

CONSTITUTION
OF
Ugbeka College Old Student
ALUMNI (UCOSA)
OF
NORTH AMERICA

Preamble

We, the alumni of Ugbeka Old Student Evboehighae, now residing in North America (USA and Canada), have committed ourselves to form a non-profit organization called “UCOSA of North America”. We, members of the Association, appreciating the opportunity to have attended the school, find it important for ourselves and those who will come after us to form, maintain, nourish, and sustain a North America Alumni Association. Reminded of our responsibilities and opportunities as former students and friends, we do hereby establish this Constitution and commit ourselves to support and solemnly pledge to adhere to the tenets of this Constitution.

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ARTICLE I – Name.

The name of the Association shall be Ugbeka Old Students Association, (hereinafter referred to as 'UCOSA of North America') and its abbreviation shall be 'UCOSA'

ARTICLE II – Aims and Objectives

The purpose of the association shall include all, not limited to the following:

- A. Shall be non-profit, non-political, charitable, and voluntary organization.
- B. To help old students maintain the ties of friendship.
- C. Identify and organize alumni of UCOSA in American
- D. Promote the welfare of its members and provide support as necessary.
- E. Help to strengthen teaching and learning at our Alma mater.

F. Support and collaborate any viable projects and programs that may be initiated by the school's administration, benevolent organizations, Parent Teachers Association (PTA), school board of Governor and other chapters of UCOSA to salvage, sustain, uphold, protect and promote the image of our Alma mater.

G. Promote any other activities that may be deemed necessary and appropriate in the interest of the Association

ARTICLE III – Membership

Section 1 - Membership shall be open to all former students of Ugbeka College, Evboehighae residing in North America, irrespective of the period of their candidature in the school.

Section 2 - Class of Membership

i). **Active Member:** An active member is a member who participates in UCOSA meetings and activities and is in good financial standing with the association as regards annual dues and levies payments. Such member is entitled to all rights and privileges and subject to all obligation's membership confers. Such rights shall include eligibility to seek any office in the association (subject to being certified as qualified) and the right to vote. All members of the association shall be eligible to participate in the annual meetings and in activities of the association. Returning Member shall pay all outstanding dues and levies before rejoining the Association.

ii). **Member-at-large:** A member who has relocated out of North America or because of ill health or a legitimate reason is unable to attend or participate in regular meetings and activities and desires to retain Membership and upon whom the executive committee desires

to confer this status. Such a member shall not be eligible to hold any elective office. The Executive committee shall review this status every six (6) months.

iii). **Associate Member:** Associate membership shall be extended to:

a). Former teachers of Ugbeka College, Evboehighae residing in North America and who may wish to identify with this association, irrespective of the period of their candidature in the school.

b). Any old students who is visiting North America (United States and Canada) on a temporary visit and who may wish to identify with this association, irrespective of the period of their visit to North America. This can be upgraded to active member if such a member notifies the association of their intention to remain here for a longer period or over six month or whichever comes first. The executive committee shall have the prerogative to confer this status. Associate members shall not be eligible to seek office in the association and shall have no voting rights

ARTICLE IV – Registration and Dues

(a) *There shall be no membership registration fee. Registration is free for all alumni or former students of Ugbeka College Evboehighae residing in North America that meet the definition of any category of membership stated in Article (iii) above*

(b) Annual dues for all classes of members shall be USD 100.00 (or as determined by the Executive Board and approved by the membership.

(c) Dues shall be paid yearly and shall not be pro-rated

ARTICLE V – Revenue / Bank account

Revenue sources of UCOSA shall comprise, but not limited to, the following:

a). Members' annual dues as stated in Article (iv)(b) above.

- b). Incidental levies/voluntary contributions. The executive branch may initiate incidental levies/voluntary contributions to finance projects or activities approved by the general membership assembly. The final levy amount shall be decided by majority votes from members present.
- c). Other viable fund-raising events.
- d) Development levy of \$200 shall be paid by every new member with 6 months of becoming a member e) The Association bank account may not be opened or changed by an individual

ARTICLE VI - Voting/Election Procedures

i). Voting:

- a). In all activities of the association, decisions shall be determined by a simple majority of the members present during the election, and the final approval given by the executive branch.
- b). Election of officers shall be conducted at the annual convention
- c). The newly elected officers shall be sworn in, also at the annual convention
- d). If a position becomes vacant and it is not filled during this time, an election shall be held during a general meeting to fill the position.
- e). A candidate who receives the majority of the votes, shall be declared elected
- f). Voting shall be by secret ballot. One person to one vote.
- g). Voting by proxy shall not be allowed but absentee ballot shall be accepted.
- h). Constitutional requirements and procedures shall be upheld.

ii). Election Qualification

To qualify to nominate a candidate, to vote or be voted for, a member must meet all of the following

- a). Must be a member in good standing
- b). Must be an active member
- c). Must reside in North America
- d). Must have their nomination sponsored by two active members of the association. A new member joining the association on Election Day, shall pay the full annual membership dues before he/she is allowed to vote; however, he/she cannot be a candidate for an office at that election.

ARTICLE VII – Executive Board

The authority of the Association shall be vested in the Executive Board, elected by members at the annual general meeting.

The Executive Board shall comprise: -

- ▶ President
- ▶ Vice President
- ▶ Secretary
- ▶ Financial Secretary
- ▶ Treasurer
- ▶ *Public Relations Officer (PRO)/Editor-in-Chief*
- ❖ *Assistant Secretary*
- ❖ *Welfare Officers*
- ❖ *Auditor*

ARTICLE VIII – Duties of the Executive officers

i). President:

The duties of the President shall be as follows:

- a). Shall be visionary and shall be the chief executive officer of the association
- b). Shall preside over all general and executive meetings
- c) . Shall protect and enforce the constitution and By-laws
- d). Shall work closely with the Executive Board and the membership to achieve the goals and objectives of the association
- e). Shall report annually to the membership on the state of the association
- f). May be one of the signatories to all checks issued for the business of the association
- g). Shall call emergency/ special meetings as needed
- h). Shall perform other functions as may be required of the office

ii). Vice President:

The duties of the Vice President shall be as follows:

- a). Shall perform the functions of the president in his/her absence
- b). Shall coordinates, collaborates, and assists the president as and when necessary.
- c). Shall performs other functions as may be assigned by the executive committee or
the membership

iii). Secretary:

The duties of the Secretary shall be as follows:

- a). Shall coordinate all activities pertaining to meetings of the Association.
- b). Shall notify all members of date, time, and location of meetings.
- c). Shall provide phone number, password access in the case of conference call or by any other electronic medium.
- d). May be one of the signatories to all checks issued for the business of the association
- e). Shall record, maintain, and distribute copies of minutes to all members in an ideal format and by acceptable medium.
- f). Shall maintain the membership register, all relevant documents and correspondences between the association and other entities.
- g). Shall communicate all activities organized or sponsored by the association to all members.
- h). Shall act as the moderator of the association's electronic forum.
- i) Shall preside over all general and executive meetings when both the President and Vice President are absent during the meeting

iv). Assistant Secretary:

The duties of the Assistant Secretary shall be as follows:

- a). Shall assist the Secretary in his/her duties
- b) . Shall perform the full duties of the Secretary in his/her absence

c). Shall performs other functions as may be assigned by the executive committee or the membership

v). **Treasurer:**

The duties of the Treasurer shall be as follows:

a). Shall issue receipts to cover any money paid by members and pay same into the association's designated bank accounts within forty-eight (48) hours of the receipt of same.

b). Shall maintain accurate records of all financial transactions

c). Shall reconcile bank statements and current ledgers as needed

d). Shall keep and safeguard association's checks and ATM cards

e). Compile and present annual financial reports of the association by end of financial year (at the annual convention)

f). Shall ensures that the association meets all regulatory financial reports at end of each tax-year.

g). May be one of the signatories to all checks issued for the business of the association

h). Shall performs other functions as may be assigned by the executive committee or the membership

VI). **Financial Secretary:**

The duties of the Financial Secretary shall be as follows:

- a). Shall receive all monies due to the association and hand over to the treasurer who will issue receipt to cover such monies.
- b). Shall keep all financial records of the association.
- c). Shall liaise with the treasurer regarding the association's fund.
- d). May not be a signatory to any account. However the Financial secretary shall record all checks issued for the business of the association.
- e). Shall performs other functions as may be assigned by the executive committee or the membership

V). *Public Relations Officer (PRO)/Editor-in-Chief:*

The duties of the Public relation officer shall be as follows:

- a). Shall ensure adequate and prompt publicity of the activities of the Association.
- b). Shall present a good and progressive image of the Association to the Public.
- c). Shall reach out and recruit any UCOSA members within North America (United States and Canada).
- d). Shall issue releases and statements on matters of general interest to the Association and the public after consultation with the President or the Executive Board.
- e). Shall act as the outreach of the association to reach out to all old students in North America.
- f) Shall be the website administrator for the association.
- g). Shall be responsible for the production of newsletters/journals of the association.

h). Shall perform all other duties as may be assigned to him/her by the President or the Executive Board or the member body.

Vi) Welfare Officer

The duties and responsibilities of the welfare officer shall be as follows:

- ❖ Members welfare by contacting members and reporting to the general house
- ❖ Reporting members challenges before the house for discussion
- ❖ Organizing a get well visit and assistance to member in need after approval by the general house

Vii) Auditor

The Duties and Responsibilities of the Auditor shall be as follows:

- ❖ Review Association transactions and members and infraction
- ❖ Audit our books and report to the executive violations
- ❖ Audit and balance the association account and report to the executive

ARTICLE IX – Term of Office / Elections

The Executive members shall

- ❖ Serve for a term of two (2) years after which they may be re-elected for another two year.
- ❖ All officer shall not be eligible to serve more than two (2) consecutive term in the same office.
- ❖ Elections shall be held on the month of February during the election year.

ARTICLE X – Executive Member Recall

Recall is the procedure by which a member of the executive body is removed from an office of the organization.

i). Condition for Recall

a). For an elected officer to be recalled, a petition to that effect must contain the signatures of the majority of active members of the association.

b). Signatures to a recall petition must be verified by the secretary in the next meeting before a committee can be appointed.

c). The petitioner and the petitioned shall appear either virtually or in person before a committee to present their cases.

d). The committee members shall present their report to the house for final decision

e) . Once the petition is validated by two-thirds majority of the house, the officer in question shall be recalled, and the office shall become vacant immediately.

ii). Special Election

a). Following a recall, the president shall appoint an interim replacement. If the president is the one being recalled, the election committee shall appoint interim president.

b). One month shall be allowed for prospective candidates for a position to file nominations and petitions with the executive body, and special election to fill any vacant position shall be held.

c). The election process shall be in accordance with the requirements of the constitution.

iii). Resignation

- a). An officer shall submit a letter of resignation, with reasons, to the executive body two weeks to the effective date of resignation
- b). Upon acceptance of the resignation by the house, the officer shall return immediately, all properties in their possession that belong to the association.

Iv) Dereliction of Duties

Dereliction of duties will trigger automatic removal from office after 3 months and attempt to reconcile the officer or reach him fail achieve reconciliations

ARTICLE XI - Committees:

i). ANNUAL CONVENTION COMMITTEE (ACC):

The annual convention committee shall perform the following:

- (a) Shall consist of as many members as the Executive Board considers necessary to assure a successful annual convention/reunion event
- b). Shall recommend to the Executive Board for final approval the location of the next host of the annual convention.
- (c) The duties of the ACC shall be to make all arrangements for the annual convention.
- d). Shall be responsible for all logistics involved in organizing a successful convention/reunion including recommending appropriate theme, keynote speaker (s) and special guests to the Executive Board for final approval
- e). The local organizing committee (LOC), comprising members from the hosting state, shall be constituted once the venue of the convention is determined and announced and shall work with the ACC in laying the groundwork for

convention including suggesting local hotels and tourist sites.

f). Final decision on the official convention hotel shall be made solely by the Executive Board.

ii). TECHNICAL COMMITTEE:

a. The Secretary and the PRO shall in their power can assemble a Technical Committee to provide technical support in all human endeavors as at when required by the Association

b. The Technical Committee shall assist the Secretary/PRO in running and maintaining the association's website and all social media chosen by the association.

iii). ADVISORY COMMITTEE:

a. The advisory committee shall be comprised of the Distinguished UCOSA and few members, not to exceed a maximum of five members.

b. The committee shall play an advisory role to the executive members whenever the need arises.

iv). ELECTION COMMITTEE:

a). Shall consist of as many members as the Executive Board considers necessary to assure a successful conduct of association's election.

b. The committee shall have the task of compiling the names of candidates for each office. After compiling the list, the names of candidates for each office should be forwarded to the Secretary for submission to the Executive Board.

c) . Shall nominate among themselves who would act as the presiding officer.

d). The presiding officer will be responsible for the conduct of the election and announce the result of the election into the various position(s).

V) Disciplinary Committee:

The disciplinary committee shall be responsible for members discipline, misconduct and violations. The committee shall be made up of either 3 or 5 members with 2 executive members on board if 3 members.

Vi) Endowment Fund

There shall be a separate account for the fund and shall be manage by a board of trustee.

ARTICLE XII - MEETINGS AND PROCEDURES:

i). Regular General business:

a). shall be held last of every meeting two (2) month.

b). All meetings other than the annual convention may be held by telephone conferencing, streaming video or by any other acceptable technology.

c). One-third (1/3) of the members shall constitute a quorum for any meeting.

d). The President shall preside as chairman at every general meeting of the Association, or if there is no such chairman, or if he shall not be present within fifteen minutes after the time appointed for the holding of the meeting or is unable to act, the Vice-Presidents or the secretary shall be chairman of the meeting.

e). All meetings shall be conducted in English language and shall be for a duration of not more than 90 minutes.

g). In all meetings, decorum shall be observed, and every member treated with mutual respect

h). During meetings especially by teleconferences, extraneous discussions shall be minimized or deferred to the end of the meetings

i). Notices for general meetings shall be disseminated by emails, text-messages, association's website and popular social networks (such as face book/Whats-app)

j). For documentation purposes; any member who envisages his/her absence from any meeting shall notify the secretary by writing via email or fax at least 24 hours before the commencement of the meeting otherwise will be counted as being absent (This shall not preclude the use of a voice phone call or text message for such notification)

ii). Executive Board Meeting:

(a) Three (3) members of the Executive Board shall form a quorum with the president or any officer designated by the president in attendance

(b) Regular business meetings of the Executive Board shall be held every two (2) months through an appropriate acceptable technological medium

(c) The president or his/her designated officer may at any time, or upon the written request to him/her call special or emergency meeting of the committee. Such a call shall designate a date, time, medium and purpose.

ARTICLE XIII - Annual Convention/Reunion:

The annual Convention/Reunion shall be held during summer months of each year, on the date and in a city and location as may be determined by the membership. The business of the annual convention will be as follows

a. To receive the Presidents Annual Report on the activities of UCOSA during the preceding year.

- b. To receive the Secretary's Report.
- c. To receive and consider the Audited accounts of the treasurer for the year.
- d. To elect officers of the Association where the tenure of the Executive Committee has elapsed.
- e. To remove, elect or confirm the Auditors for the ensuing period.
- f. To discuss the welfare of the school and the association.
- g. To decide on any resolution which may be tabled for consideration.
- h. To decide on the location of the next host of the annual convention.

ARTICLE XIV - Fund /Audit/ Special Projects.

i). Fund Disbursement

- a) . Funds shall be disbursed according to the needs of the association
- b). Any disbursement of sums above \$100 must be approved by two-thirds majority of the executive body, and must be promptly reported to the house at the next general meeting
- c). All checks and drafts shall be endorsed by any three of the following:
 - (i) President
 - (ii) Treasurer
 - (iii) Financial Secretary
 - (iii) Secretary

ii). Audit

a). All Accounts and assets of the association shall be audited at the end of each fiscal year, and whenever necessary by an internal auditor.

iii). Special Projects Implementation and Accountability

a). All individuals implementing a project on behalf of the association shall provide a written detail of the work done, expenditures and all supporting documentations to the financial secretary before the next general meeting following the completion of the project.

b). The same individual shall make oral presentation of the work done and documentations submitted at the general meeting.

ARTICLE XV - Amendments

Any member or members can propose amendments to the constitution

(b) All proposals for amendment must be submitted in writing to the Secretary at least three (3) months before the annual convention

(c) Any proposed amendment to this constitution shall be deliberated and voted upon by the general membership during the annual convention.

(d) The constitution shall only be amended by at least a two-third (2/3) vote of all active members of the association present at the annual convention

ARTICLE XVI – By-Laws

a). By-laws can be added to this constitution by a simple majority vote of the entire membership at a regular meeting of UCOSA.

b). Any adopted by-laws must be consistent with the constitution and must be binding on all members of the association.

c). This constitution takes precedence over all by-laws.

d). State/Provincial and federal laws take precedence over constitution and any all by-laws

ARTICLE XVII: Members Welfare Benefit

The provision of members benefit are as follows:

❖ Bereavement Benefit

On the event of death of the following, the benefit shall be:

- ❖ Member \$3,000.00
- ❖ Member's spouse \$2,500.00
- ❖ Member's Father \$1,000.00
- ❖ Member's Mother \$1,000.00

This benefit can be paid to member on the event of death of uncle, Aunt, Brother or Sister in lieu of parents. Provided same benefit has not been paid to the member for parents death.

ii) Bereavement Levy

The benefit above shall be contributed equally by all members