

BYE-LAWS OF THE IGBO-OWU SECONDARY SCHOOL, MUSHIN ALUMNI ASSOCIATION

(1992 SET)

PREAMBLE

We, the alumni of Igbo-Owu Secondary School, Mushin (1992 SET), located in Lagos State in the Federal Republic of Nigeria, have committed ourselves to form a non-profit organization for the betterment of indigent students, members, and School.

We, members of the Association, do hereby commit ourselves to support and solemnly pledge to adhere to the tenets of this bye-law.

ARTICLE I: NAME

The name of our organization shall be known as **Igbo-Owu Secondary School Alumni Association 1992 Set**. This will be abbreviated as **"IGBOSSAA'92"**. The name and abbreviation must at all times be correctly stated on all correspondences involving the Association.

The members shall be known as **"Igboowuites'92"**.

ARTICLE II: OBJECTIVES

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

1. To foster continued relationship between Igbo-Owu '1992' and the School.
2. To support alumni in social and professional networking. To this end, the association operates and maintains an alumni social media chat platform, and tends to organize regular class events or programmes.
3. To support affinity groups amongst Set mates.
4. To share our talents and experience with School. The Association could volunteer to serve the school and its students, helping them develop and prepare for their post-Igbo Owu lives and careers.
5. To offer financial support to the school, such as student scholarships and books/school materials grants.
6. To support any other activities that will directly and indirectly impact the schools and the students in their academic pursuit and development within the ambit of the Association's resources.

ARTICLE III: MEMBERSHIP

Section I

Membership shall be open to all former students of Igbo-Owu Secondary School Mushin, Lagos as follows:

- Former students admitted during the 1986 admission year, irrespective of the graduating year.
- Former students that graduated during the 1992 graduating year, irrespective of the year of admission.
- Former students admitted during the 1986 admission year, but graduated in another school.

Such Member must show an expression via an acceptable means to be part of the member of the Alumni.

Section II

Class of Membership:

(a) Active member:

Member is entitled to all rights and privileges, and subject to all obligations membership confers. Such rights shall include eligibility to seek any office in the Association. Member is also a financial member, regularly participate in discourse on all the platforms, attends AGM or any other ad-hoc Membership meetings.

(b) Dormant Member:

Member who neither participates actively in any discourse or activities involving the Association on all platforms nor contribute financially to the purse of the Association. This member shall not be eligible for an elective position or entitled to rights and privileges associated with the alumni membership.

(C) Inactive Member:

Member who are financially active but does not participate in the discourse, AGM or any other membership meetings on all platforms. Such member will be eligible for an elective position subject to simple majority votes ratification by the EXCO.

(D) Incapacitated Member:

Member that is incapacitated in any form due to natural vagaries, ill health or any legitimate challenge. Such member must notify the EXCO of the reason for inactivity. Such member shall be eligible for an elective position. However, if such member was an active member prior to incapacitation, he/she shall be entitled to rights and obligations associated with the alumni.

(E) Diaspora Member:

Member that has relocated out of country. Such member can be an active, inactive, Dormant or incapacitated member based on his/her level of participation.

(F) Associate member:

This membership shall be extended to old students of other Igbo-Owu secondary schools SETs in Nigeria, who may wish to identify with this Association. 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.

Section III

Dues/Fees:

- (A) Annual Membership Subscription for all classes of members shall be #500 per month or #6,000 per annum, starting for Active members from January 2017 (or as determined by the EXCO).
- (B) AGM Fees for all members shall be #500 per month or #6,000 per annum.
- (C) Both fees (Membership Subscription and AGM fees) can be subject to review based on EXCO's recommendation at the AGM. Such review will be ratified by simple majority votes of the membership present at the AGM.
- (D) Membership Subscription and AGM fees shall be paid monthly or as deem convenient, but not exceeding the year in view.
- (E) Any member who becomes indebted to the association by the reason of the aforementioned, shall loose privileges:
 - At time of vote, shall automatically forfeit the privileges to vote and/or be voted for by virtue herein.
 - At any other time good standing is raised, shall not be considered for the Association's extant welfare schemes or any other purposes for which good standing shall be raised as long as such debts remain unpaid.

Addendum to Section III of article III:

- (F) The dichotomy of the annual membership subscription and AGM fees ceases effective January 1, 2024. All subscription will be recorded under one heading termed as "Annual membership subscription".*
- (G) The annual membership subscription for all categories of members has been reviewed upward from the combined N12,000 per annum (N6,000 p.a For annual membership subscription and N6,000 P.a for AGM fees) to a consolidated amount of N15,000 per annum or N1,250 per month effective January 1, 2024.*
- (H) These reviews were ratified by simple majority votes of the members present in the AGM 2023 upon the recommendation of the EXCO. This is also in line with the amendment provisions embedded in the bye-law*
- (I) All other sections of the article remain valid.*

ARTICLE IV: EXECUTIVE COMMITTEE (EXCO)

The association shall be administered by an elected, governing body known as the Executive Committee (EXCO) to be composed of;

- (a) Chairman
- (b) Vice Chairman
- (c) General Secretary
- (d) Financial Secretary
- (e) Treasurer
- (f) Social/welfare Secretary
- (g) Publicity Secretary
- (h) Chief Whip

- (i) Ex-officio

ARTICLE V: DUTIES OF THE EXECUTIVE OFFICERS

(A) Chairman:

- (i) The Chairman shall be visionary and shall be the chief executive officer of the association
- (ii) Preside over all general and executive meetings
- (iii) Protect and enforce the bye-laws and By-laws
- (iv) Work closely with the EXCO and the membership to achieve the goals and objectives of the association
- (v) Report annually to the membership on the state of the association
- (vi) Call emergency/ special meetings as needed
- (vii) Shall appoint members into one or more committees.
- (viii) Perform other functions as may be required of the office

(B) Vice-Chairman:

- (i) Shall perform the functions of the Chairman in his/her absence
- (ii) Coordinates, collaborates and assists the chairman as and when necessary
- (iii) Performs other functions as may be assigned by the EXCO or the membership

(C) General Secretary:

- (i) Shall coordinate all activities pertaining to meetings of the Association
- (ii) Notify all members of date, time and location of meetings or by any other electronic medium
- (iii) Record, maintain and distribute copies of minutes to all members in an ideal format and by acceptable medium
- (iv) Maintain the membership register, all relevant documents and correspondences between the association and other entities

(D) Financial Secretary:

- (i) Shall maintain accurate records of all financial transactions
- (ii) Compile and present annual financial reports of the association by end of financial year at the annual general meeting
- (iii) Ensures that the association meets all regulatory financial reports at end of each tax-year.

(E) Treasurer:

- (i) Shall be the treasurer of the association
- (ii) Reconcile bank statements and current ledgers as needed

- (iii) Keep and safe guard association's cheques
- (iv) Keep accurate records of the contribution of each member income and expenses
- (v) Forward the detail reports of all contributions, income and expenses to the financial Secretary for the preparation of the consolidated financial statement.

(F) Publicity Secretary:

- (i) Shall be the spokesperson and image maker for the association
- (ii) Communicate all activities organized or sponsored by the association to all members and to the public

(G) Social/welfare Secretary:

- (i) Shall organize and supervise social events on behalf of the association
- (ii) Responsible to the welfare and needs of members when deem necessary and urgent

(H) Chief Whip:

- (i) Shall be the chief security officer at meetings
- (ii) See to the proper conduct of members during meetings
- (iii) Sanction or discipline late comers/erring members at meetings, and making sure appropriate sanctions are obligated by indiscipline members

(I) Ex-officio: Minimum of two ex-EXCO members shall be appointed by the EXCO as Ex-Officio(s); they shall serve as advisers to the EXCO, and also perform other duties assign by the Executive Committee.

ARTICLE VI: AUTHORITY AND LIMITATIONS OF THE EXECUTIVE COMMITTEE (EXCO)

Section I

Authority:

The EXCO shall have authority to

- (a) Keep in custody and maintenance of the Association's assets and finances.
- (b) Establish standing and temporary committees for the smooth running of the association
- (c) Have general control over all committees and officers. May override the decision or action of any officer and for good cause may declare any office vacant and appoint a member to fill any unexpired term thereof
- (d) Administer the association using the authority and powers vested under the bye-laws
- (e) Determine the eligibility of inactive members to elective position through simple majority votes.
- (f) Determine the extent of eligibility of incapacitated members to the rights and obligations of the alumni.

Section II

Limitations:

- (a) The EXCO is empower to conduct the affairs of the Association as it deems fit in line with the Bye-laws setting up the Association.
- (b) EXCO have the authority to incur expenses below #50,000 subject to a simple majority votes at an EXCO meeting or any ad-hoc meeting.
- (c) Expenses from #50,000 and above must be ratified by simple majority of the voting members on the general platform as recommended by the EXCO.
- (d) Expenses incurred by ad-hoc committee(s) must be presented by the Committee Chairman and ratified by the EXCO before such are incurred.
- (e) Expenses incurred under C above that was incurred due to exigency without members' votes must be presented at the AGM with justification and such can be ratified by simple majority votes of the members present at the AGM.
- (f) All incomes and expenses in any given year must be well presented at the AGM to the members for ratification by simple majority votes.
- (g) The Chairman will be held responsible for any expenses incurred ultra-vires the provision of the Bye-laws, and such Shall be refunded back to the purse of the Association within the timeline given by the majority of the members.

ARTICLE VII: ELECTIONS AND TENURE OF OFFICERS

Section I

Elections of Officers:

- (a) The EXCO shall appoint an ad-hoc electoral committee consisting of four (4) non-executive members, and one (1) Ex-officio who shall have the responsibility of over seeing general election. Such appointed member of the electoral Committee seeking an elective position should declare his/her intentions prior to inauguration of the committee. Such member shall be replaced by another member.
- (b) All executive officers shall be elected by the general membership.
- (c) All active, inactive and incapacitated members are eligible for elective positions, and have voting rights. However, the eligibility of incapacitated members will be subject to the provision contained in Section II Clause D.
- (d) Elections shall be held every three (3) years on or before an Annual General Meeting of the election year.
- (e) Election shall be by open ballot or nomination system.
- (f) The election platform can either be:
 - Through open ballot physical casting of votes,
 - OR Via voting or nomination through an online platform,
 - OR Via the mailing system; whichever one is practicable.

Section II

Candidates for office:

- (a) A candidate for any office shall be a member in good standing. At minimum, he/she must have paid all dues to date and have an attendance record of 60% or better at meeting on all platforms.

(b) A candidate for election must have been financial member for at least one (1) financial year. For this purpose the financial period shall start 1st January and ends 31st December.

(c) An eligible member may seek an office or be nominated by another eligible member. The exception is incapacitated member, and the eligibility of such member shall be adjudicated by the EXCO.

Section III

Tenure of Officers:

(a) Elected officers shall be sworn in and assume authority during the closing ceremony of an annual general meeting

(b) The term of office shall be three (3) years for a maximum of two consecutive terms

(c) No executive member shall hold two (2) elective offices simultaneously

(d) An executive officer may be re-elected to another office upon completion of two (2) consecutive terms on a previous position.

Section IV

Removal of Executive officer:

(a) Any elected or appointed member of the EXCO may be removed from office by a simple majority vote at a general meeting

(b) The following shall constitute offences or grounds for removal

(i) misappropriation or embezzlement of funds and /or other assets of the association

(ii) violation of the association's bye-laws and by-laws

(iii) publication or dissemination of any printed or electronic matter which misrepresents the association or brings its integrity into disrepute

(iv) use of privilege members' personal information for personal benefits or fraudulent purposes

(v) use of privilege position to seek an illicit relationship/affairs with any student of Igbo-Owu Secondary School

(vi) refusal to pay annual dues for a period of thirteen (13) months or any special assessment or levy agreed by the membership

(vii) Consistent refusal to participate or absent in planned activities of the association without valid reasons.

(c) Any eligible member in good standing, supported by at least any other four (4) eligible members in good standing or by two (2) EXCO members, may request the removal of an officer through a written notice to the Chairman and/or Secretary at least two (2) weeks before the EXCO meeting.

(d) A designated ad-hoc committee appointed by the EXCO shall give any officer whose removal is deliberated a due hearing. The committee's findings and recommendations shall be presented to the EXCO for proper action at a general meeting.

ARTICLE VIII: MEETINGS AND PROCEDURES

Section I

Regular General Meetings:

- (a) Annual General Meeting shall be held last month of the year or any suitable date as approved by the EXCO based on the recommendation of the AGM Committee.
- (b) Annual General Meeting shall be the final regular general meeting for the financial year.
- (c) Emergency or special meetings may be convened by the chairman at any time.
- (d) One-half (1/2) to form a quorum for any meeting.
- (e) All meetings shall be conducted in a language most suitable for all present.
- (f) All meetings other than the Annual General Meeting, may be held on online platforms common to all members or EXCO.
- (g) In all meetings, decorum shall be observed and every member treated with mutual respect
- (h) During meetings especially by online chats, 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 or through popular social networks (such as face book/whatsApp)
- (j) For documentation purposes; any member who envisages his/her absence from any meeting shall notify the secretary by text message/through online chat platform at least 24 hours before the commencement of the meeting, otherwise will be counted as being conspicuously absent.

Section II

Executive Committee Meetings:

- (a) One-half (1/2) shall form a quorum, inclusive of the chairman or any officer designated by the chairman to act on his/her behalf in such meeting.
- (b) EXCO meetings shall be held every first Saturday of a new month either physically or through an appropriate acceptable technological medium.
- (c) The chairman or his/her designated officer may at anytime, or upon the written request to him/her, call special or emergency meeting of the EXCO. Such a call shall designate a date, time, medium and purpose.

Section III

Committee Meetings:

- (a) The conduct of ad-hoc committee meeting is at the behest of the Committee Chairman. The EXCO expects that the committee Chairman will be responsible to hold and conduct adequate meeting in line with the terms of reference of the committee.
- (b) The EXCO is at liberty to summon the committee Chairman to provide an update report on the working of the committee at any EXCO meeting. The rule guiding the formation of quorum shall also prevail as such committee's meeting.

(c) The chairperson may at any time, or upon written request call a special or emergency meeting of the committee. Such a call shall designate a date, time and most acceptable method to such members and the purpose of the meeting.

ARTICLE IX: FINANCES

Section I

The association derives its operational income from:

(a) Membership Subscription fee of #500 per month or #6,000 per annum. ***(Please refer to the addendum in Section III of article III of the bye-laws)***

(b) AGM fee of #500 per month or #6,000 per annum. ***(Please refer to the addendum in Section III of article III of the bye-laws)***

Both the membership Subscription and AGM fee are payable in any month within the financial year. ***(Please refer to the addendum in Section III of article III of the bye-laws)***

(c) Fund raising/donations, and other means deemed appropriate by the EXCO, and approved by the membership may be made to meet administrative costs of the association, and to fund projects the association wishes to undertake in the financial year.

Section II

Controls and Accountability:

(a) The association shall operate and keep its funds in an accounts or bank as approved by the EXCO. Any change or closure of account shall be approved by simple majority of the EXCO members

(b) Online Withdrawals shall be made based on the approvals of the EXCO in line with the limitations acts in Article VI Section II.

(c) Withdrawals from the association's bank accounts shall be done by two signatories; either the Chairman or Vice Chairman (signatory A), and either the Treasurer or Financial Secretary (signatory B)

(d) For the purpose of Relevant Tax Returns (if any), individual members shall be issued receipts/invoices of the association with their Subscription fee, AGM fee, and charitable/project financial donations/contributions stated; signed by either the Treasurer or Financial Secretary

(g) The personal information of members, such as date of birth, social security numbers, addresses, phone numbers and all account details shall be protected by all officers of the association having such privilege information in the course of their duties

Section III

Auditing of Accounts:

(a) The EXCO shall appoint an external auditor or form an audit committee comprising of three (3) non-executive members to audit the association's account in the third (3rd) year before the expiration of current term of office. The external auditor must be a certified accountant and shall not be a member of the association.

(b) The auditor or the audit committee shall have unfettered access to all books and accounts of the association; shall examine the annual return and verify it with the accounts, vouchers, deeds, documents of title and securities for the years to which the annual returns relate, and shall either sign it as found by him/her to be correct, duly vouched, and in accordance with the law or specially report to the membership in what respects he/she finds it incorrect, unvouched, or not in accordance with the law.

ARTICLE X: STANDING COMMITTEES

Section I

The chairman with the approval of the EXCO shall make appointment into the following standing committee:

1. Project
2. Annual general meeting/Reunion
3. Mentoring
4. Bye-laws Review

Section II

Project Committee (PC):

- (a) Shall be responsible for the research, initiation and implementation of the associations projects, programs and activities
- (b) The chairman shall be a member of the committee
- (c) The committee Chairman shall provide the report of the statement of source and application of funds at the end of the project. This report shall be submitted to the EXCO at the next EXCO meeting immediately after the conclusion of the project.

Section III

Annual general meeting/Reunion Committee (AGMRC):

- (a) Shall consist of as many members as the chairman considers necessary to assure a successful annual general meeting/reunion event. The membership of the committee shall be ratified by the EXCO at an EXCO meeting.
- (b) The duties of the AGMRC shall be to make all arrangements for the annual Meeting. Also, shall be responsible for all logistics involved in organizing a successful meeting/reunion including recommending appropriate theme, keynote speaker (s) and special guests to the EC for final approval
- (c) The committee Chairman shall provide the report of income and expenditure at the end of the AGM. This report shall be submitted to the EXCO at the next EXCO meeting immediately after the conclusion of the AGM.

Section IV

Mentoring Committee (MC):

- (a) The MC shall seek and match interested Igbo-Owu Secondary School students with esteemed members who are leaders and successful in their various professional fields and career.
- (b) The committee shall help in providing information on career guidance, study and scholarship opportunities to Igbo-Owu Secondary School students.
- (c) Shall monitor and ensure the integrity of the mentoring programs.

Section VI

Bye-laws Review Committee (CRC):

- (a) May initiate or receive from members proposals for changes in the bye-laws or By-Laws, and shall make recommendations.
- (b) Shall show an expert opinion when the question arises on the interpretation of this bye-laws.

ARTICLE XI: AMENDMENTS

- (a) Any member or members can propose amendments to the bye-laws
- (b) All proposals for amendment must be submitted in writing to the CRC at least three (3) months before Annual General Meeting.
- (c) Any proposed amendment to this bye-laws shall be deliberated and voted upon by the general membership during the annual general meeting
- (d) The bye-laws shall only be amended by at least a two-third (2/3) vote of all active members of the association present at the annual general meeting

ARTICLE XII: DISSOLUTION

- (a) This association shall exist perpetually unless dissolved according to law
- (b) Dissolution shall be approved by a two-third (2/3) majority vote of active members present at a special general meeting, summoned for this purpose
- (c) In the event of dissolution, there remains after the satisfaction of all debts and liabilities, any money whatsoever, shall not be distributed among members of IGBOSSAA (1992 SET), but shall be transferred to school/institution.

ARTICLE XIII: PROHIBITED ACTS

- (a) Notwithstanding any other provisions of these articles, this organization shall not carry on any other activities not permitted
- (b) No substantial part of the organization shall carry on any propaganda, or otherwise attempt to influence legislation
- (c) This organization shall not participate in, or intervene in any political campaign on behalf of any candidate for public office in Nigeria/any other country.