

**ADEYEMI FEDERAL UNIVERSITY OF  
EDUCATION, ONDO, NIGERIA**



**ALUMNI  
ASSOCIATION  
CONSTITUTION**

# **ADEYEMI FEDERAL UNIVERSITY OF EDUCATION, ONDO ALUMNI ASSOCIATION CONSTITUTION**

## **Preamble**

We, the Alumni of Adeyemi Federal University of Education, Ondo, Nigeria having firmly and sincerely agreed to come together to form, establish and organise ourselves into an Association for promoting cordial relationship between ourselves, the University Authorities, the Staff and Students and for the welfare of the members thereof, both individually and collectively, DO HEREBY MAKE, ENACT AND GIVE TO OURSELVES THIS CONSTITUTION.

## **Article 1**

### **1.1 NAME**

The Association shall be known, called and addressed as “Adeyemi Federal University of Education Alumni Association” simply referred to as “The Association” in this constitution.

### **1.2 MOTTO**

The motto of the Association shall be “Education for Service”.

### **1.3 THE NATIONAL HEADQUARTERS**

The National Headquarters of the Association shall be in Adeyemi Federal University of Education, Ondo, Nigeria.

## **Article 2**

### **2.1 AIMS AND OBJECTIVES**

The aims and objectives of the Association shall be to:

- (a) serve as the official link between Adeyemi Federal University of Education, Ondo, (hereinafter referred to as “the University”) and its Alumni; whereby up-to-date and vital information regarding the Institution will be passed in between the Association, and the University;
- (b) promote mutual understanding, co-operation, interaction and fraternal relationship amongst the graduates of the University;
- (c) advise the authorities of the University and the Federal Government on academic matters in particular and on all matters relating to the well-being of the entire University community;
- (d) encourage all Alumni to retain their interest in and loyalty to the University every time.
- (e) initiate and execute measures aimed at preserving, protecting and defending the good name of the University;
- (f) provide necessary encouragement including financial assistance and effective leadership for the students of the University;
- (g) forge useful links between students, parents, staff and other friends of the College on the one hand, and the University community on the other;
- (h) inaugurate and/or revive branches of the Association in Nigeria and other parts of the world;
- (i) deal in any real or personal property and acquire rights and privileges in Nigeria and any parts of the world which the Association may consider necessary or convenient for the promotion of its aims and objectives and the objectives of the University and
- (j) undertake any other activities which are consistent with or which the Association considers will promote its interests, aims and objectives.

### **Article 3**

#### **3.1 MEMBERSHIP**

- (a) Membership of the Association shall be open to all graduated students of the College/University irrespective of the nature or duration of the course(s) of study undertaken.
- (b) No expelled student from the College/University shall be admitted as member.
- (c) Honorary membership may be conferred by the National convention on any worthy lecturer, administrator or ex-staff of the College/University or any other person deemed fit on the recommendation of the National Executive Council (which will hereinafter be referred to as NEC).

### **Article 4**

#### **BRANCHES OF THE ASSOCIATION**

##### **4.1 Branch Formation**

Branches of the Association are expected to be formed in any part of the world.

- (a) The National Headquarters of the Association shall be informed in writing of the intention to form a Branch of the Association.
- (b) An application to form a Branch shall be signed by the Protem Chairman and Secretary and submitted to the National Secretariat.
- (c) The application must be accompanied with minutes of at least three different meetings of the proposed Branch.
- (d) The National Executive Council has the right to either approve or refuse the application of any proposed Branch.
- (e) An approved Branch shall be formally inaugurated by the President or the Vice-President as delegated by the President.
- (f) The Oath of office of the executives of the inaugurated Branch shall be administered by the National Legal Officer.
- (g) There shall be not less than ten (10) members joining together to form a Branch.
- (h) There shall be at least one Branch of the Association formed in any one town/city in the world except in Ondo city where we have the home Branch.
- (i) Branches in a State may however come together to form a Chapter where one of the serving Chairmen shall become the state chapter Chairman.

##### **4.2 Branch Administrations**

Subject to the provisions of this constitution, each Branch shall be run and governed by the following regulations.

- (a) Every Branch shall have power to run its activities according to its own Bye-laws provided that such Bye-laws are not contrary to, or in conflict with this constitution.
- (b) Wherever the Bye-laws of a Branch conflicts with this constitution, such Byelaws shall be void to the extent of the inconsistency or conflict.
- (c) Every Branch shall meet regularly and submit reports once in three months to the national secretariat. For Branches outside Nigeria, their meetings should be as frequent as practicable.
- (d) Every Branch shall keep an up to date records of its members.
- (e) Every Branch shall furnish the National Secretariat with the details of records of its activities and programme biannually.
- (f) Every Branch shall carry out the directives of the National Convention or National Executive Council.

#### **4.3 Branch Executive**

- (a) Every Branch shall forward a list of its officers to the National Secretariat as soon as new officers are elected.
- (b) Every Branch shall have a Chairman, Vice-Chairman, Secretary, Assistant Secretary, Publicity Secretary, Treasurer, Financial Secretary, Legal officer/Adviser and such officers as may be necessary for the Branch.
- (c) The duties of such Branch officers shall be as set out for National Officers though within their locality.
- (d) Chairmen of branches shall keep their branches informed of all the activities of the National Executive Council and maintain a regular link between the two bodies.

#### **4.4 Withdrawal of Branch Recognition**

The National Executive Council may withdraw the recognition of, or merge branches where:

- (a) the number of members falls below the minimum of ten (10);
- (b) a branch fails to carry out its duties over a period of two years or for any good cause and
- (c) a branch disobeys or flouts this constitution and directives of the National Executive Council.

#### **4.5 Sets/Groups**

For the purpose of fraternity, members can also relate on the basis of sets and disciplines. However, members of sets are subject to the regulations of their respective branches. They are also bound by the provisions of this constitution. They shall relate with the National Secretariat.

### **Article 5**

#### **5.1 NATIONAL CONVENTION**

- (a) The Association shall hold its general meeting within two years interval between the month of January and March at the National Headquarters. The meeting shall constitute the National convention of the Association.
- (b) All financial members of the Association shall be entitled to attend and participate in the meeting.
- (c) A minimum of twenty-one (21) days notice of meeting shall be given through the media.

#### **5.2 Emergency National Convention**

- (a) Emergency National Convention may be summoned by the National Executive Council at the instance of a joint written request of not less than thirty (30) signatories from at least six (6) branches and a maximum of five (5) members from a branch who shall all be financial members.
- (b) An emergency National Convention shall address only matters that are listed on the notice.
- (c) A minimum of two (2) days notice of meeting shall be given.

#### **5.3 Powers of The National Convention**

The National Convention shall have powers to:

- (a) receive and consider the reports of the National Secretary which shall incorporate reports from branches and the National Treasurer's Report which shall incorporate the Auditor's report/certificate;
- (b) discuss motions and resolutions submitted to it by or through the National Executive Council;
- (c) take policy decisions on all matters affecting the welfare of the University and/or the Association;
- (d) elect the National Officers of the Association and other members of the National Executive Council;

- (e) carry out social activities planned for such convention by the National Executive Council and
- (f) elect or remove the External Auditor subject to the approval of the National Convention.

## **Article 6**

### **THE NATIONAL EXECUTIVE COUNCIL**

#### **6.1 Composition of NEC**

There shall be established National Executive Council of the Association which shall be composed of:

- (a) all National Officers, and
- (b) all recognized branch Chairmen and Secretaries.

#### **6.2 Functions/Powers of NEC**

- (a) The NEC shall carry out all the policy decisions of the Association and initiate such other programmes and activities as are in conformity with the objectives of the Association.
- (b) The NEC shall have powers to take decisions on behalf of, and act for the Association in-between National Conventions as and when necessary.

#### **6.3 Meetings of NEC**

- (a) The NEC shall meet at least once in a quarter at the National Headquarters or a place and date as may be agreed by the NEC.
- (b) Meeting of the NEC shall be convened by the:
  - (i) National Secretary on the instruction of the President, and
  - (ii) joint written request signed by at least five National Officers.
- (c) Consensus shall be the aim of the NEC in resolving issues but if voting becomes necessary, it shall be on a simple majority based on a show of hands. However, the NEC reserves the right to resolve an issue through votes by secret ballot.
- (d) All members of the National Executive Council and other Standing Committees shall obey the directions, instructions and decisions, etc. of the National Convention.
- (e) A minimum of fourteen (14) days notice of meeting shall be given for a statutory meeting and two (2) days for an emergency meeting.
- (f) A member who fails to attend at least two (2) meetings in a year without genuine reason shall be sanctioned.
- (g) An emergency meeting may be convened as occasion demands.

#### **6.4 Dissolution of the National Executive Council**

The Council shall stand dissolved at the expiration of its two (2) year term of office or on the passing of a motion of censure carried out by at least two-thirds (or the next whole number greater than two-third) of the total number of members present and voting at any emergency National Convention called specifically for such purpose.

#### **6.5 Removal of an Officer**

- (a) Any member of the Council may be removed by two-thirds majority vote of the members of the Council present at the Council meeting provided notice of such removal forms part of the item on the Agenda of the meeting.
- (b) In the case of a member of a Standing Committee, such a member will be removed on a simple majority of all the members of the NEC. Such a removal shall not be voided by the absence of the member sought to be removed at the meeting provided the notice of the meeting is served on him and he had opportunity to defend himself/herself.

## **Article 7**

### **7.1 NATIONAL OFFICERS OF THE ASSOCIATION**

- (a) Officers of the Association shall be elected at the National Convention.
- (b) The Officers of the Association shall be:
  - 1. President
  - 2. Vice-President
  - 3. National Secretary
  - 4. National Assistant Secretary
  - 5. National Treasurer
  - 6. National Financial Secretary
  - 7. National Public Relations Officer
  - 8. National Director of Socials/Welfare
  - 9. Internal Auditor
  - 10. National Legal Officer
  - 11. Three (3) Ex-Officio Members (The immediate Past President, immediate past National Secretary and one elected member at the Convention)
- (c) Any officer of the Association may be elected from any Branch except the National Secretary who shall be elected from the home branch.

### **7.2 Tenure of Office**

- (a) The tenure of office of an officer shall be two (2) years at the first instance.
- (b) No officer shall occupy the same position for more than two (2) consecutive terms.
- (c) An officer who is nominated to fill a vacant position shall stay in office for the remaining duration of the outgone officer. Such an officer may however stand for a fresh election which shall be considered as his/her first term.

## **Article 8**

### **8.0 DUTIES OF NATIONAL OFFICERS**

#### **8.1 The President**

The President shall be the head of the Association.

It shall be the duties of the President to:

- (a) preside at the National Convention and other meetings of the Association and of the National Executive Council;
- (b) cause the summoning of the National Convention and other meetings, either on his own initiative or in accordance with the decision of the National Executive Council or at the written request of five members of the Council or thirty (30) members from at least six (6) branches of the Association for the National Convention;
- (c) direct all other officers of the Association in the performance of their duties;
- (d) approve all financial transactions of the Association;
- (e) be one of the signatories to the Association's accounts and;
- (f) present a Presidential Address to the National Convention;
- (g) perform all other duties as assigned to him/her by the NEC and or Convention, and

#### **8.2 The Vice President**

- (a) He shall, at the absence of the National President, preside over all the meetings in which the National President has power to preside.
- (b) He shall perform all other duties which the President, owing to ill-health or absence from the country, is unable to perform or as shall be ascribed to him by the President, the National Executive Council or the Convention.

### **8.3 The National Secretary**

The National Secretary shall:

- (a) be a member of the Home branch;
- (b) be in charge of the national Secretariat
- (c) be responsible, on the President's instruction, for convening meetings and act as the Chief correspondent of the Association with branch Associations or public authorities;
- (d) record minutes of the meetings of the Association including the National Executive Council meetings;
- (e) keep all the records of the Association's activities and meetings;
- (f) prepare and present an annual report of the Association's activities to the National Executive Council and the National Convention;
- (g) hold an imprest to be determined by the National Executive Council and submit a state of accounts of such imprest to the National Treasurer every month; and
- (h) be one of the signatories to the Association's accounts.

### **8.4 The National Assistant Secretary**

The National Assistant Secretary shall:

- (a) assist the National Secretary in the execution of his functions and do any such work as may be assigned to him by the National Secretary; and
- (b) in the absence of the National Secretary, perform the function of the National Secretary.

### **8.5 The National Treasurer**

The National Treasurer shall:

- (a) receive all monies belonging to the Association from all sources;
- (b) deposit all such monies with the Association's Bankers within three (3) working days of receipt;
- (c) keep a record of all monies received, deposited or withdrawn on behalf of the Association;
- (d) be one of the signatories to the Association's accounts; and
- (e) be one of the recipients of all financial transaction alerts.

### **8.6 The National Financial Secretary:**

The National Financial Secretary shall:

- (a) be in constant touch with the branches and branch officers to ensure that all branches pay their annual dues as prescribed by this constitution or as may be approved by the National Convention or National Executive Council;
- (b) prepare, from time to time, the list of defaulting branches;
- (c) circulate such lists to the National Convention and the National Executive Council; and
- (d) collect and remit all monies to the Treasurer not later than three (3) working days after collection,

### **8.7 The National Auditor**

The National Auditor shall have **unrestricted** access to check and inspect the financial records, (books and electronics) of the Association and present his report at the quarterly meetings of the National Executive Council and at the National Convention.

### **8.8 The National Director of Socials/Welfare**

The National Director of Socials/Welfare shall:

- (a) be responsible for the social activities of the Association; and
- (b) plan and supervise the refreshment at meetings and other engagements of the Association.
- (c) be responsible for the welfare of the members of the Association.

## **8.9 The National Public Relations Officer**

The National Public Relations Officer shall:

- (a) publicise the activities of the Association;
- (b) project correct and progressive image of the Association to the public;
- (c) issue releases and statements on matters of general interest to the Association in consultation with the National Executive Council; and
- (d) serve as a liaison between the Association, the university and members of the public.

## **ARTICLE 9**

### **Representation on Council**

The Association shall have a representation on the Governing Council of the University.

The procedure of appointment shall be as follows:

- (a) Branches shall forward their nominations accompanied with the Curriculum Vitae of the nominees through the Chairmen to the NEC.
- (b) NEC shall collate, scrutinize all nominations and elect a suitable representative.

## **Article 10**

### **TRUSTEES AND PROPERTY**

#### **10.1 Composition**

- (a) There shall be elected by the National Convention, Five Trustees from among the members of the Association who shall hold office at the pleasure of the Association. The members so elected shall constitute the Board of Trustees.
- (b) All the property of the Association shall be vested in the Trustees. They shall have power to acquire gifts and donations on behalf of the Association.

#### **10.2 Eligibility**

Eligibility for membership of the Board of Trustee shall be on the grounds of the individual's:

- (a) reputation in the society, and
- (b) loyalty, commitment or previous service to the Association.

## **Article 11**

### **11.1 FINANCES**

- (a) The Association's finances shall include membership fees, special levies, annual subscriptions, contributions, donations, gifts, endowments, loans, payments for rents and services etc.
- (b) All graduating students shall pay their membership fees to the National Association.
- (c) Each member shall pay an annual subscription.
- (d) Each branch shall have the power to fix its own annual subscription which shall not be less than N6,000.00 per member.
- (e) Ten percent of the members' annual due shall be remitted to the National office subject to review by NEC and approved by the Convention.
- (f) Any Branch may impose levies, subscriptions, raise donation, etc. for the running of its activities.
- (g) The Financial Year of the Association shall commence on 1st January, and end on the 31st December of the year.
- (h) The Bankers of the Association shall be an indigenous bank to be appointed by the National Executive Council.
- (i) The signatories to the Association's account shall be:
  - (i). The President
  - (ii). The National Secretary, and
  - (iii). The National Treasurer.
- (j) Any two of the signatories shall sign after the President's written approval.

Members of the NEC shall individually and or collectively present their proposal/budgets to the NEC for Consideration and ratification at the beginning of every financial year.

## **Article 12**

### **12.1 STANDING COMMITTEES**

- (a) The Association shall have Standing and Ad-Hoc Committees as may be decided by the National Convention or the National Executive Council with due approval of the National Convention.
- (b) All Committees are advisory and accountable to both the NEC and Convention.
- (c) All Committees shall present their proposals, budgets and accounts to the NEC.

There shall exist the following Standing Committees:

#### **12.1.1 Finance Committee**

##### **12.1.1.1 Composition**

- (a) The Finance Committee shall have the National Treasurer as its Chairman and the National Financial Secretary as the Secretary.
- (b) The National Executive Council shall appoint three other members of the Association as members of the Committee.

##### **12.1.1.2 Duties**

The Committee shall:

- (a) suggest ways to raise funds for the Association, and
- (b) advise the Association on Financial and monetary matters.

#### **12.1.2 Investment Committee**

##### **12.1.2.1 Composition**

- (a) The Investment Committee shall consist of seven (7) members.
- (b) The National Vice-President shall be the Chairman of the Committee.
- (c) The Financial Secretary shall be a member of the Committee.
- (d) The other members shall be appointed by the NEC.

##### **12.1.2.2 Duties**

The Committee shall:

- (a) manage and supervise day to day investments of the Association;
- (b) advise on how to maintain and improve on the services provided by the Association; and
- (c) advise the Association on Investment matters.

#### **12.1.3 Disciplinary Committee**

##### **12.1.3.1 Composition**

- (a) The Disciplinary Committee shall consist of five members.
- (b) The Vice-President shall be the Chairman of the Committee.
- (c) The National Legal officer shall be a member.
- (d) Three (3) other members shall be appointed by the NEC.

##### **12.1.3.2 Duties**

- (a) The Committee shall have the duty to uphold good conduct and discipline any member or officer for infraction or breach of any of the provisions of this Constitution.
- (b) The National Executive Council shall refer any erring member or officer to the Disciplinary Committee for full investigation.

- (c) The Disciplinary Committee shall, upon full investigation, recommend any reasonable penalty including fines, suspension, or removal from office to the National Executive Council.
- (d) The decision of the Committee shall be by a simple majority.
- (e) The recommendation of the Disciplinary Committee shall be ratified by a resolution to that effect by simple majority of members of the National Executive Council actually present at the meeting specially convened for the purpose and provided that the person sought to be disciplined is given a fair hearing before implementation.
- (f) The member/officer, so disciplined, shall have the right to appeal to the National Convention within thirty days against the decision of the National Executive Council and the decision of the National Convention shall be final.

## **Article 13**

### **13.1 QUORUM**

**13.1.1** The quorum of the National Executive Council meeting (both statutory and emergency) shall be formed with the presence of at least eight (8) members of the Council which must include:

- (i) The President or the Vice-President, and
- (ii) The National Secretary or National Assistant-Secretary.

**13.1.2** The quorum of the National Convention shall be fifty (50) including:

- (i) the President or Vice-President,
- (ii) the National Secretary or the National Assistant-Secretary, and
- (iii) forty-eight other members spread across a minimum of 6 Branches.

## **Article 14**

### **CODE OF CONDUCT**

All members of the Association are expected to uphold the ideals of the Association and refrain from doing such acts as may put the name of the University and the Association into disrepute or public contempt.

## **Article 15**

### **ELECTION OF OFFICERS**

#### **15.1 Vacancy**

- (a) Offices established by the Constitution shall be vacant by expiration of term, death, incapacitation, resignation, removal, revocation for any good cause or any pursuant to the provisions of this Constitution.
- (b) Any vacancy in between Conventions may be filled by the National Executive Council.

#### **15.2 Nomination/Eligibility**

- (a)
  - i. A nominee must have graduated from the college for a minimum of fifteen years to be nominated for the post of National President, Vice-President and Secretary and minimum of ten years for other National Officers
  - ii. The nominee must have been an executive in his/her local branch.
- (b) A candidate for any elective office of the Association shall be nominated or proposed in writing by a member and seconded by another member, one of whom must be either the Chairman or Secretary of his/her branch.
- (c) The proposer and the seconder, like the candidate, must be qualified voters at the date of such nomination.
- (d) Such nominee must be of proven integrity and commitment to the Association.
- (e) Any member who is in arrears in his/her financial obligations to the Association shall not be qualified for nominating, proposing or seconding the nomination/proposal of any member or be nominated or proposed for any elective office of the Association.

- (e) The nomination or proposal shall be forwarded or dispatched to reach the National Secretary two (2) months before the election.
- (f) Not less than one month to the election date, the National Secretary shall:
  - (i) compile a list of all nominations received and display/publish/post a copy at the Secretariat and Alumni electronic platforms;
  - (ii) forward copies of the list to all candidates who have been nominated; and
  - (iii) supply the Electoral Officers with the complete list of candidates
- (g) A complete list of duly nominated candidates shall be exhibited or pasted at a conspicuous place or notice board in or around the National Convention Hall/Venue, the day prior to the convention.
- (h) Only members who are financially up-to-date as at the date of the commencement of the electoral process shall be eligible to vote and be voted for.

### **15.3 Election Procedure**

- (a) An Ad-Hoc Electoral Committee, consisting of five (5) members, one of whom shall preside, shall be appointed by the National Convention.
- (b) The Presiding Officer shall have the power of Chairman under the standing orders.
- (c) Only five accredited delegates shall be eligible to vote per branch.
- (d) Contestants shall be part of their branch delegates.
- (e) Ballot papers shall be made ready and supplied to all eligible voters at the Convention.
- (f) Ballot containers or boxes shall be provided or made available before or at the time of election.
- (g) Voting shall be by secret ballot.
- (h) In the event of a tie, voting shall be repeated for the tying contestants until a winner emerges.
- (i) Members of the Electoral committee shall not be eligible.
- (j) The results of election, as declared by the Presiding Officer of the Electoral Committee at the venue shall be final.
- (k) The Electoral Committee shall be independent.
- (l) For any member to be the Chairman of the Electoral Committee he/she must have graduated from the University for not less than ten years.

## **Article 16**

### **AMENDMENTS**

Any provision of this constitution may be amended by the National Convention of the Association not earlier than two years of its operation. Notice of such amendment which may be proposed by any member or Branch or the Council shall be communicated to the National Secretary to reach him not less than sixty (60) days before the date of the National Convention at which it is proposed to be discussed. The National Secretary shall incorporate such proposed amendment into the notice convening the National Convention.

No amendment shall be passed unless approved by at least two-thirds majority vote (or the whole number next greater than two-thirds) of the members present and voting at such National Convention.

This constitution had been written with views that it will come into effect on .....

