

**THE CONSTITUTION OF THE BAPTIST STUDENT FELLOWSHIP OBAFEMI
AWOLOWO UNIVERSITY ALUMNI ASSOCIATION**

PREAMBLE:

We, brethren belonging to the BAPTIST STUDENT FELLOWSHIP OBAFEMI AWOLOWO UNIVERSITY ALUMNI ASSOCIATION, have resolved to have and sustain a fellowship of kindred spirit where peace, joy, and all that characterises true Christian interaction reign supreme under the leadership of the Holy Spirit, hereby give ourselves to the following Constitution.

ARTICLE 1: GENERAL PROVISIONS

1.1. **SUPREMACY OF THE CONSTITUTION**

(a) This Constitution is supreme to regulate the activities of the Association, subject to the Constitution of the Federal Republic of Nigeria, Federal and State enactments and its provisions shall have a binding effect on all members as well as govern the administrative and procedural processes of the Association.

(b) This Constitution shall be overridden only by the Holy Bible. Where it is clearly established that any of its provisions is inconsistent with the Bible, and the overriding effect shall be only to the extent of the inconsistency.

1.2. **CITATION**

This Constitution shall be known as “THE CONSTITUTION OF THE BAPTIST STUDENT FELLOWSHIP OBAFEMI AWOLOWO UNIVERSITY ALUMNI ASSOCIATION 2023.”

1.3. **DEFINITION OF ACRONYMS**

In this Constitution:

(a) *BSFOAU* means *Baptist Student Fellowship Obafemi Awolowo University*

(b) *BSFOAUAA* means *Baptist Student Fellowship Obafemi Awolowo University Alumni Association*

(c) “*The Association*” means *Baptist Student Fellowship Obafemi Awolowo University Alumni Association*, also hereinafter referred to as “*BSFOAUAA*” or “*The Association.*”

(d) “Reunion” means the Biennial Congress of all members, and it is a major program of the Association.

ARTICLE 2: NAME, MOTTO, NATURE AND SECRETARIAT OF THE ASSOCIATION

2.1. NAME: The Association shall be called and designated “*Baptist Student Fellowship Obafemi Awolowo University Alumni Association*”.

2.2. MOTTO: The motto of the BSFOAUAA shall be “*By this shall all men know that ye are my disciples if ye have love one to another.*” (John 13:35) (KJV)

2.3 NATURE: The Association shall be strictly governed per the provisions of this Constitution and the Holy Bible and shall be a non-profit, non-political and non-governmental organisation.

2.3. SECRETARIAT: The Address of the incumbent General Secretary shall serve as the Secretariat/official address of the Association, subject to a contrary determination by the incumbent Executive Committee at any given time.

ARTICLE 3 - AIMS AND OBJECTIVES OF THE ASSOCIATION

The aims and objectives of the Association shall be as follows:

- 3.1. To see to the continuous spiritual and physical well-being and welfare needs of members of the BSFOAUAA, BSFOAU and other parts of the body of Christ as may from time to time be deemed necessary
- 3.2. To ensure members meet regularly to share fellowship through Bible study, prayer meetings, workshops or seminars, exhortations, business meetings, training, etc.
- 3.3. Such meetings/activities at the zonal level shall be held as frequently as may be agreed by members of each zone.
- 3.4. To organise a biennial national Reunion meeting which shall be convened at a suitable time during the year for the agreed-upon purposes.
- 3.5. To encourage active churchmanship and effective participation of members in their local church assemblies regardless of their affiliation with the Body of Christ.
- 3.6. To encourage graduating members of BSFOAU to belong to the BSFOAUAA and to effectively communicate the Association's purpose to BSFOAU members.
- 3.7. To provide a platform for aggregation, communication and implementation of views and opinions of like minds towards achieving a more glorious body of Christ and, ultimately a better society.
- 3.8. To create opportunities for financial support, networking, career advancement and fulfilment of respective member's life purpose, and;
- 3.9. Such other aims/objectives are not antithetical to this Constitution and to Christian ethics, as may be proposed and ratified during the biennial Reunion meetings.
- 3.10. To support the growth, development and objectives of BSFOAU

- 3.11. To undertake any project that is aimed at positively impacting the BSFOAU student members and BSFOAUAA and to the furtherance of the aims and objectives of the Association.

ARTICLE 4- MEMBERSHIP

The following category of persons shall be eligible for membership of the BSFOAUAA:

- 4.1 All believers who were members of BSFOAU during the course of their studies at Obafemi Awolowo University and who continue as Christians (followers of our Lord Jesus Christ) regardless of their present assembly or Church affiliations after graduation and agree with the letter and the spirit of the Constitution of the BSFOAUAA.

4.2 RIGHTS, PRIVILEGES AND DUTIES OF MEMBER

- 4.2.1 Every member shall have the right to vote and be voted for.
- 4.2.2 Every member shall be entitled to information emanating from the Secretariat.
- 4.2.3 A member's welfare needs shall be addressed through an appropriately defined welfare scheme to be decided by the National Executive.
- 4.2.4 Every member shall attend, as a matter of responsibility, the Biennial Reunion programme of the BSFOAUAA and attend the zonal meetings organised within his/her area of residence.
- 4.2.5 Every member shall contribute an annual due for the smooth running of the Association.
- 4.2.6 A member shall fulfil his/her financial obligation to the appropriate Chapter from time to time, the extent of which obligation is to be determined by each Chapter.
- 4.2.7 Without prejudice to the provisions of 4.2.5 and 4.2.6, every member shall be at liberty to willingly and generously contribute financially according to their capacity and as they deem fit to the Association as such convictions may from time to time arise.
- 4.2.8 BSFOAUAA "Chapters" can be created and inaugurated based on these categories:

- a. Geographical locations
- b. Professional disciplines
- c. Former BSFOAU subgroups
- d. Year of Graduation of set

4.3.9 Each Member is free to join at will any of the established Chapters and members can join more than one Chapter.

4.3.10 Each Chapter is obliged to promote the activities of the Association and give regular reports of their activities and finances to the National Executives of the Association.

ARTICLE 5- ADMINISTRATION OR STRUCTURE OF THE ASSOCIATION

The Association shall have the following structure:

- (i) The Board of Trustees (BOT)
- (ii) The Reunion
- (iii) The National Executive Committee (NEC)
- (iv) The Chapter Coordinators with their Chapter Teams

5.1. BOARD OF TRUSTEES

There shall be a Board of Trustees known as the Incorporated Trustees of the BSFOAUAA.

5.1.1 COMPOSITION OF THE BOARD OF TRUSTEES

The Board of Trustees of the Association shall have at least five (5) but not more than seven (7) members who shall for the purposes of the Companies and Allied Matters Act (“the Act”) be nominated as provided in the clause 5.1.2 below; provided always that there shall be an office of the Chairman and Secretary of the Board of Trustees respectively.

Provided that such selection of members into the Board of Trustees of the Association shall be non-discriminatory with due consideration to gender equality and equal opportunity for qualified potential members.

5.1.2 NOMINATION INTO THE BOARD OF TRUSTEES

- A. Only members who have met the requirements and provisions of Section 826 of the Company and Allied Matters Act 2020.

- B. Provided that the person has thirty (30) years post-university education, and that the person was educated in the school (Obafemi Awolowo University, Ile-Ife) for a minimum period of three (3) years.
- C. The members of the Board of Trustees shall be nominated by the National Executive Committee (NEC) with such nominees presented to all members at a Reunion of the Association for ratification.
- D. Upon a vacancy occurring in the number of Trustees on the Board of Trustees, the National Executive Committee (NEC) shall nominate an eligible member for ratification by a simple majority of voters of members present and voting at the next Reunion or General Meeting specially organised for this purpose provided that the provision of Article 5.1.2 clause A of this Constitution is adhered to in addition to the provisions of section 834 of the Company and Allied Matters of 2020.

5.1.3 PROCEDURES FOR NOMINATION INTO THE BOARD OF TRUSTEES

Subject to other provisions of this Constitution, the procedure for the nomination and appointment into the Board of Trustees shall be as follows:

- (i) Not later than thirty (30) days before any Reunion where member(s) of the Board of Trustees is intended to be ratified, the National Executive Committee (NEC) shall publish a notice inviting interested applicants to apply for nomination into the Board of Trustees.
- (ii) Interested applicants shall indicate interest in writing by sending notice of interest to the National Executive Committee (NEC) through the General Secretary.
- (iii) Indication of interest shall close ten (10) days of the publication of the invitation above by the National Executive Committee (NEC) shall not thereafter entertain any other show of interest.
- (iv) The National Executive Committee (NEC) shall nominate such a number of eligible persons as provided for in this Constitution.

(v) The National Executive Committee (NEC) shall within five (5) days of close of indication of interest, cause to be published on the official website of the Association and or at least two (2) social media platforms or channels of the Association, a list of the nominees.

(vi) Not later than five (5) days after publication of the names of nominees, any member of the Association may object to the nomination of any of the named nominees by sending a written notice of objection to the National Executive Committee (NEC), containing valid reason(s) for the objection.

(v) The National Executive Committee (NEC) shall within two (2) days of receipt of a notice of objection forward the notice of objection to the nominee complained of and the nominee shall respond in writing within two (2) days of receipt of the same.

(vi) The National Executive Committee (NEC) shall examine the objection(s) and the responses to such objection(s) (if any) to determine whether the response adequately reply and address the issues raised in the objection(s) provided that:

- a. Where the National Executive Committee (NEC) is of the opinion that the issues raised in the objection are sufficiently weighty and the reply (if any) do(es) not adequately answer the issues raised in the objection, it shall withdraw that nominee's nomination forthwith.
- b. Where the nominee does not respond to the written objection within stipulated time despite receipt of the notice of objection, the National Executive Committee (NEC) shall withdraw that nominee's nomination forthwith.
- c. In any other case, the National Executive Committee (NEC) shall allow the nominee's name to proceed for ratification by Reunion but shall cause the notice of objection along with the nominee's written response to be read to the Reunion before the nomination is ratified by the Reunion.

5.1.4 TENURE OF OFFICE FOR THE BOARD OF TRUSTEES

A Trustee shall hold office for a tenure of six (6) years only but shall cease to hold office if he or she:

- i. Resigns his or her office or position.
- ii. Is declared medically unfit or mentally incapacitated by a certified medical practitioner.
- iii. Is officially declared bankrupt.
- iv. Is convicted of a criminal offence by a court of competent jurisdiction.
- v. Is recommended for removal from office by at least five other members of the Board of Trustees and such recommendation is approved by two-thirds (2/3rd) majority votes of members present at any legally constituted General Meeting of the Association in which the Trustee has prior notice of the intended removal and provided the Trustee was given not less than thirty (30) days to respond to the allegation against him.
- vi. Is unable to discharge his duty as a member of the Board of Trustees due to ill health or other unforeseen circumstances.
- vii. Is removed by a resolution of Reunion or General Meeting on grounds that on three (3) consecutive occasions, he or she has been absent from the Reunion and/or any General Meeting. The erring member of the Board of Trustees may be removed by simple majority vote in the aforesaid manner after a Financial Member has moved a valid motion for his removal.

In a transition situation, the subsisting Board of Trustees (BOT) regardless of its form shall be considered as the nominated Board of Trustees (BOT) and commence its tenure on the approval of the new Constitution. Any vacancy arising in the Board of Trustee under a transition situation shall however be filled in accordance with provisions of this Constitution.

5.1.5 DUTIES AND RESPONSIBILITIES OF THE BOARD OF TRUSTEES

The Trustees shall:

- A. Shall apply in the prescribed manner to the Corporate Affairs Commission (CAC) for Certificate of Incorporation of the Association under the Companies and Allied Matters Act (The Act) and hold the same in trust for the Association.
- B. Shall ensure compliance with all legal requirements for proper documentation of the affairs of the Association as provided by the Act.
- C. Shall have a common seal and keep the common seal in the custody of the Secretary of the Board of Trustees who shall produce it when required for use by the Trustees and Association.
- D. Shall have the power to accept and to hold in trust all real property belonging to the Association.
- E. Shall nominate any member of the Board of Trustees to occupy the offices of the Chairman and Secretary of the Board of Trustees.
- F. Shall advise the National Executive Committee (NEC) on policies, programs, and activities to be embarked upon or project to undertake in order to promote the image of the Association and as such to fulfill the vision and objectives of the Association.
- G. Shall meet regularly as it deems fit and shall regulate its affairs by itself.
- H. Shall review the Financial Accounts as prepared by the National Executive Committee (NEC).
- I. Shall nominate competent auditing / accounting professionals who are financial members of the Association to audit the Association's books at the end of every financial year and such nomination shall be ratified by Congress of the Association.
- J. The decisions of the Trustees shall be by a simple majority of members present.
- K. The quorum of the Trustees shall be not less than three (3) of the members when there are five (5) members in the Board; and shall not be less than five (5) where there are seven (7) members in the Board.
- L. The Trustees shall make such rules as they deem necessary for proper conduct of their meetings.

M. The Trustee shall act in good faith and at all times in the interest of the Association.

5.2. THE NATIONAL EXECUTIVE COMMITTEE (NEC) / THE ELECTIVE OFFICES

There shall be a National Executive Committee (NEC) of the Association, which shall be the primary body responsible for the implementation of policies and the strategic direction of the Association as may be directed by the Board of Trustees. The affairs of the Association shall be administered by an elected National Executive Committee (NEC).

The National Executive Committee (NEC) shall be made up of the following listed Officers:

- (i) The President
- (ii) The Vice President for Generation X (1965 - 1981)
- (iii) The Vice President of Generation Y (1982 - 1996)
- (iv) The Vice President of Generation Z (1997 - 2012)
- (v) The Vice President of Generation Alpha (2013 - till date)
- (vi) The General Secretary
- (vii) The Assistant General Secretary
- (viii) The Treasurer/Financial Secretary
- (ix) The Publicity Secretary
- (x) The Welfare Secretary
- (xi) Ex-Officio Member 1 - Immediate Past President (IPP)
- (xii) Ex-Officio Member 2 - Legal Adviser
- (xiii) Ex-Officio Member 3 - Immediate Past General Secretary (IPGS)

All the officers of the National Executive Committee (NEC) shall be elected at the Biennial Reunion of the Association or in the appropriate circumstances in special or bye elections, excluding the Ex Officio members 1, 2 and 3.

Ex-Officio Members 1 and 3 occupy their office in the National Executive Committee (NEC) Ipso Jure in accordance with the provision of clause 5.4.7 of this Constitution.

Ex-Officio Member 2 shall be nominated by the National Executive Committee (NEC) and ratified by the General Membership Meeting or at the Reunion or a special meeting as called by the President on behalf of the National Executive Committee (NEC).

Provided always, that the National Executive Committee may appoint any of its members or a suitable member of the Association to temporarily fill in and/or perform the duties of a vacant National Executive Committee (NEC) office on an interim basis pending a special or bye election, which shall hold within two months of the office becoming vacant.

5.2 The affairs in terms of main activities of the Association shall be administered at the Chapter level in the manner set out in Article 10

5.3 THE NON-ELECTIVE OFFICES

There shall be non-elective offices as captured below:

- (i) The Board of Trustees (BOT)
- (ii) The Chapter Coordinators and Chapter Team Members
- (iii) Standing Committees
- (iv) Ad-hoc Committees

5.4 RESPONSIBILITIES OF THE NATIONAL EXECUTIVE COMMITTEE (NEC) MEMBERS / THE ELECTED OFFICERS

5.4.1 The President:

- (i) Shall be the Chairman of the Executive Committee
- (ii) Shall preside over the biennial Reunion of the BSFOAUAA or at any general meeting of the Association and exercise general supervision over such.
- (iii) Shall authorise the use of funds of the Association according to the budget approved by the National Executive Committee (NEC) and presented to the General Membership.
- (iv) Shall supervise and coordinate activities of the Secretariat of the Association.
- (v) Shall coordinate the activities of other officers of the Association in the performance of their duties.
- (vi) Shall appoint members into standing and ad hoc committees in conjunction with other members of the National Executive Committee (NEC).
- (vii) Shall be the Chief Executive Officer of the Association.
- (viii) Shall be responsible for liaising with the BSFOAU Fellowship, Nigerian Baptist Convention (NBC) and the Board of Trustees (BOT) or any other body that the Association may choose to identify with.
- (ix) Shall direct all other officers of the Association in the performance of their duties.
- (x) Shall provide direction and leadership to all committees of the Association.
- (xi) Shall summon meetings through the General Secretary of the Association
- (x) Shall be a Signatory to the Association's Bank Account(s).

(xi) Shall act as the principal spokesperson of the Association.

(xi) Shall delegate any responsibility to any other officers as may deemed fit.

5.4.2. The Vice Presidents:

There shall be four (4) Vice Presidents as highlighted in clause 5.2 for adequate representation of the different generations.

(i) One of the Vice Presidents as duly assigned by the President shall preside over all relevant meetings as assigned by the President in the absence of the President.

(ii) Shall assist the President in the smooth running of the Association

(iii) Shall be responsible for membership mobilisation for the Association and works hand-in-hand with the Chapter Coordinators

(iv) Shall carry out any other duties assigned to him/her by the President

(v) Shall ensure successful operations of all established Chapters working hand-in-hand with the Chapter Coordinators.

5.4.3. The General Secretary:

(i) Shall be in charge of the National Secretariat and perform all the secretariat duties of the Association including -

a. Convene meetings at the instance of the The President.

b. Record and keep the minutes of all meetings of the Association and the National Executive Committee (NEC).

c. Produce annual and special reports on the activities of the Association and its Chapters

(ii) Shall act as the custodian of all documents pertaining to the Association except of the incorporated Trustees.

(ii) Shall write and dispatch circulars, letters and other correspondences of the Association including that of the National Executive Committee (NEC).

(iii) Shall receive correspondences and notices on behalf of the Association including that of the National Executive Committee (NEC).

(iv) Shall keep a comprehensive database of the members of the Association, including but not limited to their year of graduation from Obafemi Awolowo University, Ile-Ife, email addresses, phone numbers and contact addresses; and up to date list of Chapters of the Association.

(v) Shall, in conjunction with the President, prepare the agenda for all meetings of the Association, including the National Executive Committee (NEC) meetings, and shall also record proceedings at the meetings.

(vi) Shall have oversight functions vis-à-vis all information dissemination activities of the Association

(vii) Shall oversee the activities of the Communication Board in the production of Bulletins, Newsletters and Magazines of the Association.

(viii) Shall furnish a special report of the activities of the Association or any of its Chapters at the Reunion, General Meetings, Extraordinary Meetings, Emergency Meetings, Meeting of the National Executive Committee or any other Special Meeting of the Association.

(ix) Shall be a Signatory to the Association's Bank Account(s).

(x) **The General Secretary with the assistance of Assistant General Secretary will be responsible for recruiting a paid project manager who would be responsible for providing professional secretarial services when the need arises. Such professional needs include; branding and designing, legal draftsman, external auditors and other similar professional needs.**

- (xi) The project manager will be paid with consideration to the current market value obtainable for such services. The exact amount is to be agreed upon by the Executive body.

5.4.4. The Assistant General Secretary:

- (i) Shall assist the General Secretary in carrying out his/her duties.
- (ii) Shall perform functions of the office of the General Secretary of the Association in the absence of the General Secretary of the Association.
- (ii) Shall maintain a constantly updated Register of members of the Association.
- (iii) Shall carry out other duties as may be assigned to him from time to time by the General Secretary.

5.4.5. The Treasurer/Financial Secretary

- (xii) Shall prepare a draft annual budget of the Association in collaboration with other members of the National Executive Committee (NEC) and forward to the National Executive Committee (NEC) for review and approval.
- (xiii) Shall solicit, receive and keep all monies of the Association in the designated Bank Account(s) or as may otherwise be directed by the Executive.
- (xiv) Shall maintain proper and accurate financial records and render the account of such on a quarterly basis and at the biennial Reunion.
- (xv) Shall be in constant touch with members and chapters for the purpose of soliciting and collecting their annual dues and all monies due to the Association as at when due.
- (xvi) Shall collect and pay all monies of the Association to the Association's bank accounts and keep an up-to-date account of all monies so collected and paid into the Association's bank accounts including all receipts, disbursements and transfers, duly signed by approved signatories.

- (xvii) Shall make the books of account available to the National Executive Committee (NEC) upon request.
- (xviii) Shall prepare and report to the National Executive Committee (NEC) the Association's regular financial documents and statements in respect of Treasury activities and also submit end of the year financial report to the National Executive Committee (NEC) for approval and all the books of account annually to the Association's audit committee or appointed external auditor(s) not later than 15th of March yearly.
- (xix) Shall have direct access to the bank statements of the Association.
- (xx) Shall render accounts for specific projects and shall give account to the project committee.
- (xxi) Shall be responsible for the management and disbursement of funds of the Association.
- (xxii) Shall make financial transactions on behalf of the Association.
- (xxiii) Shall interface with the Association's bankers, receive and collect and promptly pay to the Association's bankers all monies collected for the Association or paid to the Association from any legitimate source whatever.
- (xxiv) Shall be the custodian of the financial inventory for the Association and audit its records.
- (xxv) Shall maintain and be signatory to the Association's Bank Account(s).
- (xxvi) Shall perform all other duties as may be assigned by the National Executive Committee or the President.

5.4.6. The Publicity Secretary

- (i) Shall publicise all meetings of the Association using relevant media and communication channels.

(ii) Shall publicise all the activities of the Association, issue press releases / statements on behalf of the Association after consultation with the President or the National Executive Committee (NEC).

(iii) Shall assist the Chapters and ad hoc committees or standing committees with logistics relating to the Association's activities.

(iv) Shall promote a positive image of the Association at all times.

(v) Shall liaise with the public on behalf of the Association.

(vi) Shall perform such other duties as may be assigned by the President or the National Executive Committee (NEC).

5.4.6. The Welfare Secretary

A. Shall monitor, oversee and coordinate the welfare of the members of the Association and report to the National Executive Committee (NEC) for necessary actions.

B. Shall encourage good fellowship and ensure a spiritual atmosphere among members.

C. Shall enhance the welfare of members and the good name of the Association.

D. Shall bring to the notice of the National Executive Committee any matter concerning the welfare of any member with a view to protecting and preserving their rights, privileges and welfare.

E. Shall be responsible for managing the program of assistance and aid for members of the Association in need.

F. Shall be responsible for coordinating and supervising the Association's welfare committee or welfare special committee, package distribution and other welfare initiatives or programs of the Association.

G. Shall perform all other duties as may be assigned by the President and the National Executive Committee (NEC).

5.4.7. Ex-Officio Members 1 - Immediate Past President (IPP) and 2 - Immediate Past General Secretary (IPGS)

(A) Shall advise the National Executive Committee (NEC) of the Association and do not have voting rights and shall perform duties as may be assigned by the President and the National Executive Committee (NEC).

(B) In the event of the re-election of a current President and or a current General Secretary -

(i) The immediate past President and or immediate past General Secretary who are individually occupying the office of Ex-officio 1 and 3 respectively shall continue to occupy such offices until a current President and or General Secretary vacate such office.

(C) Shall In the event that a current occupant of the office of the President and or current General Secretary is not re-elected (The persons occupying the offices of the President and General Secretary at the time of the election, being not re-elected).

(i) The immediate past President and or immediate past General Secretary who are individually occupying the office Ex-officio members 1 and 3 respectively shall automatically vacate the position and cease to be Ex-officio members in order for the outgoing President and General Secretary to fill in and become the next Ex-officio members 1 and 3 respectively.

(ii)

5.4.8. Ex Officio Members 2 - Legal Adviser

- (A) Shall be a legal practitioner of proven competence with not less than ten (10) years of active post qualification experience.
- (B) Shall advise the Association or and any of its Chapters and committees on all legal matters.
- (C) Shall participate in all deliberations on legal matters but shall not vote on such matters.
- (D) Notwithstanding any other provisions of this Constitution to the contrary, the Legal Adviser shall be entitled to bring any perceived issues of constitutional infringements, illegality and non-compliance with procedural

5.5 COMPOSITION/RESPONSIBILITIES OF NON-ELECTIVE OFFICES/COMMITTEES

- 5.5.1 There shall be two types of Committees for the purpose of steering the affairs of the BSFOAUAA, namely, the Standing Committee, and, the Ad-hoc Committees.
- 5.5.2 A Standing Committee shall consist of persons elected or nominated for a given purpose and shall have a definite tenure of two (2) years, an Ad-hoc Committee shall comprise at least three (3) persons nominated to perform a specific task, which Committee shall stand dissolved on the completion of the specific task assigned to it.
- 5.5.3 Standing Committees may be appointed by the National Executive Committee (NEC) or the President with the approval of the National Executive Committee (NEC) from time to time as the need may arise.
- 5.5.4 The BSFOAUAA shall have the following Ad-hoc Committees.
 - (a) The Electoral Committee: This shall consist of three (3) BSFOAUAA members of proven integrity and active commitment to the Association in the past three (3) years and shall have sufficient knowledge of the Constitution. The Committee shall be responsible for matters concerning the BSFOAUAA elections.

- (b) The Disciplinary Committee: The Committee shall be set up by the National Executive Committee (NEC) and shall be responsible for a given disciplinary case of the Association and shall report to the National Executive Committee (NEC) on conclusion of its assignment. However, in the event of a disciplinary matter involving a member of the National Executive Committee (NEC), the Committee shall report to the Board of Trustees. The Committee shall consist of 3 members of The Association of proven integrity and at least 7 year's active commitment to the Association.
- (c) Constitution Review Committee: The Committee shall be responsible for reviewing the BSFOAUAA Constitution as may be found necessary from time to time. The Committee shall consist of five (5) persons.

5.6 TENURE OF OFFICE

- 5.6.1 An elected Officer of the Association shall serve in an office for two (2) calendar years as a term in office, and subject to re-election, unless he is otherwise removed or resigns in accordance with the provision of the Constitution.
- 5.6.2 A re-elected Officer of the Association shall thereafter not be eligible for the same office, until after a whole tenure has elapsed from when he last served.
- 5.6.3 A re-elected Officer is however eligible to serve in another office, in the absence of any valid objections.
- 5.6.4 The validity of the objections referred to in Article 5.6.3 above shall be determined by the Electoral Committee.
- 5.6.5 When an officer has been re-elected two (2) times consecutively, he/she can no longer be re-elected into the National Executive Committee (NEC). That is, no officer shall be allowed to serve for more than two terms either consecutively or non-consecutively.

ARTICLE 6- ELECTORAL LAWS

6.1. ELIGIBILITY FOR ELECTED OFFICES

- 6.1.1. A member shall be deemed to be eligible for any BSFOAUAA post if he is found to be committed, dedicated, and spiritually steadfast, actively involved in the Association and has fulfilled his financial obligations to the Association.
- 6.1.2. A person in addition to Article 6.1.1 above must have been an active member for at least a period of three (3) years. For the position of the President of the Association, the post-graduation years of the individual must be at least five (5) years preceding the year of the election.

6.2. ELECTORAL GUIDELINES

- 6.2.1. The following shall guide the conduct of elections during the Business Meeting at the biennial Reunion:
- (a) The President shall announce the vacant offices.
 - (b) The President shall coordinate the Constitution of the Electoral Committee (ElectCom) in line with Article 5.5.4a.
 - (c) The Electoral Committee (ElectComm) Chairman shall on behalf of the ElectComm communicate the eligibility criteria and elections timetable or schedule for the vacant offices to all members.
 - (d) The Electoral Committee (ElectComm) shall call for nominations into each of the vacant offices. Any eligible member can self-nominate to serve in any eligible office or be nominated by another member.
 - (e) Each nomination shall be ratified by the Electoral Committee (ElectComm), having duly considered the nominee's response and the reaction of the House.
 - (f) In the instance that there are not more than one (1) nomination, the Electoral Committee (ElectComm) shall return the nominee unopposed.

- (g) If there are more than one (1) nominee for an office, an election shall hold and the election schedule and procedures for voting shall be duly communicated to all members.
- (h) An election shall be deemed to have been won if a candidate scores a simple majority.
- (i) Steps (d) to (h) above shall be repeated in turn for each of the vacant offices until all elective offices are duly filled.

6.3. BYE-ELECTIONS

- 6.3.1 If the office of the President or the General Secretary becomes vacant by reason of death, incapacitation, removal resignation or any other reason, the vacant offices shall be filled by the Vice President, in the case of the President's office and the Assistant General Secretary in the case of the office of the General Secretary.
- 6.3.2 In the event that any of the offices of the Vice Presidents, Assistant General Secretary, Treasurer/Financial Secretary, Publicity Secretary or Welfare Secretary become vacant for any reason whatsoever, the National Executive Committee (NEC) is empowered to appoint interim officers into the vacant office(s).
- 6.3.3 A bye-election shall be conducted at the next Reunion to elect substantive officers into vacant offices or offices occupied by interim officers.

ARTICLE 7- FINANCE

7.1. SOURCES OF INCOME

- 7.1.1 Members shall pay an annual due as recommended by the National Executive Committee (NEC) and ratified by the Reunion session.
- 7.1.2 Members' dues shall be forwarded through their respective Chapter Coordinators to the Treasurer/Financial Secretary. However, members that do not reside within any of the Association's Chapter locations shall forward their annual dues directly to the Treasurer/Financial Secretary.

- 7.1.3 Each zone shall make quarterly remittance of Chapter levies to the Association via the Treasurer/Financial Secretary as advised based on the annual budget.
- 7.1.4 Freewill offerings, donations, gifts, and other similar funds shall also be accepted from members and non-members
- 7.1.5 Registration fee shall be paid at the biennial reunion meetings as decided by the Executive. - **No registration fees**

7.2.FINANCE MANAGEMENT

- 7.2.1. The BSFOAUAA shall operate a Bank Account(s) with a reputable Bank(s) as approved by the National Executive Committee (NEC).
- 7.2.2. The President, the General Secretary and Treasurer/Financial Secretary shall serve as Signatories to the Account(s). Any two of the three officers mentioned in above shall have full mandate to transact business on the Bank Account(s) at any time having obtained the consent of the third (3rd) signatory.
- 7.2.3. Chapter Coordinators shall submit quarterly financial reports to the National Treasurer/Financial Secretary, while making a copy available to the respective Vice President assigned to work directly with the Chapter.
- 7.2.4. **The National Treasurer/Financial Secretary shall send a copy of the annual financial report to all financial members in good standing and present the financial reports at the Biennial Reunion meetings. (I suggest we have an annual membership meeting where the annual report can be presented since Reunion is biennial)**
- 7.2.5. The Association shall appoint an Internal Auditor with adequate competence to audit its financial records at the end of each fiscal year.
- 7.2.6. The financial records shall be handed over to the appointed Internal Auditor latest one (1) month after the fiscal year by the Treasurer/Financial Secretary

for the accounting period, while the Internal Auditor shall turn in his audit report to the incumbent President at least three (3) months thereafter.

ARTICLE 8 MEETINGS AND PROCEDURE

8.1 THE REUNION

8.1.1. The BSFOAUAA shall meet biennially at a forum termed “Biennial Reunion”, which shall hold at the agreed date.

8.1.2 The Biennial Reunion shall be in three parts, namely, (i) General Fellowship, (ii) Business Meeting, and (iii) **Sunday morning thanksgiving worship at the fellowship’s place of worship or any agreed place of worship.**

8.1.3 The Biennial Reunion shall be presided over by the BSFOAUAA President or his assigned representative in the event of his absence.

8.1.4 There shall be adequate publicity at least three (3) months before the Reunion through any medium of communication channels as may be determined by the Reunion Planning Committee as approved by the National Executive Committee (NEC).

8.2 THE BUSINESS MEETING

8.2.1 The President shall declare the Business Meeting open. The General Secretary shall present the Minutes of the previous Business Meeting and the agenda for the current meeting.

8.2.2 Intention to speak on the floor of the meeting shall be signified by raising of hands, and a person is only allowed to address the meeting upon being recognised and subsequently permitted by the President or his assigned representative in the event of his absence.

8.2.3 A member must not under any circumstance contribute to an issue when he/she has not been so recognised by the President.

8.2.4 Motions may be moved by any member concerning any issue addressed at the meeting.

8.2.5 Decisions at meetings shall be taken after the approval of a simple majority of members present at the meeting.

8.2.6 Every Motion moved shall be seconded by one other member for such a Motion to be properly situated before the House and before such motion can take effect.

8.2.7 A resolution shall be deemed passed at the meeting, only if supported by a simple majority of members present at the meeting.

8.3 FAMILY MEETING

8.3.1 The family meetings shall be convened for the purpose of edifying one another, keeping in touch with one another, welfare of members and discussing other similar matters that may arise.

8.3.2 The family meeting shall be presided upon by the President at the Reunion or any other special meeting or event organised by the National Executive Committee (NEC) and the Chapter Coordinators at the Chapter level.

8.3.3 The mode of meetings can either be virtual or physical. In the event that a physical meeting is agreed upon by the Association and convened, there shall be strict adherence to all defined or given meeting protocols.

8.4. SPECIAL POWERS OF THE PRESIDENT DURING BUSINESS MEETINGS

8.4.1. The President or his representative in the event of his absence may decide to suspend any debate on any issue if he discovers that such a discussion or debate will undermine the letter and the spirit of this Constitution, or that it is likely to cause disaffection among members or degenerate into crisis. This special power is known as the *Power of Kangaroo*.

8.4.2. The President or his representative in the event of his absence may decide to put a permanent end to any issue under debate if he discovers that such a discussion may undermine the letter and the spirit of this Constitution, or that it is likely to cause disaffection among members or degenerate into crisis. This special power is known as the *Power of Guillotine*.

ARTICLE 9- APPOINTMENT, RESIGNATION, REMOVAL, SUSPENSION AND EXCOMMUNICATION

9.1 APPOINTMENT

9.1.1 All elected officers shall be formally advised of their appointment via an appointment letter.

9.1.2 Appointment letters shall be duly signed by the Chairman of the Electoral Committee.

9.2 RESIGNATION

9.2.1 Resignation of any elected member shall be approved on the following conditions:

(a) A letter of resignation stating reasons must be sent to the General Secretary at least a month before the resignation takes effect.

(b) Such an officer must have at the time of resignation handed over all official documents of the BSFOAUAA in his/her care to the General Secretary or to the President, if the General Secretary is the officer resigning.

9.3. SUSPENSION

9.3.1. An officer of the BSFOAUAA may be placed under suspension during the course of an investigation which involves such an officer, and if his/her continuous holding of office during the period could jeopardise the investigation. A suspended officer may subsequently be recalled or removed as may be found necessary after thorough evaluation by the Disciplinary Committee.

9.3.2. A member can also be suspended if he/she misbehaves, i.e. found to have been guilty of an act that violates the spirit and essence of the Christian faith as contained in the Holy Bible.

9.4 REMOVAL

9.4.1. Any officer of the BSFOAUAA may be removed from office on the following conditions:

(a) If the officer is found guilty by the Disciplinary Committee of abuse of office such as misappropriation or embezzlement of the Association's funds, or if he engages in any other practice unbecoming of a true believer.

(b) If the officer involved is found to be grossly inefficient and ineffective in the discharge of his/her duties. In this case, the officer concerned shall be advised to resign by the Executive.

9.5 EXCOMMUNICATION

9.5.1 An officer shall be excommunicated if found to be unrepentant after suspension or removal from office.

9.5.2 A member shall be excommunicated from the BSFOAUAA if found to be unrepentant after suspension.

ARTICLE 10 CHAPTERS

ZONE-BASED, SUBGROUP-BASED, UNIT-BASED AND LOCATION-BASED CHAPTERS

10.1 ZONAL OFFICES

The zonal activities of the Association shall be coordinated through the following zonal centers, locations or areas and each established zonal center shall be called or known as a Chapter:

(a) Lagos

- (b) Ibadan
- (c) Northern Region - Abuja, Kano, Kaduna, etc
- (d) Oyo/Ogbomoso
- (e) South-South Region - PortHarcourt, Enugu, etc
- (f) Ile-Ife, Osogbo - Osun State
- (g) Overseas (US, Canada, UK, Europe, Asia, etc)

NB: The Chapter shall be either zone-based, BSFOAU Fellowship subgroup-based, unit-based or location-based and shall operate as a Chapter.

10.1.2 The purpose of the zone-based, subgroup-based, unit-based and location-based Chapter operations must be in tandem with the Alumni Association; their activities should align with the Alumni Association's vision.

10.1.3 Activities of the zone-based, subgroup-based, unit-based and location-based Chapters must be ratified by the National Executive Committee (NEC).

10.2 Objectives of Zone-based, Subgroup-based, Unit-based and Location-based Chapters

10.2.1 These are the functional and operational units or organs of the Association, within and outside Nigeria.

10.2.2 To create an interactive forum for fellowship, communication and relationship between BSFOAUAA members in a given geographical location or area or BSFOAU Fellowship subgroups.

10.2.3 To provide a worldwide networking platform for BSFOAUAA irrespective of the geographical location.

10.2.4 To have full involvement and participation of all the family units of all members in BSFOAUAA goals and activities.

10.2.5 To provide an effective and accessible platform for leveraging on the abundant resource base that exists in the widely spread, multi skilled resource pool of BSFOAUAA members for profitable individual and corporate development.

10.2.6 To provide a strong support base for the BSFOAUAA.

10.2.7 To provide the platform for effective, real-time, value adding participation and involvement of members in the corporate goals and objectives of the BSFOAUAA.

10.2.8 To create an avenue for driving the membership of the Association.

10.3. Memoranda of Association

10.3.1. Each Chapter shall have a leadership team comprising a minimum of two officers, namely:

(a) Coordinator

(b) Secretary/Welfare Officer.

10.3.2. The leadership team however can be expanded by a Chapter if the need so arises; but the office of the National Executive Committee (NEC) must be notified for approval and also for record and administrative purposes.

10.3.3. The Chapter leadership shall be responsible for the management and running of the affairs of their respective Chapters.

10.3.4. There should be regular communication with the members of each Chapter at least once in a month via any convenient means as advised and considered by the Chapter leadership team as being effectively suited to the peculiarities of the Chapter. The content will be for the purpose of information, exhortation, edification, development and welfarism.

10.3.5. All the welfare needs and social needs which includes weddings, naming ceremonies and other similar needs of members of each zone shall be a direct responsibility of the

Chapter leadership team, and the National Executive shall only be notified for assistance if the Chapter lacks the capability to meet such needs.

10.3.6. The Chapter leadership team shall put in place an arrangement for regular meeting of members for the purposes of fellowshiping and interacting with one another, as well as participating in the Association activities, at least once every quarter and preferably in a member's house, or any other location that may be deemed appropriate.

10.3.7. Communication with the Association shall be through the assigned Vice President of the Association on a monthly basis. A direct feedback of Chapter activities shall also be obtained via the same office role .

10.3.8. There shall be an Away Day (Strategic Fellowship session) for both the zonal leaders and the Executives of the BSFOAUAA once every year to appraise issues and chart the strategic direction for the larger Alumni body.

10.3.9. The Zonal leadership team shall organise a family Rendezvous around the festive period of Christmas/Easter or any convenient public holiday. The tenure of office of Zonal officers shall be 2 years.

10.4. JOB DESCRIPTION OF ZONAL OFFICERS

10.4.1. A Zonal coordinator shall be responsible for the overall leadership and coordination of his/her Zonal fellowship.

10.4.2. A Zonal Coordinator shall perform oversight functions over the affairs of all members of the fellowship in his zone.

10.4.3. A Zonal Coordinator shall be responsible for the management of Information and generally the process of communication, as it relates to the members of the fellowship in his zone.

10.4.4. A Zonal coordinator shall be the liaison officer for BSFOAUAA Executive in his/her zone.

10.5. SECRETARY/WELFARE OFFICER

10.5.1 Shall be responsible for all correspondence of the body

10.5.2 Shall perform oversight functions over every issue relating to members' welfare

10.5.3 Shall assist the Zonal Coordinator in the management and coordination of the zonal fellowship

10.5.4 Shall take up any other responsibility as may be assigned to him/her by the Zonal Coordinator.

ARTICLE 11- MISCELLANEOUS

11.1 AMENDMENT

11.1.1 This Constitution may be cited as the first Constitution of this Association.

11.1.2 This Constitution shall be considered for review every **three (3) years. why not 5 years?**

11.1.2 Any part of the Constitution may be amended if a written proposal to that effect is forwarded to the General Secretary at least three (3) months before the Biennial Reunion, which proposal shall be presented at the Reunion for thorough scrutiny and debate. Similarly, the National Executive Committee can propose a review of the Constitution any time.

11.1.3 A Constitution Review Committee (CRC) shall be set up to carry out the Constitution review. This committee will receive all the written proposals or notices for the amendment.

11.1.4 Any proposed amendment of the Constitution shall be deemed duly ratified, and shall come into force upon its being supported by two-thirds (2/3rd) majority of members of the Association present at the Reunion event or any special meeting organised for the purpose of amending the Constitution.