and binding.

28.6. Nothing contained in this Article shall preclude the Rules and Disciplinary Committee from instituting disciplinary proceedings

ARTICLE 29: DISCIPLINARY PROCEDURES

29.1. Subject to the provisions of Article 26 of this Constitution, a member who is found to be guilty or misconduct by the Rules and Disciplinary Committee, may be fined by that Committee in such manner as may be determined from time to time by the Committee.

29.2. If a member is found guilty of gross misconduct, the Rules and Disciplinary Committee may suspend him, and thereafter, refer to the Executive Committee which shall decide on the appropriate sanctions to be imposed upon such a member's right of appeal as contained in Article 13 of this Constitution.

29.3. A member of the NEC or of the Rules and Disciplinary Committee, shall not be qualified to participate in such a committee except where he is invited to answer questions or to clarify matters relating to such proceedings, or where he appears for the purpose of putting forward his defence.

29.4. Any member holding executive position at any level, who has been found guilty of any offence by the Rules and Disciplinary Committee, shall immediately vacate his position.

29.5. Any member of the Association may raise a complaint against another member if, in his opinion, the member has conducted himself in a manner injurious to the image and reputation of the Association, provided such a complaint is written, stating clearly the allegation and the evidence substantiating the allegation.

PART IX - FINANCE

ARTICLE 30 - FINANCE

- 30.1. There shall be a registration fee and such amount would be determined from time to time by the General Assembly on the recommendations of the National Executive Committee.
- 30.2. A procedure shall be put in place to ensure that all graduating students pay the registration fee before departing from the university.
- 30.3. 50% of the entire Registration income shall be used for souvenirs, 15% of the income shall be for Running/Operational cost, 15% of the income shall be for Honorarium/imprest/allowances of Executives and 20% shall be for Retained earnings/Savings.

- 30.4. There shall be an annual membership fee and such amount is to be determined from time to time by the General Assembly on the recommendations of the National Executive Committee.
- 30.5. The Association may, at any time, solicit for and receive donations from its members, from the Federal and State Governments, Private and Public Institutions and Organizations, and the Nigerian public.
- 30.6. The Association shall establish an endowment fund into which shall be paid all gifts and donations. The endowment fund may be invested in movable and immovable property.
- 30.7. The Association shall maintain accounts at a reputable bank or banks approved by the General Assembly on the recommendations of the National Executive Committee. The President, Treasurer and Financial Secretary shall be the signatories to the account. Any two of the authorized signatories can sign jointly. All payment approvals must be given by the National President who is the chief accounting officer of the Association.
- 30.8. Members shall not be required to pay fresh membership fee to the Branch,.

PART X - POWERS, PATRONS AND MISCELLANEOUS PROVISIONS

ARTICLE 31: POWER TO ACQUIRE PROPERTY

31.1. The Association shall acquire property through purchase, exchange or otherwise, and deal with any property, real or personal to erect buildings and generally to do all acts and things in respect of its property for the purpose of promoting the objectives of the Association.

31.2. The Association shall have power" to invest its funds, or any money borrowed by it, or any other property belonging to the Association, in such manner as the Executive Committee may decide upon from time to time.

31.3. The Regional chapters shall also have the right to acquire property through purchase, exchange or otherwise, and deal with any property, real or personal to erect buildings and generally to do acts and things in respect of its property for the purpose of promoting the objectives of the Association upon the approval of the National Executive Committee.

ARTICLE 32: POWER TO SET UP ORGANS FOR ADMINISTRATION OF THE ASSOCIATION

32.1. The Association shall have powers to set up and appoint Secretaries, administrative structures and personnel, including the employment of persons at all levels to assist in the effective management of its affairs.

ARTICLE 33: PATRONS

33.1. There shall be not more than ten Patrons of the Association at any given time. The Patrons shall be appointed from among:

(a) Past and present Chancellors, Chairmen of Council, Vice Chancellors, Registrars, Librarians and Bursars of the university,

(b) Any other Person(s) who have made significant contribution to the development of the University as recommended by the National Executive Committee for appointment to the General Assembly.

ARTICLE 34: RULES AND REGULATIONS

34.1. Subject to the ratification of the Annual General Assembly, the National Executive Committee may from time to time make Rules and Regulations for the smooth running and operations of the Association.

ARTICLE 35: INTERPRETATION OF THE CONSTITUTION

35.1. (a) Any question(s) as to the meaning of any section of this Constitution or any Rule(s) and Regulations of the Association shall be referred to the National Executive Committee through the National Legal Adviser and the decision of the National Executive Committee on the question shall be final.

35.2. Where a computation of any figure in this Constitution results in a fraction, the figure shall be rounded up to the nearest whole number.

35.3. In this constitution, unless the context otherwise require,

- i. "Month" means calendar month.
- ii. "NEC" stands for National Executive Committee.
- iii. "BEC" stands for Branch Executive Committee.
- iv. "Meeting" shall include physical or through any electronic channel.

ARTICLE 36: AMENDMENT TO THE CONSTITUTION

36.1. Amendment to the Constitution may be initiated by any member of the Association who, at the time of presentation is also a financial member.

36.2. Notice of the amendment shall be forwarded through the immediate constituency of the member making the proposal.

36.3. All such amendments shall be forwarded to all delegates to the General Assembly at least two (2) months before the General Assembly.

36.4. Amendments to the Constitution shall require two thirds of delegates entitled to vote at the General Assembly.

36.5. Any amendment or review to the Constitution shall not be prosecuted until after the expiration of four (4) years since the preceding amendment or review.

ARTICLE 37: APPROVAL OF THE CONSTITUTION

37.1. THIS CONSTITUTION IS HEREBY APPROVED BY THE GENERAL ASSEMBLY OF THE ASSOCIATION THIS _____ DAY OF _____ 20____.

37.2. THIS CONSTITUTION MAY BE CITED AS THE CONSTITUTION OF AFE BABALOLA UNIVERSITY ALUMNI ASSOCIATION.

37.3. THIS CONSTITUTION SHALL TAKE EFFECT FROM THE _____ DAY OF _____ 20__.