

CONSTITUTION GUIDING SOS'05 ALUMNI ASSOCIATION

1. NAME

The Association shall be called SOS'05 Alumni (hereinafter referred to as the "Association").

2. OBJECTIVES

The objectives of the Association:

1. To encourage friendly relationship amongst former students of the school and bringing alumni members on same page.
2. To give support to any deserving project that is connected with the welfare of the school.
3. To promote co-operation amongst former and present students of the school.

3. MEMBERSHIP

Eligibility: The SOS'05 alumni members and staff of the school are eligible to the organization..

Selection: Members are expected to pay annual dues,attend meeting.....

Revoking Members: Membership can be revoked due to failure to attend meeting,failure to pay the annual dues or adhere to a code of ethics.

Executive member can be revoked if he/she fails to attend three Executive meetings consecutively without prior notification.....

4. OFFICES

President

Vice President

Financial Secretary

Treasurer

General Secretary

Public Relation Officer 1

Public Relation Officer 2

Auditor

Advisor

Duties of the President

- The President shall preside over all meetings of the Congress, Central Committee, Executive Committee and Finance Committee.
- The President shall, jointly with the General Secretary, be responsible to the SOS' 05 Alumni for the supervision and general direction of the works. The President shall perform any such other duties in accordance with decisions of the Electoral committee, reconciliation Committee, project committee and Executive Committee.

- The President shall ensure that all business of each such meeting is conducted in accordance with the Rules of the SOS'05 alumni.

Duties of Vice President

- In the event of the President leaving office prior to completion of his or her term, the Vice President shall serve in a temporary capacity as Acting President until a Central Committee or Congress elects the new President.
- The Vice President acts as President in the absence of the president.

Duties of General Secretary

- Implement the policy and decisions of the Congress, Central Committee and the Executive Committee.
- Act as the general administrator of SOS'05 Alumni, including managing and directing operations and handling all staff and other personnel issues, including appointment of Regional and Project Office Representatives.
- Direct the financial administration of SOS '05 Alumni, including the collection of annual dues from affiliates, and direct and implement all financial and other business operations and transactions involving the Federation.
- Keep all proper financial accounts and records current, including information with respect to all income and disbursements in accordance with SOS 05 policies and Rules.
- Takes minutes at every meeting

Duties of Assistant General Secretary

- Works hand in hand with the General Secretary

Duties of Financial Secretary

- The financial secretary develops reports for management that track all of the money that goes in and out of the organization
- The secretary records all SOS '05 transactions and provides detailed reports to Executives.
- It is one of the financial secretary's primary duties to receive all payments due to the association in a timely manner
- The financial Secretary may also be required to address any member financial questions or concerns. Another necessary administrative task is to draft letters for financial support.

Duties of Treasurer

- Deposits funds, writes checks, reconciles bank accounts, and transfers funds between cash and savings accounts as necessary
- Prepares monthly budget summary, check register, and balance sheet for each Executive Committee meeting; provides copies to Executive Committee at monthly meeting
- After year-end, prepares and files IRS Form 990 return for our organization, and prepare 1099-MISC forms as necessary

Duties of an Auditor

- Collect and analyze data to detect deficient controls, duplicated effort, extravagance, fraud, or non-compliance with laws, regulations, and management policies.
- Prepare detailed reports on audit findings.
- Inspect account books and accounting systems for efficiency, effectiveness, and use of accepted accounting procedures to record transactions.
- Examine inventory to verify journal and ledger entries.

Duties of a Public Relation Officer

- Developing PR strategies and campaigns. Preparing press releases, keynote speeches and promotional material. Building positive relationships with stakeholders, media and the public.
- dealing with enquiries from the members and executives

Nomination of Electoral committee:

There will be nomination of committee to oversee the Election (I suggest 2 years in office for these committees).

Tenure in office(all offices)would be 1 year

Next Election would be June 13, 2021

Election Procedures

The nominees/aspirants will be removed from the group after they had casted their votes. Election is strictly online.

Vacancies

General statement would be made to inform the membership as regard offices they can aspire for.

Resignation.

An officer can be asked to resign or can decide to resign if he or she feels he' s not performing up to the expected task, if he/she feels he is being distracted by other commitments

Removal

An Executive can be removed from the office If there' s a fraudulent activity in his office which he or she can' t defend.

Eligibility

Every member of the SOS'05 alumni is eligible to contest for office.

Nomination Procedures

Nomination can be made from group of people, from the floor by general membership,

self nomination and by the executives

5. COMMITTEE

1. The duties of the Committee shall include the organisation and supervision of the day to day activities of the Association and to make decisions on matters affecting its running when the general is not sitting. It may not act contrary to the expressed wishes of the general meeting without prior preference to it and always remains subordinate to the general meetings.

2. The Committee shall have power to appoint sub-committee whenever it deems necessary. Members of sub-committee shall have no voting rights at Committee meetings.

3. The Committee shall have power to remove the name of any member from the Register of Members or deal with such member as it shall deem proper for any breach of the rules of Association or for misconduct which in the opinion of the Committee is injurious to the character or interests of the Association. Such a member thus expelled or censured may appeal at the following Annual or Extra-ordinary General Meeting whose decision shall be final.

6. FINANCE

1. The financial year of the Association will be from 1st July to 31st June.

2. Oversight

The treasurer is charged with the oversight of the Association funds and budget.

3. Source of funding

Funds will be accumulated through membership dues and fundraising efforts.

Membership due is 200 Naira monthly (2400 Naira per annum) which should be paid into the Association's bank account by direct transfer or bank teller on or before the 16th day of every month.

All members are required to pay the monthly membership due prior to taking part in any Association's activity/benefitting from any Association's package. Members who have not paid their dues or by the due date shall be considered as not being in good standing and shall lose all membership privileges, including voting, until the dues are paid. All funds raised by this association must be deposited in the Association's account within 24 hours.

4. Maintenance of funds

An account shall be opened in the name of the Association with a Bank approved by the majority. All monies belonging to this Association shall be duly deposited therein. The President, General Secretary and the Treasurer will have signature authority, and all cheques must be signed by at least two of these officers.

5. Disbursement of funds

All requests for funding, whether through cheque or purchase order, must be approved by two of the authorized officers. All requests must include a receipt or invoice.

The Committee shall have power to authorise the expenditure of a sum not exceeding 20,000Naira per month from the Association's funds for the Association purposes. Any expenditure in excess of this amount shall require the approval of the members at a General Meeting.

The Executive Committee shall propose an annual budget to be voted upon no later than the second regular meeting of the financial year. Any unbudgeted expenditures shall be approved in advance by the membership. When financial decisions must be made between meetings, the Executive Committee is authorized to approve expenditures not exceeding 20,000Naira

Association funds shall not be loaned out or used to purchase or alcoholic beverages.

6. Surplus funds/Investment

The surplus funds of the Association may be used for short term investments at the discretion of the Committee. The treasurer is charged with the duty of providing informed decision on short term investments.

7. GROUP RULES AND REGULATIONS

The group rules and regulations stated by the Executives stands. No alterations or additions/deletions to the existing rules shall be made except at a general meeting. Any alterations, additions/deletions shall be approved by one-thirds of the voting members present.

GENERAL MEETINGS

- a) There shall be monthly General meeting at 6.00p.m -8:00p.m Nigerian time in last Sunday of the month.
- b) The Annual General Meeting shall be the principal organ of the Association and shall be held in the month of december of each year.
- c) A mandatory seven-days notice convening the meeting shall be posted on the Association' s media group.

EXTRA-ORDINARY GENERAL MEETING

- a) An Extra-ordinary General Meeting may be summoned by the Executive Committee as may be deemed necessary.
- b) A mandatory notice of two days shall be given for the purpose of convening an Extra-ordinary General Meeting.

QUORUM

The quorum at meetings of the Association shall be as follows:

- a) For any General Meeting, one-third members shall form a quorum.
- b) For an Executive Committee Meeting, five members shall form a quorum.

SIGNATORIES OF THE ASSOCIATION

- a) The President, the Treasurer and the General Secretary shall be signatories to the Association' s Bank accounts.

b) The signature mandate for Association' s accounts shall be any two of the three aforementioned signatories.

8. AMENDMENTS

This constitution shall be amended as immediate as the congress decides, to accommodate necessary decisions that will boost the progress of SOS 05 Alumni body. The growth of members and general convenience shall be considered in amendment of this constitution.

The amendment shall be proposed by the majority of the alumni members and thereafter taken into action.

The requirement for amendment shall be voting of the majority of the alumni members and in a case where we have more than half of the executives voting for amendment, such shall be considered.