



THE CONSTITUTION OF FEDERAL GOVERNMENT GIRLS COLLEGE SAGAMU ALUMNI ASSOCIATION

PREAMBLE

We, the members of **THE FEDERAL GOVERNMENT GIRLS COLLEGE SAGAMU ALUMNI ASSOCIATION**, a not-for-profit and non-political organization do firmly and solemnly resolve to provide for ourselves a constitution and to be governed by the provisions therein contained.

ARTICLE 1: NAME

The name of the Association is **INCORPORATED TRUSTEES OF THE FEDERAL GOVERNMENT GIRLS COLLEGE SAGAMU ALUMNI ASSOCIATION**.

ARTICLE 2: NATIONAL SECRETARIAT

The National Secretariat of the Association shall be situated in Lagos State, provided that the Association may maintain liaison offices in other locations as the Executive Committee together with the Board of Trustees may decide from time to time.

ARTICLE 3: AIMS AND OBJECTIVES

The aims and objectives of the association are:

1. Generally to foster and promote cooperation and good relationship among Sagamites.
2. To uphold the ideas and to promote the welfare and advancement of the Alma matter.
3. To establish and maintain a high standard of ethics among members.
4. To establish relations with other institutions and organizations with similar objectives.
5. Create an endowment fund for proper execution of any of the association's objectives.
6. To assist transparently needy members.
7. To do all such other lawful things as may be considered to be incidental or conducive to the attainment of the above objects or any of them.

ARTICLE 4: MEMBERSHIP

For the purpose of existence, the Association shall consist of unlimited number of members. Members shall be open to an individual whose name has ever appeared on the Students Admission Register of Federal Government Girls' College Sagamu and therefore has a college number regardless of the number of years spent therein.

Grades of membership:

Sagamites

Definition of grades:

Sagamites: shall be any person whose name has ever appeared on the Students Admission Register of the Federal Government Girls' College Sagamu and therefore has a college number.



Admission procedure:

1. Organized branches and set clubs shall constitute members of the association through their individual branches or sets.
2. Each new graduating set shall be admitted at their Valedictory service to be held on the date specified by our alma-mater.

ARTICLE 5: SUPREME AUTHORITY

The Supreme Authority of the Association shall be the members in General Meeting, save as otherwise stated in this constitution.

ARTICLE 6: MEETINGS

For the effective administration of the Association, there shall be the following meetings:

General Meeting

1. The General Meetings of the Association shall hold at such frequency as may be determined by the Executive Committee but at least twice annually.
2. One of the General Meetings in each year shall be called the Annual General Meeting (AGM) of the Association for that year.
3. Election of National Officers shall be held biennially at the Annual General Meeting for that year.

Emergency General Meeting:

1. Emergency General Meeting may be summoned at such times and places as the Executive Committee shall deem fit for the express purpose of deliberating and deciding specific issues which cannot wait for the next General Meeting.
2. Any member or group of members may requisition an Emergency General Meeting and it shall be summoned by the Executive Committee but only on the receipt at the National Secretariat of the Association of a requisition signed by not less than $\frac{1}{2}$ of the full members of the Association calling for the said Emergency General Meeting and stating in clear details the matter that needs to be deliberated upon. A quorum shall be formed when two thirds of those calling for the emergency meeting are present.
3. The President shall thereafter direct the National Secretary in writing to summon an Emergency General Session to deliberate upon the matter stated in the requisition to hold within four weeks of the date of the receipt of the requisition at such place and time as may be decided by the Executive Committee.
4. Provided the Executive Committee shall not be obliged to act on any requisition received less than eight weeks before the date of a General Meeting but may instead include such matters stated in the requisition as part of the business to be deliberated upon at the already scheduled General Meeting.
5. Decisions at any General Meeting, Annual General Meeting or Emergency General Meeting shall be by a simple majority on a show of hands of members present and voting



- except on the election of National Officers, or any other matter decided by the General Meeting or Executive Committee Meeting, to be by secret ballot.
6. The Standing Orders contained in the Second Schedule to this Constitution shall govern the conduct of any deliberations at any General Meeting, Annual General Meeting or Emergency General Meeting.
 7. The quorum at any General Meeting or Annual General Meeting shall be the presence of 50 members.
 8. Attendance at a General Meeting/Annual General Meeting or Emergency General Meeting shall be open to all members of the Association save those under sanctions.

ARTICLE 7: BOARD OF TRUSTEES (BOT)

There shall be a Board of Trustees for the **FEDERAL GOVERNMENT GIRLS COLLEGE SAGAMU ALUMNI ASSOCIATION.**

Composition of the Board of Trustees

1. The Board of Trustees of the Association shall have not less than six (6) but not more than Ten (10) members who shall, for the purposes of the Companies and Allied Matters Act (Cap. C20, Laws of the Federation, 2004) be elected by 2/3 majority votes of members present at a General Meeting of the Association for which notice of the election of trustees was given.
2. Set club and location of the individual shall, as much as practicable, be considered in electing members of the Board of Trustees to ensure that the Board of Trustees always reflects spread of set representative of the Association's membership.
3. No set club shall have more than one (1) member on the Board of Trustees at any given time.

Election of the Board of Trustees

The required number of votes for the election of each Trustee of the Association shall be at least 2/3 majority votes of members present at a General Meeting of the Association for which notice of the election of trustees was given.

Tenure of the Board of Trustees

The Trustees shall hold office for a single tenure of 10 (ten) years provided that a trustee shall cease to hold office if she:

1. resigns her office;
2. dies;
3. becomes insane;
4. is officially declared bankrupt;
5. is convicted of a criminal offence involving dishonesty by a Court of competent jurisdiction;
6. is recommended for removal from office by two-thirds majority vote of members present at any General Meeting of the association.



7. is recommended for removal from office by a decision of at least two-thirds of the other members of the Board of Trustees.

Filling of vacancy in the Board Of Trustees

Upon a vacancy occurring in the number of Trustees of the association for any reason whatsoever, election for filling the vacancy shall be held at the next Annual General meeting of the Association, . Nominations to the Board of Trustees shall be open to any set club so long as that set club is not already represented on the Board of Trustees.

Functions, Duties and Powers of the Board of Trustees

In addition to the powers conferred by this Constitution, the Board of Trustees shall have power to:

1. Apply in the prescribed manner to the Corporate Affairs Commission for a Certificate of Incorporation of the Association and hold same in trust for the Association;
2. Ensure compliance with all legal requirements for proper documentation of the affairs of the Association as provided by CAMA;
3. Acquire and hold in trust all lands belonging to the Association and procure on her behalf real property and chattels subject to the provisions of CAMA;
4. Advice on the disbursement of funds available for the purpose of investments, charitable and philanthropic purposes;
5. Consider, and if satisfied, approve recommendations made to it by the Executive Committee under this Constitution including those for conferment of awards.
6. The Trustee shall act in good faith and at all times in the interest of the Association
7. In addition to the powers conferred on the Board by the Act and this Constitution, The Board of Trustees shall:
8. Ensure that the Association's finances, operations, procedures are in accordance with the constitution and the assets are safeguarded.
9. Provide advice and guidance to the Executive Committee.
10. Oversee particular assignments as may be agreed upon with the Executive Committee.
11. Advise on the funds of the Association including expenditure, investment or income in such manner as the Board shall consider most beneficial for the purposes of Association.
12. Advise on the alteration or amendment of this Constitution, the bye-laws and enforcement of the rules and regulations for the management of the Association.
13. Advise on the strategies, structure, plans, budgets and staffing of the Association.
14. Uphold the values, vision, mission, identity, policies and standards of the Association.

For clarity and avoidance of doubt, the main role of the Board shall be supervisory. The Executive Committee and staff in the National Secretariat of the Association under it shall carry out the day-to-day management functions of the Association. This notwithstanding, the Board shall be promptly notified in writing of all decisions and resolutions of the National Executive Committee.



Meeting of the Board of Trustees

1. The Board of Trustees shall elect one of their members as Chairman and another as Secretary of the Board at their first meeting.
2. The Trustees shall meet at least once in each quarter of the year and at least twice in every year shall invite and meet with the Executive Committee pursuant to her advisory functions.
3. Decisions of the Trustees shall be by simple majority of members present except as may be otherwise provided in this constitution.
4. The Secretary to the Board of Trustees shall keep minutes of the meetings of Trustees and such minutes shall be signed by the Chairman and the Secretary as official records of proceedings of the meeting to which it relates.
5. The quorum of the Trustees shall be not less than 1/3 of the members which must include the Chairman OR Secretary.
6. The Trustees shall make such rules as they deem necessary for proper conduct of their meetings.
7. The Secretary of the Board of Trustees shall present to the National Secretariat of the Association, a timetable of proposed meetings of the Board of Trustees in that year and the National Secretariat shall be required to make the meetings a success by providing such logistical supports as the funds of the Association shall permit.

ARTICLE 8: ALUMNI MANAGEMENT COMMITTEE (AMC)

Composition of Alumni Management Committee

The Alumni Management Committee shall comprise the following only:

1. Two (2) representatives from each Set club
2. For organized sets: President/ anyone appointed by the President and the Secretary
3. For unorganized sets: 2 dedicated members who are passionate about our Alma mater and Alumni activities.

Meeting of the Alumni Management Committee

1. The Alumni Management Committee shall meet at least once in each quarter of every year at such times and places as the committee shall decide.
2. The quorum for the meetings of the Alumni Management Committee shall be at least 1/3 of the members of the committee and any number of others entitled to attend who are present at the meeting.
3. On the requisition of at least 1/3 of the Alumni Management Committee members, which requisition shall clearly state the matters sought to be considered, a meeting of the Alumni Management Committee shall hold within four (4) weeks of such requisition

FUNCTIONS, DUTIES AND POWERS OF THE ALUMNI MANAGEMENT COMMITTEE

1. Members of the Alumni Management Committee shall have the responsibility of keeping their respective set clubs/branches/regions informed and mobilized on all the activities of the Association, National Executive Committee and other Committees.



2. Receive and distribute the annual programme of their set members from the Executive Committee
3. To receive and deliberate on reports from various set clubs/branches/regions.
4. To advise the Executive Committee on issues affecting various set clubs/branches/regions and our Alma-mater.
5. To serve as the welfare committee of the Association:
 - Each individual set/branch/region would be responsible for their set welfare needs and if additional assistance is required the AMC should be informed and after careful deliberations, would advise the Executive Committee on solutions proffered for approval.
 - To Monitor the welfare and interest of set/branch/regional members
 - To bring to the notice of the National Officers any matter concerning the welfare of any member with a view to protecting and preserving their rights, privileges and welfare.
 - To be responsible for managing the programme of assistance for incapacitated or aged members of the Association.
 - To be responsible for supervising the insurance and endowment programmes of the Association.
 - To be responsible for the social, cultural and entertainment activities of the Association.
 - To perform all other duties as may be assigned to them by the President from time to time

ARTICLE 9: EXECUTIVE COMMITTEE (EXCO)

Composition of The Executive Committee

The National Officers of the Association shall be referred to as the Executive Committee and shall:

1. Be elected at a Biennial AGM in accordance with this constitution.
2. Constitute the Management Team of the Association and shall be responsible for formulating, reviewing and implementing policy, strategy or management decisions regarding the day-to-day functions of the Association.
3. The President through the Secretary, may summon as many meetings of the National Officers as may be necessary to anticipate or respond to the exigencies of the Association.
4. The quorum for a meeting of the National Officers shall be 1/3 of the National Officers.
. However, other National Officers not physically present could send in their contributions electronically or otherwise.
5. The National Officers of the Association shall be:
 - The President
 - The Vice-President
 - The Secretary
 - The Assistant Secretary



- The Treasurer
 - The Financial Secretary
 - The Assistant Financial Secretary
 - The Publicity Secretary
 - The Assistant Publicity Secretary
 - The Legal Adviser
 - Ex Officio
6. The Secretary to the Board of Trustees shall also be a legal practitioner who shall act as the Legal Adviser to the National Executives.

Functions, Duties and Powers of the Executive Committee

The Executive Committee (EXCO) shall implement the general policy direction of the Association and shall have responsibility for the day-to-day running of the affairs of the Association in accordance with the provisions of this Constitution and CAMA and shall exercise and execute the following powers and functions:

1. Management of the finances of the Association including the choice of and appointment of suitable banks for that purpose.
2. Exercise the powers of the Association with respect to the appointment of representatives to any statutory or executive commission or other body where that privilege is given to the Association by the government or an agency of the government, or any national or international organization.
3. To express the views of the Association upon any matter of public interest or upon any matter of general interest to the Association.
4. To make all necessary arrangements for AGM or any other general meeting of the Association.
5. To cause the accounts of the Association to be audited annually by a competent professional firm of auditors who shall be appointed at any General Meeting of the Association.
6. Generally to exercise all the powers vested in the Association/general meeting of the Association so as to promote and carry out the aims and objectives 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.
7. Any member who is absent from three consecutive meetings of the Executive Committee shall cease to be a member of the Executive Committee unless he/she shows reasonable cause for such absence to the satisfaction of the Executive Committee.
8. Consensus shall be the aim of the Executive Committee but if it becomes necessary to put any question to vote then it shall be decided by a simple majority based on a show of hands PROVIDED however that the Executive Committee may resolve to decide any specific issue by secret ballot.

Qualification to Hold National Office

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



1. She is resident in Nigeria
2. She is sponsored for the particular National Office by her set club/branch.
3. She/ her set club/branch has met all financial and other obligations due to the Association.
4. She has served or participated actively in her set club/branch activities.
5. She graduated no less than 5 years ago from FGGC Sagamu.
6. Provided that:
 - Aspirants to the offices of President and Secretary General must have been members of the AMC of the Association.
 - Aspirants to the office of Financial Secretary shall be practicing accountants or persons with financial and/or accounting qualifications.
 - Aspirants to the office of Legal Adviser shall be legal Practitioners of at least Five (5) years post call.
 - The individuals set club/branch shall, as much as practicable, be considered in electing the National Officers to ensure that the membership always reflects spread of set representative of the Association.
 - It shall be unlawful for any set to have more than one member as National Officer concurrently.
7. A National Officer of the Association shall not qualify for re-election to the same office after serving two consecutive terms of two years each but she shall be qualified for re-election after at least one intervening term of two years.
8. A National Officer shall cease to hold office if the members in general meeting pass a vote of no confidence on him/her by two-thirds majority of members present and voting.

Duties and Functions of National Officers

Save as otherwise provided for in this constitution, the duties and functions of National Officers shall be as follows:

The President

1. Presiding at General meetings, meetings of the Executive Committee and other meetings of the Association.
2. Directing the summoning General meetings, meetings of the Executive Committee and other meetings of the Association either on her own initiative or in accordance with the decision of the Executive Committee or upon an appropriate requisition under any section of this Constitution.
3. Directing all other Officers and physical offices of the Association, including the National Secretariat, in the performance of their duties.
4. Providing direction and leadership to all Committees of the Association.
5. Presenting at the General Meetings a presidential address in writing to highlight the accomplishments, challenges, prospects and future direction of the Association.
6. Acting as the principal spokesperson of the Association.



7. Ensuring with the assistance of other National Officers efficient use or prudent investment, acquisitions and disposal of assets as may be necessary from time to time subject however to the overall approval of the National Executive Committee.

The Vice-President

1. 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.
2. Shall perform all other duties as she may be directed by the President and the Association.
3. Provided that in the absence of the President and the Vice President, the National Officers present shall appoint one of themselves to preside over the meeting.

The General Secretary

1. Shall, under the overall direction of the President, be in charge of the National Secretariat of the Association, the branches and staff thereof.
2. She shall on the instructions of the President or in accordance with a previous decision of the AMC or pursuant to a requisition made in accordance with the provisions of this Constitution summon General Meetings, , meetings of the Executive Committee and other meetings of the Association.
3. She shall record and keep the minutes of meetings including attendance and a summary of all decisions taken thereat.
4. She shall write and dispatch circulars, letters, and other correspondences of the Association including that of the Executive Committee.
5. She shall keep a roll of members.
6. She shall furnish an Annual Return or Special Reports of the activities of the Association or any of its organs at the General Meeting, , meetings of the Executive Committee and other meetings of the Association.
7. She shall be an ex-officio member of all committees of the Association.
8. She shall perform all other duties as may be assigned to her by the President or the Association.

The Assistant Secretary

1. She shall assist the Secretary in the performance of his/her duties and shall in the absence of the Secretary act in his/her place.
2. She shall perform all other duties as may be assigned to him/her by the President, the Secretary, or the Association.

The Treasurer

1. She shall receive, collect and pay to the Association's bankers all monies collected for



the Association or paid to the Association from any source whatsoever.

2. She shall carry out any decision or directive of the General Meeting in matters relating to the budget or finances of the Association.
3. She shall prepare or cause to be prepared and submitted to the First Meeting of the Executive Committee in each financial year an annual budget of the estimated revenue and expenditure of the Association.
4. She shall invest the monies of the Association in such securities and manners as may be approved by the Executive Committee.
5. She shall circulate to every member of the Executive Committee the audited accounts and balance sheet for the preceding year.
6. She shall submit an Annual Report to the General Meeting to which shall be attached the Audited Accounts and Balance Sheet for the preceding year.
7. She shall perform all other duties as may be assigned to him/her by the President or the Executive Committee.

The Financial Secretary

1. She shall be in constant touch with the branches/members for the purpose of soliciting, and collecting their annual dues, subscriptions and levies, as and when due.
2. She shall compile and circulate a list of members who have paid or are in default in respect of such dues in each year and take steps to circulate such lists to the Executive Committee, General Meeting and the National Executive Committee.
3. She shall collect and pay all monies of the Association to the Treasurer promptly and keep records of such receipts and payments.
4. She shall perform all other duties as may be assigned to her by the President or the Association.
5. She shall regularly scrutinize the overall financial (income and expenditure) profiles and records of the Association to ensure that her financial practices comply with international best practices/policies.
6. She shall perform all other duties as may be assigned to her by the President or the Association.

The Assistant Financial Secretary

1. She shall assist the Financial Secretary in the performance of her duties and shall in the absence of the Financial Secretary act in her place.
2. She shall perform all other duties as may be assigned to her by the President or the Association.

The Publicity Secretary

1. She shall ensure adequate and prompt publicity of the activities of the Association.
2. She shall present a good and progressive image of the Association to the public.
3. She shall issue releases and statements on matters of general interest to the Association and the public after consultation with the President.



4. She shall perform all other duties as may be assigned to her by the President or the Association.

The Assistant Publicity Secretary

1. She shall assist the Publicity Secretary in the performance of his/her duties and shall in the absence of the Publicity Secretary act in her place.
2. She shall perform all other duties as may be assigned to her by the President or the Association.

Ex Officio

1. She shall be the immediate past President of the association
2. She shall act in advisory capacity

ARTICLE 10: NATIONAL ASSOCIATION GOVERNING COUNCIL (NAGC)

1. The National Alumni Governing Council shall comprise the following only:
 - Board of Trustees
 - National Officers
 - One (1) representative from each International Region (President/ anyone appointed by the president)
 - All Past National Presidents
2. The National Alumni Governing Council shall meet at least once in each quarter of every year at such times and places as shall be decided.
3. The quorum for the meetings of the National Alumni Governing Council shall be at least 1/3 of the members entitled to attend who are present at the meeting.
4. Members of the NAGC shall do all such things, under the law, to ensure that events, programs and resources are effectively and efficiently coordinated to ensure the smooth running of the Association and achieve the overall objective therein.

ARTICLE 11: THE NATIONAL SECRETARIAT

1. There shall be a National Secretariat of the Association which shall be the seat of administration of the Association, have staff, annual budget and other paraphernalia of a proper office, be under the direct oversight of the Secretary and the location of the National Secretariat at any point in time shall be the National Headquarters of the Association.
2. All staff of the National Secretariat shall be appointed by the Executive Committee through a transparent recruitment process which shall include publicity.

ARTICLE 12: STANDING COMMITTEES

The Association shall have such committees as may be created by the Executive Committee or General Meeting from time to time which may include but not be limited to the following



Standing Committees:

- Advocacy, Development and Civil Society Committee
- Finance Committee
- Education Committee
- Media and Publicity Committee
- Welfare Committee
- Membership Mobilization & Liaison Committee
- Disciplinary committee

ARTICLE 13: AD-HOC COMMITTEES

1. The Executive Committee may constitute ad-hoc Committees to deal with such issues and matters as circumstances may dictate; and the Committees so constituted shall have such powers and exercise such functions as the Executive Committee may determine.
2. Membership of each Committee shall be determined by the Executive Committee from time to time.

ARTICLE 14: DISCIPLINE

The Association, through the AMC shall have the power to investigate reports of misconduct or fraud against their members and if need be may apply necessary sanctions against erring members.

ARTICLE 15: CONFLICT RESOLUTION

The Association, through the AMC shall have the power to resolve all conflicts arising between members, where such conflict persists, it should be escalated to the NAGC and finally to USOSA where the issue remains unresolved.

ARTICLE 16: INDEMNITY

A member of the Association, whether a trustee, an executive or any other person employed by the Association shall be indemnified by the Incorporated Trustees of Federal Government Girls' College Sagamu Alumni Association against any liability incurred by him/her in good faith in the performance of his/her official/assigned duties.

ARTICLE 17: COMMON SEAL

1. The Board of Trustees shall have a common seal.
2. The seal shall be kept under the custody of the Secretary who shall produce it whenever required in furtherance of the Association's activities.
3. All documents required to be executed by the Trustees shall be signed by at least two



Trustees and sealed with the common seal.

ARTICLE 18: FUNDS OF THE ASSOCIATION

1. The Association shall have power to accept donations and gifts from Members, Groups, Corporate bodies or individuals provided the conditions attached to such donations are not inconsistent with the aims and objectives of the Association.
2. The funds of the Association may be derived from the following sources, namely:
 - Registration and annual dues payable by members and potential members.
 - Levies as may be approved by the Executive Committee from time to time and levied on members.
 - Grants and Aids.
 - Donations.
 - Endowment funds as may be approved by the Executive Committee; and
 - Investments of the Association.

ARTICLE 19: DISBURSEMENT AND APPLICATION OF FUNDS

1. For the purpose of raising and generating funds and other resources (in cash or in kind) for the realization of its aims and objectives, the ASSOCIATION may accept donations, pledges, gifts (whether cash and/or kind) from individuals and corporate bodies, in Nigeria or elsewhere.
2. All monies belonging to the Association shall be kept in its name with such reputable bankers as the Executive Committee shall appoint from time to time.
3. There shall be four signatories to the Association's accounts namely, the President, the Secretary, the Vice President and the Treasurer.
4. There shall be a dedicated account for collection of member registration fees and annual dues payable by members only.
5. No expenditure shall be incurred for any purpose unless such expenditure has been approved by the President or the Secretary.
6. A minimum of three signatures are required to execute bank transactions, the combination of which will be approved by the Board of Trustees
7. The Executive Secretary may hold as imprest for the day-to-day running of the National Secretariat such amount as may be approved by the Executive Committee from time to time.
8. The Executive Committee may invest funds of the Association in government securities or such other securities.

ARTICLE 20: KEEPING ACCOUNT

1. The account shall be audited by an Auditor appointed by the NAGC, from time to time. The Auditor shall scrutinize the account of the Association when it is required.
2. The accounting date of the Association shall be 31st December of every year.



3. The Association shall ensure the accurate keeping of record of all record of all income and expenditure.

ARTICLE 21: APPOINTMENT OF AUDITOR(S)

1. There shall be appointed External Auditors to audit the accounts of the Association and prepare Annual Financial Reports of the Association.
2. Independent qualified and licenced Auditors shall be appointed by the General Meeting on the recommendation of the National Executive Committee after consultation with the Board of Trustees to audit the financial records of the Association annually and submit an audited report to the General Meeting of the Association. The AMC may make recommendations for suitable persons/firms for the role of Auditors.
3. The audited financial statements (balance sheet and income and expenditure account) duly certified by independent auditors shall be annexed to the annual returns and file with the Corporate Affairs Commission and other relevant Regulatory bodies.

ARTICLE 22: NATIONAL ELECTIONS

1. Offices shall be vacant by effluxion of time, death, resignation, removal, or for any other reasonable cause.
2. Any vacancy occurring in any office after a Biennial AGM may be filled by the Executive Committee after consultation with the Board of Trustees.
3. A candidate for any elective national office shall be nominated or proposed in writing by a member and seconded by another both of whom shall be qualified like the candidate in accordance with the provisions of Article of the Constitution.
4. The nomination papers shall be dispatched so as to reach the Electoral Committee on or before the end of September in an election year and where there is no nomination for any office the General Meeting may fill the vacancy.
5. Elections shall be held in October of the election year.
6. Campaign period shall be limited to one week.
7. There shall be no campaign till after screening and clearance by the electoral committee. All campaigns must cease at least two days prior to the election.
8. Any candidate who violates any of these provisions shall be disqualified by the electoral committee.
9. Requirements are without prejudice to other conditions that may be spelt out by the electoral committee.
10. Each member shall have one vote only.
11. Elections shall be decided by a majority of votes cast at the election. Where there is a tie, the BOT shall vote to decide the winner.
12. Any complaint prior to and during election shall be made to the Electoral Committee whose decision shall be final.
13. No member can vote by proxy.



ARTICLE 23: NATIONAL ELECTORAL COMMITTEE

1. The Electoral Committee shall prepare and publish detailed guideline for the election at least 90 days before the election. Such guidelines which should have been approved by the Board of Trustees shall be disseminated to all members of the Association.
2. The Electoral Committee shall be constituted by the BOT on the recommendation of the President.
3. Electoral Officers, a minimum of three and a maximum of five, one of whom shall preside, shall be appointed by the General Meeting.
4. The committee which shall not be more than five (5) members, shall
 - Screen Candidates.
 - Issue nomination forms to candidates.
 - Conduct elections.
 - Collate and declare results of elections.
 - Present to the BOT through the President, a budget of the election for approval.
 - Present to the BOT through the President, the electoral guidelines for approval as well as the electoral result and report of elections
5. The Electoral Officers shall control, conduct and manage proceedings at the elections. During the elections the Presiding Electoral Officer shall exercise the powers of the Chairman under these Standing Orders.
6. The decision of the Electoral Committee on election results shall be final and subject to no further review

ARTICLE 24: AMENDMENT OF CONSTITUTION

This Constitution shall not be amended except at a General Meeting of the Association by a two-thirds majority of those present and entitled to vote, provided that at least 30 days' notice of the proposed amendment shall have been given to the Secretary who shall have circulated same to delegates at least 30 days before the proposed amendment is tabled for discussion at the General Meeting

ARTICLE 25: SPECIAL CLAUSE

1. THE INCOME AND PROPERTY OF the Association shall be applied solely towards the promotion of the objective of the Association as set forth in this CONSTITUTION, and no portion thereof shall be paid or transferred directly or indirectly, by way of dividend, bonus or otherwise howsoever by way of profit, to the members of the Association.
2. PROVIDED that nothing herein shall prevent the payment in good faith, or reasonable and proper remuneration to any officer or servant of the Association in return for any service actually rendered to the Association:
 - a. With the exception of ex-officio members of the Governing Council, no member of the Council of Management or Governing Body shall be appointed to any salaried office of the Association or any office of the Association paid by fees; and



- b. No remuneration or other benefit in money or money's worth shall be given by the body to any member of such Council or Governing Body except repayment of out of pocket expenses or reasonable and proper rent for premises demised, or let to the Association or reasonable fees for services rendered.
3. If in the event of a winding up or dissolution of the corporate body if there remains after the satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid to or distributed among the members of the Association but shall be given or transferred to some other institutions, having objects similar to the object of Association, such institutions to be determined by the members of the Association at or before the time of dissolution.
4. If effect cannot be given to the aforesaid provisions, then the remaining property shall be transferred to some charitable object.

ARTICLE 26: SCHEDULE

The provisions of the Schedule to this Constitution shall form part of and shall have the same effect as any of the other provisions contained therein.

ARTICLE 27: INTERPRETATION

In the event of any dispute over the interpretation of any provision of this constitution, the dispute shall be referred to the Legal Adviser. In the event of any dissatisfaction with the interpretation of the Legal Adviser, the dispute should be referred to the Board of Trustees and its decision shall be final and binding.

Dated this ____ day of _____ 2019

Signature of Chairman, Board of Trustees

Name:
Tel. No:
Date:

Signature of Secretary, Board of

Name:
Tel. No:
Date:

Signature of National President
Date

Name:
Tel. No:
Date:

Signature of National Secretary, &

Name:
Tel. No:
Date:



**SCHEDULE: STANDING ORDERS OF THE INCORPORATED TRUSTEES OF
FEDERAL GOVERNMENT GIRLS' COLLEGE SAGAMU ALUMNI ASSOCIATION.**

For the purpose of effective conduct of proceedings at General Meeting, or other meetings and matters relating thereto these shall be read together with the Constitution of the Association.

1. These Standing Orders are ratified by the General Meeting of the Association in exercise of its powers under Article 6 of this Constitution.
2. A General Meeting or Emergency General Meeting shall transact such business as is on its agenda or any business decided by a previous General Meeting or the Executive Committee Meeting.
3. An agenda of the business of a meeting shall be supplied in advance to members of the Association provided that the agenda shall be adhered to till the completion of business unless a proposition to suspend this standing order is made and carried by a simple majority of the members present representing at least 1/3 of the full members.
4. Any member who wishes to speak shall hold up her hand to attract the Chairman's attention.
5. No member shall commence to speak on any topic until recognized to do so by the Chairman.
6. No member shall stand up to speak simultaneously during discussion at a meeting.
7. The order of speaking shall be determined by the Chairman in her absolute discretion without fear or favour but she shall give a reasonable opportunity for divergent views to be heard.
8. The Chairman in her discretion may stop a debate even when there are members still anxious to speak on the subject if she considers that there has been sufficient discussion on the matter under consideration.
9. A member who has any relevant and pertinent information to give during the course of a speech by another may raise a "point of information" which she may only proceed to give if permitted to do so by the Chairman.
10. A member may raise a plea of "point of order" which when raised shall only be sustained by the Chairman where she accepts that there is deviation by a speaker from the subject matter/or according to these standing orders.
11. A member who claims that he/she has been misquoted or misrepresented may raise the pleas on "point of correction" and if allowed by the Chairman may proceed to correct same.
12. In the event of proposition to proceed to the next business or for progress being moved and seconded it shall after the proposer and seconder of the resolution have been heard be put to the vote. If carried the matter under debate shall immediately be put to the vote and once carried the subject voted upon shall not again be introduced during the meeting.
13. No motion or amendment shall be discussed unless it is seconded, save the proposals of the Executive Committee or the report of a Committee of the Association which shall be taken as having been moved and seconded.
14. No second amendment or rider shall be voted upon until the first amendment is disposed



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15. On any issue every member present shall have one vote at a time but the Chairman shall have a second or casting vote in the event of equality of votes. Provided that if at any election there is equality of votes, the Presiding Electoral Officer shall have a casting vote.
 16. The Chairman shall have power to ask anyone found engaging in distractive or destructive acts to leave the meeting or gathering.
 17. The General Meeting shall have the power to appoint Committees or Commissions for the furtherance of its business. Such Committees or Commissions may sit during the hours of the General Meeting should it be necessary for them to do so.
 18. The Chairman shall give directions or adopt measures reasonably necessary in the interest of the Association or reasonably conducive to the conduct of proceedings of any Conference or meeting. The procedure at a meeting of any Committee shall be determined by that Committee.
 19. The ruling of the President or Chairman on matters provided for in these STANDING ORDERS shall be obeyed.