

THE CONSTITUTION OF THE UNIVERSITY OF LAGOS ALUMNI ASSOCIATION

1. NAME:

The Association shall be called "The University of Lagos Alumni Association" and its address shall be The *University of Lagos Alumni Jubilee House, University of Lagos*.

2. AIMS AND OBJECTIVES:

- i. To provide a link between the University and its graduates through the University, Alumni Relations Office, and through them, the public in general.
- ii. To assist the University in whatever way possible in its development and in its drive to establish and maintain a tradition of excellence in all its endeavours.
- iii. To promote mutual understanding, co-operation, interaction and fraternal relationship amongst the graduates of the university.
- iv. To advise the authorities of the University and the Federal Government on academic matters in particular and on all matters relating to the well-being of the entire University community.
- v. To establish a fund for the maintenance and promotion of scholarship and research in the University of Lagos and to provide all necessary assistance in improving student welfare in the University.
- vi. To arrange seminars, conferences and symposia on matters of contemporary interest and to publish the proceedings and papers as may be deemed expedient.
- vii. To publish magazines, periodicals newsletters and other publications as they may deem necessary for the achievement of its objectives.
- viii. To confer, consult, maintain contact and co-operate with any persons, associations, societies, institutions or bodies of persons established in Nigeria or elsewhere having objectives in whole or in part similar to those of the Association.
- ix. To raise funds voluntarily and receive donations, gifts, grants and bequests from members and the general public for financing any of the above objectives and most especially to organize such fund-raising activities as may be decided upon by the National Executive Committee.
- x. To carry out the various aims and objectives through, inter alia, establishment of standing committees when necessary, such committees shall include those on the following.
 - (a) General Purposes
 - (b) Education and Research
 - (c) Publications
 - (d) Finance
- xi. To do all such things as the Association may consider to be in its interest or that of the University of otherwise incidental or conducive to the achievement of any of the

above objectives.

3. MEMBERSHIP:

Membership of the Association shall be open to:

- i. Holders of first, higher or honorary degrees of the University
- ii. Holders of the Nigerian Certificate of Education of the University
- iii. *Holders of Diplomas of the University of Lagos after spending not less than 3 months.*
- iv. *Holders of any certificate approved by the Senate of the University.*

4. ADMISSION:

Admission of eligible persons shall be by payment of a registration of fee of N2,000 for fresh Graduate and N2,500 for Postgraduate Student. Or such other amount as may be determined from time to time by the National Executive Committee.

5. STRUCTURE:

i. NATIONAL EXECUTIVE COMMITTEE

- a. The National Executive Committee shall be the supreme authority of the Association
- b. *The National Executive Committee shall consist of all elected National Officers, all current Chairmen of branches of the Association, all past Presidents of the Association and the Head, Alumni, Endowment and Development office of the University (if an Alumnus/Alumna).*

ii. BRANCH ASSOCIATIONS

- a. The National Executive Committee shall encourage and pursue the formation of the Association in every state of the Federation of Nigeria with the Federal Capital Territory being treated for this purpose as a state.
- b. There shall be one branch of the Association in each state with its secretariat at the State Capital.
- c. *Every Branch of the Association shall exist, function and organize its activities in conformity with the Association's Constitution.*
- d. *Any new, Branch of the Association to be recognized by the National Executive Committee shall be formally launched.*
- e. *Every Branch shall hold an Annual General Meeting 30-60 days before the National Annual General meeting of the Association.*
- f. *Every Branch shall make a return of its Officers that are elected at its Annual General Meeting to the National Secretariat.*
- g. *Every Branch shall elect its Officers in line with the National Constitution.*
- h. Any National officer resident in a State shall be ex-officio member of the State Branch Executive Committee.
- i. Every Branch may have or make its own bye-laws or rules and regulations for the smooth administrations of its branch PROVIDED such bye-law or rules and regulations shall not conflict or be inconsistent with any provision of the National Constitution or regulations/directives of the National Executive Committee.
- j. The duties of the Branch Officers shall be as set in this Constitution for the National officers subject to local amendments that may be made for the progress of the

Association.

- k. No member shall belong to more than one (1) Branch at a time and every National Officer shall be a registered member of a Branch in the Federation.
- l. Every Branch shall pay to the Association by way of annual subscription twenty percent (20) of the total annual subscriptions paid by its Branch members and such payment shall be made to the National Financial Secretary 30 days before the Annual General meeting.*
- m. Every Branch shall be financially self-supporting: therefore every Branch may raise fund, impose levies on its members or organize social activities to generate income for the running of its Branch activities PROVIDED such fund raising is within the guideline of the National Executive that may be made from time to time.

iii. ASSOCIATION CHAPTERS:

- a. Where not less than Ten (10) members of the Association are resident in a town or an area more than thirty (30) kilometers to the State Branch Secretariat they may organize themselves into a group to be known as 'the Association Chapter'.
- b. Every Association chapter shall apply to its State Branch for approval of its establishment and the State Branch shall either approve or reject the application in writing in the overall interest of the Association PROVIDED that where a Chapter's application is rejected by the Branch such Chapter may appeal to the National Executive Committee whose decision thereon shall be final.
- c. Every approved chapter of the Association shall function only as a compliment to its State Branch and shall not be autonomous nor shall it be run as a rival to the Branch.
- d. The annual subscription of members of the Association in a State Chapter shall be collected and paid in full to the Branch Financial Secretary in its State and obtain receipt thereof.
- e. A chapter may levy its members or organize fund raising activities subject to the prior written consent or approval of the Branch Executive.
- f. There may also be sectoral groups within State Chapters*
Groups/Chapters
 - *Engineering groups*
 - *Medical group*
 - *Legal group*
 - *Education group etc.*
 - *Insurance*
 - *Mass Communication etc.*

6. NATIONAL OFFICERS:

- i. The National Officers of the Association shall be elected at the Annual Convention of the Association, which shall normally take place in the month of November. All members shall be eligible to vote and be voted for provided they are financial member and voting shall be by secret ballot.*
- ii. Every National Officer shall be elected for a term of TWO (2) years at the first instance and such Officer shall be eligible for re-election for another term of TWO (2)

years, so that no officer shall hold a particular office for more than four (4) consecutive years or two consecutive terms.

iii. The National Officer of the Association shall include:

- a. National President
- b. *1st&2nd National Vice Presidents at least one of whom shall be a female*
- c. National Secretary
- d. National Assistant Secretary
- e. National Financial Secretary
- f. National Treasurer
- g. National Social Secretary
- h. National Publicity Secretary
- i. National Internal Auditor
- j. *National Legal Adviser*
- k. *Ex-officio Members*
- l. *Others as stated in 9(i) c, d & e*

iv. STANDING COMMITTEE

- a. Standing Committee shall be permanent committee whose main function shall be the furtherance of the aims and objectives of the Association and as may be decided from time to time by the National Executive Committee. *Each Committee shall comprise at least 5 members and shall be headed by a Chairman who shall be a member of the National Executive Committee.*
- b. The Standing Committee shall include:
 1. General Purposes Committee
 2. Education and Research Committee
 3. Finance Committee
 4. Publication Committee
 5. *Logistics and Protocol*

7. ELECTORAL SYSTEM

- i. *There shall be an Electoral Committee appointed by the Executive Committee. The Electoral Committee shall advertise elective posts at least 21 days before the Elections. It shall also address objections, screen candidates and present a final list to the house. Members of the Electoral Committee shall appoint a Chairman who shall supervise the conduct of the election, among themselves.*
- ii. *All nominations must be received 5 days before the election and supported by at least 2 financial members.*
- iii. Voting shall be by secret ballot and each financial member shall be entitled to only one vote.
- iv. The members of the Electoral Committee shall have no vote
- v. In case of equality of votes, the voting for the particular office shall be repeated until a clear winner emerges.
- vi. The position of the National president shall be subject ONLY to ratification as provided under Section 8(1) of this Constitution.

8. ELIGIBILITY FOR ELECTIVE OFFICE

1. **NATIONAL PRESIDENT:** NEC shall set up a committee to assist in searching for a worthy and seasoned candidate for the position of National President. The Committee shall comprise of:

- i. 2 Past National Presidents
- ii. The incumbent President
- iii. 2 representatives of the National Executive Committee

The committee shall:

- i. Identify a distinguished member of the Association that commands respect and the clout to move the Association forward.
- ii. The Committee shall forward the name of the candidate to NEC for approval
- iii. NEC shall present to the AGM, the name of the candidate for the office of the National President for ratification. Consequently, there shall be no election for the position of National President, save only for ratification.

2 **1st NATIONAL VICE PRESIDENT:** Must be a Man/Woman of high integrity who under any circumstances will be able to stand in for the National President. He/She must have the same qualification as the National president. Must be at least 20years graduate of University of Lagos. This position shall be for election.

3. **2ND NATIONAL VICE PRESIDENTS:** As in 2 above with a least 20 years as a graduate of University of Lagos.

4. **NATIONAL SECRETARY:** Must have a proven track record of administration. He/She must be an Alumnus of at least 15 years with good oral and written communication, able to steer the secretariat independently with excellent organizational skills and strong attention to details. Preferably self-employed who can create time for proper supervision and control of the National Secretariat.

5. **NATIONAL ASSISTANT SECRETARY:** Same as National Secretary with at least 10 years post-graduation.

6. **NATIONAL FINANCIAL SECRETARY:** Must be a graduate of at least 10 years in Accounting, Business Administration, Banking or any finance related course.

7. **NATIONAL TREASURER:** Must be a certified Accountant with at least 10 years experience. Preferably self employed.

8. **NATIONAL SOCIAL SECRETARY:** Must be an alumnus of at 10 years

9. **NATIONAL PUBLICITY SECRETARY:** Must be an Alumnus of at least 10 years in Mass communication, English Language or any related field with proven track record and experience with the media. He must be able to liaise with media houses for effective projection of the Association's image and programmes.

10. **NATIONAL INTERNAL AUDITOR:** Must be an Accountant/Auditor with at least 10 years experience.

11. NATIONAL LEGAL ADVISER: *Must be a law graduate of at least 10years experience.*

12. FOUR (4) EX- OFFICIO MEMBERS: AS IN TWO (2) above.

9. NATIONAL EXECUTIVE COMMITTEE

(i). The National Executive Committee shall comprise the following.

- (a). *All officers elected at an Annual General meeting of the Association*
- (b). *Four ex-officio members elected at the same Annual General Meeting*
- (c). *All the past Presidents of the Association*
- (d). *Every current Chairman of each Branch of the Association*
- (e). *Head, Alumni, Endowment and Development office of the University.*
- (f). *Every Chapter Chairman*
- (g). *College/Faculty Chapter Chairman*

(ii) The National Executive Committee shall hold office for a term of two (2) years, subject to a maximum of two terms and without prejudice to paragraph 9(iii) hereof,

(iii).Any office may become vacant by resignation or removal of the incumbent by the members passing a resolution to that effect at a general meeting or at an extraordinary meeting of the Association called for that purpose.

(iv) In such a case, the new Officer shall serve for the unexpired period of the former officer after which period he will resign with all other officers and may stand for fresh election at the next ***Annual General Meeting. The re- election of such an officer shall be his first term***

10. POWERS OF THE NATIONAL EXECUTIVE COMMITTEE

The National Executive Committee shall have the powers to administer the affairs of the Association to the best of its judgment and ability, and shall inter alia:

- i. Exercise control over and manage the finances of the Association in such manner as it considers prudent.
- ii. Appoint representatives to attend meetings of other organization.
- iii. Express in such manner as it deems fit the view of the Association upon any matter of public interest.
- iv. Convene meetings of the Association and the National Executive Committee as it deems fit.
- v. Make all necessary arrangements for the Annual Convention
- vi. Appoint Ad-hoc Committees as it deems necessary to deal with specific matters.

11. DUTIES OF NATIONAL OFFICERS:

i. NATIONAL PRESIDENT:

The National President shall be the Chairman of the meetings of the Association and shall :

- a. Preside over all the meetings including the Annual Convention of the Association and also the National Executive Committee
- b. Cause to be summoned all meetings including the Annual Convention in accordance with the decision of the National Executive Committee
- c. Present the Annual Report of the Association at the Annual Convention

- d. Co-ordinate the activities of all other officers of the Association
- e. Conduct the affairs of all meetings in accordance with the constitution and the approved standing orders
- f. ***Shall represent the Association at the University of Lagos Governing Council.***

ii. 1ST&2NDNATIONAL VICE PRESIDENTS

The National Vice Presidents shall assist the National President and shall perform all the duties of the National President in his absence or any other duty or duties assigned to ***them*** by the National President.

iii. NATIONAL SECRETARY:

The National Secretary shall perform all the duties normally performed by the National Secretary of an organized body of persons including the following:

- a. Summoning on the instructions of the National Executive Committee, all meetings and the Annual General Meeting.
- b. Record and keep the minutes of the meetings
- c. Manage the secretariat of the Association
- d. The National secretary shall always be elected from the Branch where the Association's headquarters is situated.

iv. NATIONAL ASSISTANT SECRETARY:

The National Assistant Secretary shall assist the National Secretary in the performance of all secretarial duties and shall at the request of the National Secretary or in the National Secretary's absence act in his place.

v. NATIONAL FINANCIAL SECRETARY:

The duties of the National Financial Secretary shall be as follows:

- a. Receiving, recording and paying to the National Treasurer of the Association, all monies collected for the Association.
- b. Paying out and recording, all expenditures of the Association.
- c. Carrying out any decision or directive of the National Executive Committee on all matters relating to the finance or budget proposals of the Association.

vi. NATIONAL TREASURER:

- a. Shall receive and record all monies collected from the National Financial Secretary
- b. Shall pay the Association's monies to its bankers.
- c. Shall prepare the Annual account of the Association for presentation to the Annual General Meeting after being duly audited.
- d. Shall collate lists of all financial members submitted by Branch Treasurers and therefore compile a Voter's list of eligible financial members to be distribute for election purposes at the Annual General Meeting.

vii. NATIONAL SOCIAL SECRETARY:

- a. Shall perform all the duties normally performed by a Social Secretary. In particular he shall manage all the social activities of the Association and in that Connection may form Ad-hoc Committees in order to facilitate the execution of all social activities of the Association.

viii. NATIONAL PUBLICITY SECRETARY:

- a. Shall ensure that all members of the Association are duly informed of every activity of the Association.
- b. Shall see that due and sufficient publicity is given to all the activities of the Association.
- c. Shall issue release on the approval of the National Executive Committee or the National President in emergency cases and such release must reflect the views of the Association.

ix. NATIONAL INTERNAL AUDITOR:

He shall be a professional Accountant/Auditor and shall ensure that proper books of account are kept by the Association and report to the Annual General Meeting from time to time.

x. EXTERNAL AUDITOR:

The External Auditor shall be a professional Accountant or Auditor and ***shall be nominated by the Executive Committee and ratified at the Annual General Meeting. He shall not be an elected member*** of NEC.

xi. NATIONAL LEGAL ADVISER:

- a. ***He shall ensure that the Association complies with all Federal, State and University Laws and Regulations.***
- b. ***He shall from the time to time advise on the strict compliance to the Association's Constitution.***
- c. ***He shall advise on all negotiations, contracts and relationships of the Association with external bodies.***

12. THE TRUSTEES:

- a. The Association shall have Trustees (hereinafter called "The Trustees") as provided for under part c of the Companies & Allied Matters Act (2004), LFN and shall be known as and called "**THE REGISTERED TRUSTEES OF THE UNIVERSITY OF LAGOS ALUMNI ASSOCIATION**".
- b. The Trustees shall be five in number and shall be nominated by the National Executive Committee and ratified by members at the Annual General Meeting.
- c. The quorum for the meeting of the trustee shall be three.
- d. A trustee shall hold office for 5 years and shall be subject to re-nomination for another 5 years.
- e. A Trustee shall cease to hold office if he:
 - i. Resigns
 - ii. Is permanently incapacitated as a result of ill-health
 - iii. Becomes insane
 - iv. Is officially declared bankrupt
 - v. Is convicted of a criminal offense involving fraud or dishonesty by a court of competent jurisdiction.
 - vi. Is removed from office on the recommendation of the National Executive Committee by two thirds of members voting at General Meeting.
- vii. Resides permanently outside Nigeria

- f. The Trustees shall have a common seal which shall be kept in the custody of the National Secretary or such other officer of the Association as the National Executive Committee may direct, who shall produce it when required for use by the Trustees.
- g. All documents required to be executed by the Trustees under seal shall be affixed with the common seal of the Association and same witnessed by at least two Trustees.
- h. The Trustees shall apply to The Ministry of Internal Affairs or the Appropriate, authority for incorporation under the land perpetual succession Act or any amending Act following which all the Assets and Liabilities of the Association shall be vested in the trustees and they shall have power to acquire, hold and dispose of land on behalf of the association as the National Executive Committee may direct, but subject to such conditions as the Corporate Affairs Commission Affairs or such other appropriate authority may impose.
- i. The Trustees shall in the discharge of their functions, be subject to and act in accordance with the directions of the National Executive Committees from time to time.

13. MEETINGS:

- i. *There shall be at least one (1) Annual General meeting a year in the two years tenure of the National Executive.*
- ii. *The Annual General meeting shall be held on such day in November of every year as may be determined by National Executive Committee provided that the National Executive Committee may postpone the holding of the meeting for not more than four (4) weeks in the event of some unforeseen circumstances making it impracticable to hold it in the month of November.*
- iii. *A minimum of twenty one (21) days notice given by pre-paid advertisement in one leading Nigerian Newspaper must precede the Annual General Meeting.*
- iv. *If and when National Executive Committee shall refuse to summon a meeting of the Annual General Meeting in accordance with Section 13(ii) above. 50 financial members shall be eligible to summon such a meeting and the decisions duly reached thereat shall bind the Association subject to conformity with provisions of the Constitution.*
- v. The National Executive Committee shall meet as occasion demands provided, at least fourteen (14) days notice is given, except in emergency cases.
- vi. A Convention or other General Meetings of the Association or the National Executive Committee meeting shall be deemed properly convened and held notwithstanding that shorter notice than is prescribed, has been given if it is so agreed by a majority of financial members present and voting at the Convention, General Meeting or National Executive Committee as the case may be.
- vii. One-third of the elected members of the National Executive Committee including either the National President/Vice President and the National Secretary / Assistant National Secretary shall form a quorum for the National Executive Committee Meeting.
- viii. An emergency meeting may be convened by the National Executive Committee or by 50 or more financial members of the Association giving at least 2 weeks notice.
- ix. ***A minimum of fifty (50) financial members shall form a quorum at any General meeting of the***

Association including the Annual General Meeting.

- x. ***In any General Meeting only financial members shall be entitled to vote or be voted for.***

14. FINANCE:

- a. REGISTRATION FEE: A registration fee of N2,000 or N2,500 respectively shall become due and payable in accordance with Article 4 above.
- b. ***ANNUAL SUBSCRIPTION: Each member shall be obliged to subscribe N1,000 annually or an amount as may be determined by the National Executive.***
- c. SPECIAL SUBSCRIPTION: Each member may be called upon to pay a special levy in aid of approved projects. Donations may also be received from the public through organized activities decided upon by the National Executive Committee.

15. BORROWING:

- a. ***The Executive Committee shall have the power to borrow money from any source including the Banks for the purposes of the Association and may secure the same in such manner as the Executive Committee may deem fit including pledging, Charging or mortgaging of any property belonging to the Association. Provided that no borrowing in excess of ₦5 million (five million Naira) shall be made and no assets of the Association shall be offered as security for such borrowing without the prior approval of the Association in General Meeting.***
- b. All monies belonging to the Association shall be kept in its name with such bankers as the National Executive Committee shall appoint.
- c. All cheques shall be signed by the National Treasurer or the National Secretary and countersigned by the National President or any two of these including the National President.
- d. No expenditure of money shall be incurred for any purpose unless such expenditure has been approved generally or specifically by the National Executive Committee.
- e. *All payments shall be evidenced by vouchers. The National Secretariat shall maintain an imprest account as determined by the National Executive Committee.*
- f. *In any case of urgent need, the National President may authorize an expenditure not exceeding ₦1,000,000 (One million Naira) in his absolute discretion and afterwards seek the covering approval of the National Executive Committee.*

16. SPECIAL CLAUSE RULES:

- i. The income and property of the Association wheresoever derived shall be applied solely towards the promotion of the objects of the Association as set forth in this Constitution and no portion thereof shall be paid or transferred directly or indirectly by way of dividends, bonus or otherwise howsoever by way of profit, to the members of the Association.
- ii. Provided that nothing herein shall prevent the payment in good faith of reasonable and proper remuneration to any officer or servant of the Association in return for any service actually rendered to the Association but so that no Trustees or members of the Association shall be appointed to any salaried office of the Association or any office of the Association paid by fees, and that no remuneration or other benefit in money or

monies shall be given by the Association to any member or such Trustee or Executive Committee except repayment of out-of-pocket expenses or reasonable and proper rent for premises demised or let to the Association provided that the provision last aforesaid shall not apply to any payment of any company to a member of the Association being a company in which such member shall not hold more than one hundredth part of the capital, and such member shall not be bound to account for any profits he may receive in respect of any such payment. No addition, alteration or amendment shall be made to or in the Constitution for the time being in force, unless same has been previously submitted to and approved by Annual Convention / Corporate Affairs Commission.

17. WINDING UP:

If in the event of winding up or dissolution of the Association there remains (after the satisfaction of all its debts and liabilities) any property whatsoever, the same shall not be paid to or distributed among members of the Association but shall be given or transferred to some other institution or institutions having objects similar to the Association. Such institution or institutions to be determined by members of the Association at or before the time of dissolution. Where effect cannot be given to the aforesaid provision then to some charitable object.

18. ADOPTION AND AMENDMENT OF THE CONSTITUTION:

- i. ***This Constitution may be amended by a resolution passed at the Annual Convention of the Association or any other General Meeting by at least two-thirds majority of members present and voting and such amendment shall become operative immediately provided those present are not less than fifty (50).***
- ii. A written notice of any motion to amend this Constitution shall be given to the National Secretary at least sixty (60) days before the date of the Annual General Convention or General Meeting at which such motion is to be moved and notice thereof shall be given by the National Secretary to all members at least twenty one (21) days before the date of the Annual Convention or the general meeting.

Adopted at the Annual General Meeting of the Association held at the University of Lagos Campus on 8th day of February, 2015.