

THE CONSTITUTION

OF

THE FEDERAL POLYTECHNIC, ILARO

ALUMNI ASSOCIATION

2021 (REVIEWED)

TABLE OF CONTENTS

ARTICLE	HEADINGS	PAGE
1	NAME, ADDRESS AND CITATION	3
2	SUPREMACY OF THE CONSTITUTION AND INTERPRETATION	3
3	AIMS AND OBJECTIVES	4
4	AFFILIATIONS	4
5	MEMBERSHIP	5
6	HEADQUARTERS, BRANCHES AND CHAPTERS	5
7	ORGANS OF THE FPI ALUMNI	7
8	DUTIES AND FUNCTIONS OF ORGANS OF THE FPI ALUMNI	9
9	MEETINGS AND QUORUM	18
10	TENURE OF OFFICERS OF THE ASSOCIATION	19
11	FINANCE	19
12	EXTERNAL AUDITORS/LEGAL ADVISERS	21
13	ELECTORAL SYSTEM	21
14	REPRESENTATION AT THE BOARD OF GOVERNING COUNCIL OF THE POLYTECHNIC	22
15	REMOVAL AND DISCIPLINE OF ANY OFFICE HOLDER	23
16	ADOPTION AND AMENDMENT OF THIS CONSTITUTION	25

PREAMBLE

We, the Alumni of THE FEDERAL POLYTECHNIC ILARO, OGUN STATE, NIGERIA, resident in and outside Nigeria, having firmly and solemnly resolved to form a virile and corporate body of Alumni of the POLYTECHNIC, to foster the spirit of oneness and comradeship among alumni of the Polytechnic for the purpose of promoting the ideals of the Federal Polytechnic Ilaro and welfare of the persons in the Alumni Association, do hereby make, enact and give ourselves the following constitution; which shall govern our affairs.

ARTICLE 1: NAME, ADDRESS AND CITATION

1.1 Name

The name of the Association shall be “THE FEDERAL POLYTECHNIC ILARO ALUMNI ASSOCIATION”, herein after referred to as the “FPI ALUMNI”.

1.2 Address

(a) The National address shall be: FPI ALUMNI ASSOCIATION (National) – The Federal Polytechnic Ilaro, P.M.B. 50, Ilaro, Ogun State, Nigeria.

(b) The state branch(es) and chapter(s) address shall be determined by the Branches Chapters.

1.3 Citation

This instrument shall be cited as “The Constitution” of the Federal Polytechnic, Ilaro Alumni Association.

ARTICLE 2: SUPREMACY OF THE CONSTITUTION AND INTERPRETATION

2.1 This constitution shall be supreme and its provision shall be binding on all Alumni (individually and collectively).

2.2 Where any component or Branch/Chapter of the Alumni Association makes a law inconsistent with the provisions of this constitution, that law shall, to the extent of the inconsistency, be null and void.

2.3 **Interpretation:** In this constitution unless otherwise stated,

(a) “The Constitution” shall mean the Constitution of the Federal Polytechnic Ilaro Alumni Association.

(b) “Alumni” shall mean the Alumnus and Alumnae of the Federal Polytechnic Ilaro as categorized in Article 5 below.

(c) “The Polytechnic” shall mean the Federal Polytechnic Ilaro,

(d) “FPI” shall mean Federal Polytechnic, Ilaro

(e) “Members” shall mean the Alumni whether as Individual or Groups.

- (f) “AGM” shall mean Annual General Meeting
- (g) “BOT” shall mean Board of Trustees
- (h) “GEC” shall mean General Executive Council
- (i) “NEC” shall mean National Executive Council
- (j) “EGM” shall mean Extraordinary General Meeting
- (k) “Diaspora” outside the shores of Nigeria

ARTICLE 3: AIMS AND OBJECTIVES

The aims and objectives of the association shall be:

- 3.1 To foster fellowship and positive co-operation among members.
- 3.2 To assist in furthering the philosophy, aims and objectives or purposes of the Federal Polytechnic Ilaro.
- 3.3 To maintain a good liaison between the Alumni and the Polytechnic.
- 3.4 To identify and cater for the legitimate interests of our members.
- 3.5 To be involved in the education and re-orientation of members and the future Alumni.
- 3.6 To strengthen the association's influence and lobby capacities.
- 3.7 To show greater involvement in the activities and the future of the Polytechnic.
- 3.8 To be committed to the advancement of the welfare of members and general development of the Polytechnic and humanity in general.
- 3.9 Adopt such other aims and objectives as may generally be in the interest of the Association and/or FPI.

ARTICLE 4: AFFILIATIONS

- 4.1 All State Branches and Chapters within Nigeria and diaspora shall after due consideration and approval become affiliate of the FPI ALUMNI National body.
- 4.2 The Association shall comprise of National body, branches and chapters within and outside Nigeria to be headed by a National President, branch /chapter Chairman.
- 4.3 Each branch/chapter shall be registered with the National Association.
- 4.4 Application for the registration shall be accompanied with the following:
 - (a) List and address of all the branch/chapter members.
 - (b) Names of the officers of the branch/chapter as at the time of registration.
 - (c) The contact address of the Branch/Chapter Secretariat.

- 4.5 No person or group of persons shall use the name of “The Federal Polytechnic Ilaro Alumni Association” without having been duly registered with the National Body of the Association.
- 4.6 Violators shall be taken up through all legal means to penalise such action and claim damages.

ARTICLE 5: MEMBERSHIP

5.1 Membership of the Association shall be open to the following categories of persons:

- (a) Holders of National Diploma (ND) and/or Higher National Diploma (HND) or Degree of the Federal Polytechnic Ilaro, Ogun State, Nigeria.
- (b) Holders of certificates in such fields of study lasting not less than one academic session of the Federal Polytechnic Ilaro.

5.2 Register of Members

The Alumni Secretariat shall at all times maintain an up to date register of members as at the beginning of the Alumni year.

5.3 The Alumni year shall run from January to December each year.

ARTICLE 6: HEADQUARTERS, BRANCHES AND CHAPTERS

6.1 Headquarters

- (a) The Headquarters of the Association shall permanently be situated in the Main Campus of The Federal Polytechnic Ilaro, Ogun State, Nigeria.
- (b) The headquarters of the Association shall be headed by an Administrative Secretary who shall be in charge of the day-to-day running of the Secretariat of the Association and shall be an employee of the Association.
- (c) The Administrative Secretary shall be responsible to the General Secretary of the Association.

6.2 Branches

- (a) Each state including the Federal Capital of Nigeria shall operate only one branch.
- (b) All the chapters within a state shall form a branch i.e. Each State Branch shall be comprised of all the state chapters of FPI ALUMNI.
- (c) The state branch shall oversee the activities of all chapters within the state.
- (d) There shall be only one branch in a particular country where there are multiple chapters of the alumni within the country.

- (e) all chapters within a country outside Nigeria shall be overseen by the country branch

6.3 Chapters

- (a) A chapter is defined as an association of the FPI ALUMNI within one defined locality.
- (b) To form a chapter, there shall be at least fifteen (15) members if within Nigeria and at least ten (10) members if in the diaspora.

6.4 The National Executive Council on the recommendation to the Annual General Meeting shall be empowered to dissolve either the branch and/or chapter working contrary to the provision(s) of this constitution.

6.5 Branches and chapters in the diaspora, shall operate under the rules and regulations guiding state branches and chapters within Nigeria.

6.6 Rules and regulations guiding Branches:

- (a) Branches of the FPI ALUMNI within Nigeria and in the diaspora shall adopt and operate within this Constitution of the National FPI ALUMNI.
- (b) Each branch shall be registered with National Body of FPI ALUMNI.
- (c) Each branch shall send updated list of all branch members yearly to the National FPI ALUMNI on or before January 31st.
- (d) Names of all officers of the branch are to be updated within 30 days after fresh elections.
- (e) The current contact address of the branch Secretariat must be sent to the National Secretariat.
- (f) Branch Secretariat of the FPI ALUMNI shall attend promptly to any other demand from time to time, made by the National Secretariat.
- (g) Each State Branch upon being registered by the National Headquarters of the FPI ALUMNI shall have power to enact bye laws to regulate its own activities as may be peculiar to it, after due consultation and approval of the National Executive Council. Any inconsistency with the provisions of this constitution shall be null and void.
- (h) Each Branch shall elect officers as provided for in this constitution, however, the head of the branch shall be referred to as Branch Chairman.

6.7 Rules and Regulation guiding Chapters:

- (a) Chapters of the FPI ALUMNI within Nigeria and diaspora shall adopt and operate this constitution of the National FPI ALUMNI.
- (b) Each Chapter shall be registered with the State Branch on payment of prescribed subscription fee as shall be determined from time to time by the State as approved by the National Executive Council.
- (c) Each chapter shall be registered with National Body of FPI ALUMNI and must subscribe to the payment of annual dues as shall be determined from time to time by the National Executive Council.
- (d) Each chapter shall pay a prescribed annual subscription to the National Association, the amount of which shall depend on the strength of its membership and which shall be assessed by the National Executive Council. For the purpose of clarity, the ratio of payment from the dues generated by each chapter shall be disbursed as follows:
 - 20% to be remitted to the National Body,
 - 30% to the Branch and
 - 50% to be retained by the chapter for their local activities.
- (e) No more than one chapter of FPI ALUMNI shall exist in any one locality recognized by State Branch.
- (f) The chapter may elect officers as provided for in this constitution, provided the head of the Chapter is referred to as Chapter Chairman.

ARTICLE 7: ORGANS OF THE FPI ALUMNI

7.1 The following shall be the established Principal organs of FPI ALUMNI:

- (a) The Board of Trustees (BOT)
- (b) The National Executive Council (NEC)
- (c) General Executive Council (GEC)
- (d) The Standing Committee as may be found necessary shall be established in accordance with this constitution.

7.2 The Board of Trustee (BOT)

- (a) Only registered and up to date financial members of the FPI ALUMNI who are honest, capable and known to be interested in the affairs of the association shall be eligible for appointment as Trustee.

- (b) Membership of the Board of Trustees shall be comprised of minimum of seven (7) and maximum of nine (9) spanning through existing active Chapters for fair representation, nominated to the Board by members and approved at the National Annual General Meeting, subject to review at the end of every three (3) years for maximum of six (6) years – two (2) terms. The review is to pass a vote of confidence or otherwise on each member of the Board of Trustees. The nominated members of BOT shall elect their chairman and Secretary among themselves.
- (c) Must have been a graduate of minimum of fifteen (15) years from the Federal Polytechnic, Ilaro.
- (d) The BOT shall hold a common seal as a symbol of its authority which shall be used to seal all documents executed by the BOT on behalf of the FPI ALUMNI.
- (e) The BOT shall oversee the custody of the properties of the association.

7.3 Composition of General Executive Council

There shall be General Executive Council comprising of the NEC members, Chairmen and Secretaries of Branches and Chapters who shall meet at least once yearly before the AGM to coordinate activities and serve in an advisory capacity.

7.4 Composition of National Executive Council

This shall be elected officers at the National Annual General Meeting as follows:

- (a) President
- (b) Vice President
- (c) General Secretary
- (d) Assistant General Secretary
- (e) Treasurer
- (f) Publicity Secretary
- (g) Financial Secretary
- (h) Internal Auditor
- (i) Social Secretary
- (j) Two (2) Ex-officio members, who shall be the immediate Past President and Immediate Past Secretary (Who has not been previously indicted by a constituted authority).

7.5 Standing Committee

The FPI ALUMNI shall have the following standing committees:

- (a) Finance and fund raising Committee
- (b) Publicity Committee
- (c) Research and Publication Committee
- (d) Projects and Infrastructure Committee
- (e) Networking and Membership Committee
- (f) Social/Welfare Committee
- (g) Sports Committee
- (h) International Relations Committee
- (i) Any such other Committee that event may unfold from time to time.

7.6 Terms of reference of Standing Committee

- (a) Each Committee shall consist of 5 (five) or 7 (seven) members to be appointed by the National Executive Council as the case may be.
- (b) The Chairman, Secretary and members of each committee shall be appointed by the National Executive Council.
- (c) The Standing Committee shall deal with matters referred to it from time to time by the National/Branch/Chapter Executive Council in accordance with provision of this constitution.
- (d) The members of the standing Committee shall be expected to perform their allocated duties within specified time given to it, and submit their findings to the National Executives Council / Branch / Chapter Executive.
- (e) All organs of the FPI ALUMNI are empowered to pass a motion of no confidence on any of its member. And such affected person shall remain suspended pending the outcome of the disciplinary Committee.

7.7 Composition of the Annual General Meeting

- (a) All financial members of the FPI ALUMNI shall be entitled to attend and participate in the programme of the National Annual General Meeting.
- (b) The Financial Members shall be members who have paid their annual dues up to date to the national body.

ARTICLE 8: DUTIES AND FUNCTIONS OF ORGANS AND ANNUAL GENERAL MEETING OF THE FPI ALUMNI

8.1 Duties/Functions of the Board of Trustees (BOT)

- (a) Incorporation of the FPI ALUMNI in line with the Company's Regulations.
- (b) The BOT Chairman shall be the Chairman to direct affairs at the Annual General Meeting.
- (c) The BOT Secretary shall communicate the notice of Annual General Meeting to members.
- (d) To approve capital and commercial venture(s) recommended by the incumbent National Executive Council of the Association.
- (e) To review and approve policies, annual budget, projects, motions and resolutions before ratification at the AGM.
- (f) To oversee the assets and liabilities of the FPI ALUMNI.
- (g) To generate funds externally in conjunction with National Executive Council for the FPI ALUMNI. (i.e fund raising, endowment funds etc).
- (h) The Board of Trustee shall convene its meetings at least once before the Annual General Meeting.
- (i) Quorum at such meetings shall be by a simple majority.

8.2 The National Executive Council (NEC) Shall:

- (a) Be responsible for the general administration of the FPI ALUMNI Association's day-to-day activities.
- (b) Appoint representative to attend meetings and /or activities of Branches and/or Chapters or other organization as well as that of Federal Polytechnic Ilaro.
- (c) Make all the arrangements for the National Executive Council meetings and convene such meetings.
- (d) Initiate policies and projects in conjunction with the BOT for approval and or ratification at the AGM
- (e) Present an annual budget in conjunction with the BOT for approval at the AGM.
- (f) In conducting the affairs of the Association, the National Executive Council shall meet at least once in a quarter and as occasion demands, provided at least 72 hours' notice is given by National Secretary or his representative.

- (g) Shall keep and maintain proper records of FPI ALUMNI properties
- (h) Be collectively responsible for any error of commission or omission done by National Executive Council.
- (j) Exercise prudence and diligence in the conduct of the FPI ALUMNI matters.
- (i) Shall recommend reputable personalities for the position of Patron(s) of the association
- (k) Shall recommend prominent Alumni and reputable personalities for distinguished Alumni Award and Merit Award respectively.

8.3 Duties/Functions of the General Executive Committee

- (a) The main duties of the General Executive Committee shall be to work hand-in-hand with the National Executive Council to ensure that all chapters are well coordinated and to be seen to be on the same page across all branches and chapters.
- (b) Shall coordinate activities of chapters and perform advisory roles.
- (c) Shall resolve any inter-branch/chapter conflict.
- (d) Shall meet once a year before the AGM to ensure smooth Annual General Meeting

8.4 Duties/ Functions of the National Annual General Meeting (AGM)

The National Annual General Meeting shall have powers to:

- (a) Review the reports of the National Secretary (which shall incorporate reports from branches/chapters) and the National Financial Secretary report and/or any other organs of FPI ALUMNI.
- (b) Discuss motions or Proposals submitted by NEC
- (c) Discuss motions and resolutions submitted to NEC through the General Secretary, at least 5 weeks to the AGM.
- (d) Take policy and project decisions on all matters affecting the welfare of the FPI and/or the FPI ALUMNI.
- (e) Be part of Social activities and Annual get-together party planned for all financial members by the National Executive Council.
- (f) Elect the National Officer of the FPI ALUMNI.
- (g) Appoint External Auditors.
- (h) Appoint Ad-hoc Committee(s) as it deems fit to deal with specific matters.
- (i) Approve the Annual Budget submitted by National Executive Council.

- (j) Review Alumni representation, on various Polytechnic Committees.
- (k) In all Annual General Meetings, members shall comport themselves in a proper manner and decorum.

8.5 Functions of Officers - National/Branch/Chapter

(a) National President/Branch/Chapter Chairman:

- (i) The National President/Branch/Chapter Chairman: Shall preside over all the National Executive Council and the Branch/Chapter meetings respectively.
- (ii) Shall be responsible for the coordinating and harmonizing the activities of FPI ALUMNI.
- (iii) Shall be responsible for the general supervision of the activities of all other officers of the FPI ALUMNI.
- (iv) Shall exercise all such power and execute such other functions as may be delegated by the National Executive Council (in the case of National President) and as hereafter allocated under other articles of this constitution.
- (v) Must have been a graduate of minimum of ten (10) years from the Federal Polytechnic, Ilaro.

(b) National Vice President/Branch/Chapter Vice – Chairman:

- (i) The National Vice President/Branch/Chapter Vice Chairman shall respectively assist the National President/Branch/Chapter Chairman.
- (ii) Shall perform all the duties of National President or Branch/Chapter Chairman in his absence.
- (iii) Shall be the chairman of finance committee.
- (iv) Shall perform any other duties assigned by the National President or the Branch/Chapter Chairman as may be directed by the Executive Council.
- (v) Must have been a graduate of minimum of ten (10) years from the Federal Polytechnic, Ilaro.

(c) The General Secretary:

- (i) Shall keep all records of Associations activities and meetings.
- (ii) Be responsible to the National President/Branch/Chapter Chairman for the smooth running of FPI ALUMNI.

- (iii) Prepare and present an annual report of the FPI ALUMNI activities to the Annual General Meetings/Congress.
 - (iv) Be responsible for the general secretariat duties and any other duties that may be delegated by the Executive Council, in case of the National Secretary and also applicable to Branches/Chapters.
 - (v) Shall oversee the Administrative Secretary and other secretariat staff.
 - (vi) Must have been a graduate of minimum of ten (10) years from the Federal Polytechnic, Ilaro.
- (d) Assistant General Secretary:**
- (i) Assist the General Secretary in the performance of all secretariat duties.
 - (ii) At the request of the General Secretary or in the absence of the General Secretary, act in the capacity of general secretary.
 - (iii) Shall perform any other duties that may be allocated by the Executive Council.
 - (iv) Must have been a graduate of minimum of eight (8) years from the Federal Polytechnic, Ilaro.
- (e) Treasurer:**
- (i) Shall be the custodian of all monies of the FPI ALUMNI and thus exercise control over the collection, management and expenditure of all finance of the Association in accordance with this constitution.
 - (ii) Upon receipts of monies collected by the financial secretary, shall bank such monies within 48 hours of receipt except on weekends.
 - (iii) Shall be a member of the finance committee.
 - (iv) Shall prepare an annual reconciliation of all banks statement as specified by the constitution.
 - (v) Keep an imprest of not more than N50, 000.00 (Fifty Thousand Naira) only if necessary or as reviewed from time to time by the NEC.
 - (vi) Assist the Executive Council in the preparation of its budget.
 - (vii) Carry out all such other functions as may devolve to him under article 12 (Finance) or as may from time to time be assigned to him/her by the Executive Council.
 - (viii) Must have been a graduate of minimum of eight (8) years from the Federal Polytechnic, Ilaro.

(f) Financial Secretary:

- (i) Shall collect all monies of the FPI ALUMNI derived from whatsoever sources and hand it over to the Treasurer within 48 hours of collection.
- (ii) Keep records of all such monies.
- (iii) Prepare in consultation with finance committee budget proposals for the deliberation of the Executive Committee.
- (iv) Submit the financial statement and account of the FPI ALUMNI of the previous month to the Executive Council for adoption.
- (v) Carry out all such other functions as may from time to time be assigned to him by the Executive Council.
- (vi) To prepare and present an Audited Financial Statements and account for the presentation and adoption at the Annual General Meeting.
- (vii) Must have been a graduate of minimum of eight (8) years from the Federal Polytechnic, Ilaro.

(g) Social Secretary:

- (i) Shall be the Chairman of Social/Welfare Committee.
- (ii) In collaboration with the Social/Welfare Committee arrange for accommodation(s) and seat at convention and any other social function(s) of the Association.
- (iii) Through the Social/Welfare Committee arrange all entertainment at the functions of the FPI ALUMNI.
- (iv) Carry out any other function as may from time to time be assigned by the Executive Council.
- (v) Must have been a graduate of minimum of eight (8) years from the Federal Polytechnic, Ilaro.

(g) Publicity Secretary (PRO):

- (i) Publicize all programs and activities of the FPI ALUMNI and its organs.
- (ii) Ensure that all members of the Association are duly informed of every activity of the Association.
- (iii) Prepare and issue press release as approved by the National Executive Council, the National President/Branch/Chapter Chairman (in case of

Branch/Chapter), in emergency cases and such release must reflect the views of the FPI ALUMNI.

- (iv) Carry out any other function as may be provided under this constitution.
- (v) Must have been a graduate of minimum of eight (8) years from the Federal Polytechnic, Ilaro.

(i) Auditor:

- (i) The Auditor shall perform oversight functions that will ensure that revenue accruing to the FPI ALUMNI are properly lodged in the account(s).
- (ii) The Auditor shall design and execute audit of the books and other relevant documents of the Association in accordance with International Financial Reporting Standards.
- (iii) Assist the NEC in maintaining effective control through periodic evaluation to determine the effectiveness and efficiency of the association's internal control system and make recommendation for improvement.
- (iv) Must have been a graduate of minimum of eight (8) years from the Federal Polytechnic, Ilaro.

(j) The Ex Officio Members:

- (i) Shall be immediate past President/Chairman and General Secretary not indicted for any misconduct while holding office and where any of these officers have been indicted while in office, then the outgoing Vice President/Chairman and Assistant General Secretary shall be the Ex-Officio members and shall perform special duties as may be assigned to them from time to time by National Executive Council.

8.6 COMPOSITION AND FUNCTIONS OF STANDING COMMITTEES

8.6.1 Composition

Standing committees shall be composed of the following:

- (i) A chairman, (who must be very knowledgeable and versed in the relevant field covered by any particular committee).
- (ii) A secretary and five other members.

- (iii) All members including the Chairman and Secretary are to be appointed by the National Executive Council.

8.6.2 Functions of standing committees

(a) Finance/Fund raising Committee.

- (i) To examine the revenue sources of the Association and review same as and when necessary.
- (ii) To prepare and keep the list of all Alumni for the purpose of levy, assessment, contributions, subscription, etc and update same annually.
- (iii) To assist the National Executive Council in the determination of subscriptions to be paid by each branch.
- (iv) To assist the National Executive in up-dating the register and all revenue sources available to the Association, including the list of all registered branches, all investments, Trust funds or projects which the Association control or has interest in.
- (v) To ensure that all revenues of the Association are collected as at when due.
- (vi) To organize fund raising for a purpose approved by National Executive Council.

(b) Research and Publications Committee

- (i) Shall publish the Alumni magazine “The Ilaro Alumnus” or any other publications that may be approved by NEC from time to time.
- (ii) Advise the NEC on areas of research in which it shall be involved.
- (iii) Research into, bearing our aims and objectives in mind, any relevant subject matter and publish its findings as at when necessary.
- (iv) Liaise with the Polytechnic authority with a view of finding out the areas of its research in which the Association can be of assistance.

(c) Project and Infrastructure Committee

- (i) The committee shall propose development schemes to the Polytechnic and/or the Alumni Association.
- (ii) Work out details of any scheme that will assist the project and infrastructure of the association.

- (iii) Advise the Executive Committee on the feasibility/viability of such schemes.
- (iv) Supervise the execution of any scheme when approved and embarked upon.

(d) Networking and Membership Committee

- (i) Shall encourage all Alumni to be members of any Chapter of the Association.
- (ii) Encourage the formation of new Chapters.
- (iii) Ensure that any moribund Branch(s)/Chapter(s) are resuscitated
- (iv) Be in charge of compilation of directory of members.

(e) Social/Welfare Committee

- (i) Shall be responsible for the organization of all social activities of the Association.
- (ii) Shall responsible for planning and provision of welfare services.
- (iii) Any other activities aimed at the smooth organization of meetings and social activities of the Association.

(f) Sport Committee

The Committee shall have powers:

- (i) To assist in sport development in the Polytechnic.
- (ii) To create greater awareness of sporting activities among students and members of the association.
- (iii) To organize sporting and other recreational activities among Branches of the Association.
- (iv) Any other functions as may from time to time be assigned to the committee by NEC.

(g) Educational and Re-orientation Committee

The committee shall:

- (i) Ensure the continuous counselling of future Alumni.
- (ii) Ensure adequate preparation of graduating student for the challenges of the future outside the Polytechnic environment through seminars, symposia, etc.

- (iii) Encourage members to endow awards, prize and scholarships to students and research grants to staff of the Polytechnic to enhance excellence.

(h) International Relations Committee

Shall be responsible for coordinating international matters and Branches.

ARTICLE 9: MEETINGS AND QUORUM

9.1 Annual General Meeting

- (a) FPI Alumni shall meet once in a year. After fixing the date of the meeting, the NEC may postpone the holding of the annual general meeting for not more than three (3) months in the event of some unforeseen circumstances.
- (b) A minimum of four (4) weeks' notice shall be given through advertisement in the various platforms of the association and or where practicable, in any national newspaper or via electronic media.
- (c) If and when the National Executive Council through the Secretary fails to summon a meeting of the Annual General Meeting in accordance with article 9.1 (a) above, one third (1/3) of all financial members shall be eligible to summon such meeting and the decision duly reached there shall be binding on FPI ALUMNI subject to conformity with the provision of this constitution.
- (d) Emergency Annual General Meeting may be convened by the Secretary at the request of the National Executive Council provided notice is given as stated in Article 9.1 (b) above.
- (e) A one third (1/3) of the registered financial members of the FPI ALUMNI shall form the quorum at the AGM. However, Quorum at the AGM shall deem to have been formed having waited or given thirty (30) minutes of grace from the time the meeting was scheduled to commence in line with Article 9 B (ii) above.
- (f) As a result of the new normal in the global space and in case of the inability to hold a physical AGM, a virtual AGM of the association shall be acceptable in law.

9.2 The Board of Trustee shall:

- (a) Convene its meeting at least once in a year just before the Annual General Meeting

- (b) Quorum at such meetings shall be by a simple majority.

9.3 General Executive Council hall:

- (a) Convene its meeting at least once in a year just before the Annual General Meeting to coordinate activities across all chapters.
- (b) Quorum at such meetings shall be by a simple majority.

9.4 NATIONAL EXECUTIVE COUNCIL

- (a) FPI NEC Shall hold regular and/or emergency meetings at least once quarterly at such time and venue as may be determined by the National Executive Council.
- (b) A simple majority of its members shall constitute a quorum at any such meeting of the National Executive Council.

ARTICLE 10: TENURE OF OFFICERS OF THE ASSOCIATION

- 10.1 Each Executive Officer shall hold office for a term of two (2) years subject to re-election for another final term of two (2) years in the same office.
- 10.2 In the case of BOT, each officer shall hold office for a term of three (3) years and subject to revalidation for another final term of three (3) years. Nothing in this constitution shall preclude a member of BOT who has served a tenure of two (2) consecutive terms of six (6) years from being represented/elected for another tenure provided his latest tenure is not consecutive to the former.
- 10.3 Any past Officer are however, at liberty to contest for any other position apart from the one he/she has just served final term. In other words, no Officer shall hold an office for more than two terms consecutively.
- 10.4 Where the date of appointment of any officer is not tenured as at the time of coming into force of this constitution, the tenure stipulated in this constitution, shall be deemed to have started from the date of the first appointment/election.

ARTICLE 11: FINANCE

- 11.1 The revenue and other funds of the Association shall consist of all monies or funds which are in the purse of the Association and of all the revenues accruing to the Association from the following sources:
 - (a) Possible grant from the Polytechnic, Ilaro or its agents, or from Government or its agent.
 - (b) Monies derived from launchings.

- (c) Annual subscription and dues from Chapters.
- (d) Proceed from investments and levies.
- (e) Donations.
- (f) Any other monies lawfully derived by the Association from other sources not specified herein.
- (g) Levies from graduating students on collection of certificates and transcripts.

11.2 Annual Subscription: Each member shall pay an annual subscription as may be determined by National Executive Council from time to time to their Chapter, such annual subscription shall be disbursed as follows: 50% to the Chapter, 30% to the Branch and 20% to the National body (FPI ALUMNI).

11.3 Special Subscription: Each member may be called upon to pay a special levy in aid of approved project(s), donations may be received from members and general public through organized activities decided by the NEC.

11.4 Receipts and Payment:

- (a) All monies belonging to the Association shall be kept in its name with such bankers as deemed fit by National Executive Council.
- (b) All Cheques or financial documents of the association shall be authorised by two (2) signatories; one (1) each from signatories A and B. Signatory A shall be the President and Vice President while Signatory B shall be the General Secretary and the Financial Secretary.
- (c) The signatories to all the FPI ALUMNI bank Accounts and Financial interest shall be signatories A and B as stated in “b” above.
- (d) The Vice – President shall only be a signatory (A) to the bank account of the Association in a situation that the President is incapacitated to sign Association cheque(s) as a result of unforeseen circumstances.
- (e) No expenditure shall be incurred for any purpose unless such expenditure has been approved generally or specifically by the National Executive Council. However, in any case of urgent need, the National President/Branch/Chapter Chairman may authorize an expenditure not exceeding N250,000.00 (Two Hundred and fifty thousand naira) only in his absolute discretion and afterwards seek the covering approval of the Executive Council.
- (f) The Treasurer shall maintain an imprest of N50,000.00 (Fifty Thousand Naira) only if considered necessary.

- (g) All payments shall be evidenced by payment vouchers, invoices, bills and receipts.
- (h) It shall be the duty of the financial secretary to ensure that all receipts made in form of cheques or cash shall be remitted to the Treasurer who shall ensure that such money is deposited with the FPI ALUMNI banker(s) within 48 hours of receiving such income.
- (i) The financial Secretary must ensure that receipts are written in triplicate, the original of each receipt shall be issued to the person from whom money or cheque is collected, while the duplicate is kept by him and the triplicate should go to the Treasurer for record purpose.
- (j) There shall be maintenance of proper and appropriate records and books of accounts.
- (k) The Association shall maintain Bank Accounts with reputable banks in Nigeria with signatory mandate as stated in Article 11.4(b) above
- (l) Regular reconciliation of bank statement shall be prepared by the Treasurer and submitted to the National Executive Council.
- (m) There shall be sanctions for non- payment of levies, subscriptions and contributions as provided in this constitution. The nature of such sanctions shall be determined by the National Executive Council.
- (n) Each year, the National Executive Council shall prepare a budget which shall be presented to the BOT for approval before ratification at the Annual General Meeting.
- (o) The disbursement of fund shall be in strict compliance with the provision of the approved budget.
- (p) Should the need arise, the NEC reserves the right to prepare supplementary budget; but such shall be presented to the BOT for approval and reported at the following AGM.

ARTICLE 12: EXTERNAL AUDITORS/LEGAL ADVISERS

- 12.1 The Annual General Meeting shall approve the appointment of an External Auditor and or Legal Adviser on the recommendation of NEC in conjunction with the BOT.
- 12.2 The External Auditors shall audit the accounts of the Association yearly for a maximum of four (4) years in line with the regulations
- 12.3 The Audited financial statements shall be presented at the Annual General Meetings.

- 12.4 Legal Adviser: Legal advice will be sought from professional lawyers if there is need for legal service by the Association.

ARTICLE 13: ELECTORAL SYSTEM

- 13.1 There shall be an Electoral Committee of five (5) financial Members, selected at the Annual General Meeting Preceding the election year, which shall be responsible for the conduct of the election.
- 13.2 The Annual General Meeting shall elect the Chairman (who will be regarded as the Chief Electoral Officer), the Secretary and members.
- 13.3 The Electoral Committee shall serve for two (2) years and to be appointed at the AGM preceding the General Election.
- 13.4 The committee shall operate electoral regulations which shall be published at least four weeks prior to the election, as provided for in this constitution.
- 13.5 Election into National Executive Council offices shall hold on the day of the AGM
- 13.6 All nomination shall be through financial members and may be supported by one or more members.
- 13.7 Members of the Electoral Committee shall not vote or be voted for and shall serve for two (2) years.
- 13.8 All financial members shall have only one voting right.
- 13.9 To qualify to vote and to be voted for, such a member must be a financial member with evidence of payment at least one (1) month before the Annual General Meeting and must have not been found guilty of any misconduct by a duly constituted body or by any law court in Nigeria.
- 13.10 To qualify to vote and be voted for, such a member must be duly registered with a Chapter and must be an active member (wherein active member is defined as a member who has a record of at least 50% (fifty per cent) attendance in addition to being a financial member) of the Alumni Association in the last two (2) years.
- 13.11 Victory at election shall be by a simple majority of eligible voters and in case of an equality of votes, the voting shall be repeated until a clear winner emerges.
- 13.12 Voting shall be by secret ballot. Where voting is conducted electronically, it shall also be by secret ballot.
- 13.13 Bye election into any vacant office shall take place at any AGM as occasion demands.
- 13.14 **Democratic conduct at all times:** Voting shall be used to resolve issues at all meeting of the FPI ALUMNI organs and this shall be by show of hands (open ballot).
- 13.15 Electoral Petition. All electoral petitions shall be forwarded to the Electoral Committees immediately after the release of election results. The Electoral Committee

shall review the petition(s) and take its decisions within two hours. Such decisions shall be presented to the AGM later that day for approval. The decisions of the AGM shall be final on such petitions and formal swearing-in of officers elected shall subsequently be conducted thereafter.

ARTICLE 14: REPRESENTATION AT THE BOARD OF GOVERNING COUNCIL OF THE POLYTECHNIC

- 14.1 The Polytechnic Act provides that a member of the Alumni Association shall be part of the Governing Council Board.
- 14.2 Representation at such board shall be made competitive.
- 14.3 The Representative shall be elected at the Annual General Meeting
- 14.4 The AGM shall nominate a minimum of two (2) reputable and knowledgeable financial members
- 14.5 Voting shall be conducted and the winner shall be through simple majority.

ARTICLE 15: REMOVAL AND DISCIPLINE OF ANY OFFICE HOLDER

15.1 Removal: NEC

- (a) The President or Chairman or any other officer of the FPI ALUMNI Executive may be removed from office in accordance with the provision of this section, if found guilty of misconduct and misappropriation of fund.
- (b) Any officer at any level e.g. BOT, NEC or Committee that failed to perform up to expectation or absent from three consecutive meetings shall be relieved of his/her position
- (c) In case of any allegation, such allegation must be in writing and signed by at least ten (10) financial members and send to the Chairman or Secretary of the BOT.
- (d) The President or any other officer may be accused of gross misconduct and irregularities in the performance of the functions of his office, detailed particulars of which shall be specified.
- (e) The BOT shall within seven (7) days of the receipt of the notice cause a copy thereof to be served on the office holder being alleged for appropriate response within fourteen (14) days.

- (f) The BOT shall determine whether or not the allegation should be investigated and if so, shall refer the matter to the disciplinary committee and report back to the BOT within thirty (30) days or as may be determined depending on the severity of the allegation(s)
- (g) Any officer of the FPI ALUMNI accused of any misconduct and misappropriation of funds in the course of performance of their functions when in office shall be liable to be probed and punished if found guilty.
- (h) The Executive Council shall determine whether or not the allegation should be investigated and if so the Executive Council shall cause the allegation to be investigated by the Disciplinary Committee.
- (i) Election shall be conducted to any vacant position as a result of resignation/removal/death of any elected officer(s) of the Association at National/Branch/Chapter by Electoral Committee at a meeting called for the purpose of such election.

15.2 REMOVAL: BOT

A member of BOT shall be removed from office if he

- (a) Ceases to be a member of the FPI ALUMNI
- (b) Is declared bankrupt under any law court
- (c) Is indicted for embezzlement or fraud by a Judicial Commission of inquiry or a Tribunal set up under the appropriate laws and the report has been accepted by the Government.
- (d) He is adjudged under any recognised law to be a lunatic or otherwise declared to be of unsound mind.
- (e) He is recommended for removal by a resolution and supported by 75per cent of members present and voting at an AGM or EGM of the association.
- (f) He is dead.

15.3 The Disciplinary Committee shall:

- (a) Be appointed at the AGM
- (b) Have such power in dealing with officers’/members’ misconduct and exercise such in accordance with the procedure and principles of equity, fairness, transparency and good conscience.

- (c) Comprise of five (5) financial members of impeccable character to investigate all matters of gross misconduct and irregularities by officer(s)/members that is capable of misrepresenting and or retarding the progress of the FPI ALUMNI.
- (d) The committee shall have power to:
 - (i) Investigate all allegations of misconduct referred to it by the BOT.
 - (ii) To invite any member to appear before the sitting of the Committee during investigation of misconduct.
 - (iii) Recommend appropriate sanction(s) on any erring members to the BOT.
 - (iv) Carry out such other functions as may be assigned to it from time to time.
- (e) Report findings and recommendations to the BOT for final decision at the AGM.

ARTICLE 16: ADOPTION AND AMENDMENT OF THIS CONSTITUTION

16.1 Adoption: This constitution shall become operative directly after it is approved by FPI ALUMNI at Annual General Meeting or at an Extraordinary General Meeting scheduled for the purpose.

16.2 Amendments:

- (a) The provisions of this constitution are subject to amendments.
- (b) The motion to amend this constitution as a whole or any part thereof can only be initiated by the NEC with at least four (4) weeks’ notice before the AGM
- (c) Where any financial member or group, is initiating the motion for amendment, the General Secretary must have received such notice at least five (5) weeks before the date of the Annual General Meeting to enable the Secretariat meet up with the circulation deadline as stipulated in “b” above.
- (d) The amendment to the constitution shall become valid, only when the resolution passed at the Annual General Meeting or Extraordinary General Meeting of the FPI ALUMNI by at least two third (2/3) majority of members present and voted for such amendment at such meeting.

DATE OF COMMENCEMENT

The date of commencement of this constitution shall be:

SEPTEMBER 18TH 2021 AS AMMEDED AND PASSED AT THE EXTRAORDINARY GENERAL MEETING OF THE ASSOCIATION.