



**MARYLAND COMPREHENSIVE SECONDARY SCHOOL OLD STUDENTS'  
ASSOCIATION OF 1999 SET CONSTITUTION**

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# **CONSTITUTION OF MARYLAND COMPREHENSIVE SECONDARY SCHOOL OLD STUDENTS' ASSOCIATION OF 1999 SET**

## **PREAMBLE:**

We the 1999 SET Alumni of MARYLAND COMPREHENSIVE SECONDARY SCHOOL, MARYLAND, IKEJA, LAGOS hereby known as **MARYLAND COMPREHENSIVE SECONDARY SCHOOL OLD STUDENTS' ASSOCIATION OF 1999 SET** (aka MCSS 99) conscious of our responsibilities to Almighty God and to our Nation, and to our Alma Mater recognizing the need to network, strengthen our unity, concerned with our commitment to serve humanity and to the healthy economic, social justice and equity amongst ourselves and our Nation, Nigeria;

DO HEREBY GIVE UNTO OURSELVES THE FOLLOWING CONSTITUTION:

## **ARTICLE 1: NAME AND GENERAL PROVISIONS**

- a. The Association shall be called **MARYLAND COMPREHENSIVE SECONDARY SCHOOL OLD STUDENTS' ASSOCIATION OF 1999 SET** (aka MCSS 99), (herein after referred to as "THE ASSOCIATION" where appropriate).
- b. The Association shall be a non-profit, non-religious, non- governmental and non-political one.
- c. The Motto of the Association shall be considered and approved at the First Restructuring General Meeting/ the First General Reunion.
- d. The Secretariat of the Association shall be situated in LAGOS, provided that the Association may maintain liaison offices in other places in Nigeria and outside Nigeria. It shall be able to hold meetings anywhere the EXCO may from time to time decide.
- e. The Crest of the Association shall be adopted at the First General Meeting/ the First Restructuring General Reunion.

## **ARTICLE 2: INTERPRETATION**

- (a) SET YEAR: The year of enrolment or graduation from the school
- (b) Branch of the Association: Alumni resident in a particular geographical location within or outside Nigeria or resident overseas in a particular Country
- (c) DIASPORA ASSOCIATION: Alumni in Diaspora
- (d) GA: General Assembly is an assembly of members of the Association
- (e) GM: General meeting is the periodic meeting of members/ General assembly
- (f) BOT: Board of Trustees
- (g) EXCO: The Executive Officers of the Association.
- (h) BSA: Branch/ Set of the Association

## **ARTICLE 3: AIMS AND OBJECTIVES**

### **The Alumni Three (3) main objectives:**

1. To network among ourselves safely and cautiously without unnecessary being exposed or swindled by one and another (members).
2. Give back to our Alma Mater.
3. Give back to the Society.

### **The Alumni also stands on three (3) tripod legs**

1. Dues of the members.
2. Ideas, moral support and contribution of members.
3. Participation and involvement to achieve laudable projects and plans.

### **The aims and objectives of the Association shall be to: -**

- a) Promote understanding, unity, comradeship and cooperation among all 1999 set alumni of Maryland Comprehensive Secondary School Ikeja, Lagos - Nigeria.
- b) Encourage social and mutual co-existence and interaction between the Association and the school, the Association and the branches of the Association, the Association and class set and generally amongst members.
- c) Formulate plans and measures deemed appropriate to advance the progress of members and our Alma Mater.
- d) Strengthen the relationship between the Association and Maryland Comprehensive Secondary school with a view to maintaining cooperation and synergy through positive impact.
- e) Promote the noble ideals of Maryland Comprehensive Secondary school and the image of the Association.
- f) To support active financial members during social functions such as Burial ceremony of aged parents and celebration of new child christening
- g) To aid members with ailing/life threatening medical condition(s). This will be managed by soliciting for fund directly in the main group. This is open to all members of the group.
- h) Interact and collaborate with the Federal, State and Local Governments of Nigeria, as well as other organizations and with similar objectives.
- i) To establish schemes for the promotion of the welfare, security and economic advancement of members and the society.
- j) To promote understanding, friendship, mutual usefulness and trust among members of this association.
- k) To promote Networking of members in Business, Skill Acquisition and in other relevant fields or industry.

- l) To be affiliated to the Parent Body (Central Alumni Body) in due time as a cohesive and structured group.
- m) To conduct general meetings which is targeted at developing members and strengthening the love amongst us; which will be agreed by the association members.

#### **ARTICLE 4: MOTTO**

Love and Service

#### **ARTICLE 5: THE COMMON SEAL OF THE ASSOCIATION**

The Association shall have a Common Seal which shall be: -

- a) Kept by, and in custody of the Secretary who shall produce it whenever required; and
- b) Affixed by the President or Secretary of the Board to all such documents where it is needed.
- c) All transactions and documents to which the Common Seal is affixed shall be open for inspection by the members.

#### **ARTICLE 6 A: MEMBERSHIP**

- (a) Membership of the Association is open to all Set alumni within the stated set years (1993 till 1999), that is,
  - Those that started and completed their secondary education at the school;
  - Those that started but did not finish up at the school;
  - Those that did not start but finished at the school and
  - Those who attended the school for a period of years.
- (b) Every member of the Association shall always subscribe to this Constitution and maintain the highest standards of discipline, integrity and good conduct.
- (c) No member of the 1999 set should be a member of two sets, in the case whereby anyone is found to be guilty of this act such person shall be excused and cease to be a member of the MCSS 1999 Set.

#### **B. MEMBERSHIP BENEFITS**

1. Financial members who have made a minimum payment of 60% of their due as at the time of notification of the burial of aged parent, child naming or their wedding shall get a token gift of #20,000 for each of the aforementioned ceremony.
2. Financial members shall get a token inform of incentive proportional to the due payment made in a year. Incentives like: Rice, Chicken, Electronic Appliances, Palm Oil, Vegetable Oil and so on.

3. Only Financial members can be voted to elective positions in any elections.
4. in the situation of any medical needs, financial members shall be supported with the sum of #20,000. However, further sum might be raised on the general platform if necessary.

**However, the following benefits shall be open to all members irrespective**

1. All members can vote.
2. Celebration of birthdays of all members on the platforms.
3. Should anyone aside financial member requires a form of medical assistance; such assistance can be sought openly in the general house aside the benefit accrued to such member by being a financial member.

**ARTICLE 7: RIGHTS AND OBLIGATIONS OF MEMBERS**

- a) All members of the **MARYLAND COMPREHENSIVE SECONDARY**
- b) **SCHOOL OLD STUDENTS' ASSOCIATION OF 1999 SET** (aka MCSS 99), shall enjoy equal rights and justice.
- c) They must therefore fulfil their obligation under the Constitution and
- d) Observe the status and all decisions regularly adopted by Maryland Comprehensive Secondary School 1999 Set Association.
- e) Participate fully and effectively in the activities of the Maryland Comprehensive Secondary School Alumni Association activities (Parent Body).
- f) Active Financial members shall be defined as the due paying members. Every member is expected to make a monthly due payment of 1000 naira to achieve the collective objective of the alumni group. This will imply members who have paid equal or over 50% amount due as at the time.
- g) It is only **BONAFIDE** and **ACTIVE** Alumni members who pay their **MONTHLY DUES** that will enjoy certain Alumni welfare benefits such as Burial Ceremony, Birth delivery of Alumni members or agreed business plan/ investment and so on. Whereby the sum of #20,000 will be given as support to such Alumni member.

**ARTICLE 8: ORGANS OF THE ASSOCIATION**

**A. GENERAL ASSEMBLY (GA)**

The GA is the general body of the Association and shall consist of registered eligible members. It is the supreme authority of the Association.

The GA shall have the following powers:

- (a) Taking Decisions on matters which are beyond the powers of the EXCO.
- (b) Suspension or removal of any member of the EXCO on recommendation of the Disciplinary Committee.
- (c) Setting up a Caretaker committee in the event of suspension /dissolution of the EXCO

- (d) Election of EXCO members shall be done through e-voting by the congress (GA).
- (e) Approval of the Association's Constitution.
- (f) Appointment of External Auditors.
- (g) The General Assembly act as legislative arm to curb scrutinise, modify and approve the annual budget of the Association before it becomes valid and operative.
- (h) Shall be the highest policy making body of the Association and shall have power to make regulations for the peace, order and good governance of the Association.
- (i) Shall have power to scrutinise, criticise, ratify, amend or reject proposals by the executive committee.
- (j) Shall determine the annual dues payable by members of the Association.
- (k) In case any Executive step down the GA vote in another person who chooses to contest for such position through their vote.

## B. BOARD OF TRUSTEES

There shall be for the Association, a Board of Trustees (hereinafter referred to as "BOT").

- (a) The Board shall be known and addressed as **THE REGISTERED TRUSTEES OF MARYLAND COMPREHENSIVE SECONDARY SCHOOL OLD STUDENTS' ASSOCIATION OF 1999 SET** (aka MCSS 99).
- (b) BOT shall consist of not less than three (3) and not more than six (6), whereby three (3) will be from the members of the association and two (2) from non-member of the association acting as officers of the association to be appointed by the GA.
- (c) It shall have a Chairman who shall be appointed by members of the BOT.
- (d) Qualification: A Trustee shall be a Lander who is committed, has contributed to the growth and development of the MCSS Landers 1999 Alumni Association.
- (e) The Trustees shall hold office for a period of 5 years provided that a Trustee shall cease to hold office if he or she: -
  - Resigns his or her office;
  - Becomes insane;
  - Is officially declared bankrupt;
  - Is convicted of any offence involving dishonesty or any gross misconduct by a court of competent jurisdiction;
  - Is recommended for removal by the BOT and approved by a simple majority of the GA;
- (f) Upon a vacancy occurring in the BOT, the remaining trustees and the General Assembly shall nominate for approval.
- (g) Where one eligible member only is nominated, the GA shall appoint him or her into the Board or reject him or her and call for another or other nomination(s).
- (h) Where more than one eligible member is nominated, the GA shall select and appoint one out of the members so nominated.

## **POWER OF THE TRUSTEES**

They shall:

- (a) Apply to the Corporate Affairs Commission for incorporation of the Association;
- (b) Accept and hold in trust all lands belonging to the Association, acquire land on behalf of the said Association subject to such conditions as may be prescribed or imposed by the law or by the Commission, if need be;
- (c) From Time to time, invest any monies in banks or securities not required for immediate use of the association in which trust funds may by law be so invested.
- (d) Any asset or property acquired by the Association shall be vested in the Trustees. The trustees shall subject to the approval of GA have powers to raise loans on behalf of the association.
- (e) Subject to the provisions of the relevant laws and of any rules made pursuant thereof, where any document is to be executed by the Trustees, such document shall be signed by the President and Secretary General of the Association only.

## **EXECUTIVE OFFICERS (EXCO)**

The Executive Officers (EXCO) shall be responsible for the day to day running of the Association and shall take all such steps as it shall deem fit to put into effect the decision of the GA.

**QUALIFICATION:** Any member of the Association shall be qualified to hold office in the EXCO if the person: -

- (a) Has been an active financial member of the Association
- (b) Has not had any criminal record

The Executive Officers shall comprise:

- ✓ The President
- ✓ The Vice-President
- ✓ The Diaspora Co-Ordinator
- ✓ The General Secretary
- ✓ The Assistant General Secretary
- ✓ The Treasurer
- ✓ The Financial Secretary
- ✓ The Public Relations, Media and Communication Officer,
- ✓ The Social and Events Officer
- ✓ The Welfare Officer
- ✓ Ex Officio Member (1)



## THE PRESIDENT

The duties of the President shall include: -

- a) Generally directing the affairs of the Association in accordance with the provisions of this Constitution;
- b) Presiding at AGM and EXCO meetings of the Association
- c) Directing the summoning of meetings of the Association and EXCO;
- d) Directing all other officers in the performance of their duties and supervising the activities of all the Branches and Class Sets of the Association;
- e) Providing direction and leadership to all Committees established for the Association;
- f) Presenting at the AGM, a Presidential address in writing to highlight the accomplishments, problems, prospects and future direction of the Association;
- g) Having a casting vote in case of a tie; provided he/ she wasn't part of the initial voting process
- h) Being an ex-officio member of all Committees of the Association;
- i) Being one of the signatories to the Bank Account;
- j) Ensuring with the assistance of the Secretary General and the Treasurer, the efficient and economic use of the Association's assets and resources through prudent investments, acquisitions and disposals as may be necessary from time to time subject however to the overall approval of the EXCO and
- k) Performing all other duties as he/she may be directed by the EXCO or the GA.

## THE VICE-PRESIDENT

- a) Shall preside in the absence of the President at all meetings in which the President is empowered to preside by the provisions of this constitution.
- b) Shall be responsible for the coordination of the activities of branches and Class sets as may be assigned to him/her by the EXCO or the President.
- c) In the unavoidable absence, resignation, removal from office or incapacity to function of the President, the Vice President shall take over the office of the President of the association.
- d) Shall perform all other duties as he/she may be directed by the President, the EXCO or the GA or which the President is unable to perform owing to ill-health, old age, absence from the country or any other reason.

## THE DIASPORA CO-ORDINATOR

- a) Shall be responsible for the coordination of the activities of the diaspora arm.
- b) Shall serve as the focal point to all the Diaspora members, ensuring they are kept abreast of all developments and events in Nigeria.
- c) Shall perform all other duties as he/she may be directed by the President, the EXCO or the GA.

## THE GENERAL SECRETARY

The General Secretary under the overall direction of the President shall oversee the National Secretariat and other offices of the Association and his or her duties shall include: -

- a) Summoning the EXCO or GA for meetings of the Association which will be agreed by the GA, on the instruction of the President or in accordance with the decision of the EXCO or pursuant to a requisition, made in accordance with the provisions of this Constitution;
- b) Recording and keeping the minutes including attendance and summary of all decisions taken at the meetings;
- c) Dispatching and or emailing circulars, letters and other correspondences of the Association including that of the EXCO;
- d) Furnishing an annual return or special reports of the activities of the Association or any of its organs at the AGM;
- e) Being an ex-officio member of all Committees of the Association;
- f) Keeping a register of all members both in Nigeria and Diaspora, register of trustees.
- g) Performing all other duties as may be assigned by the President, the EXCO or the GA;
- h) Shall be a signatory to the Association's account; and
- i) Should the Vice president be unavailable to assume the duties of president under any circumstances explained under the duties of the vice president (c), the General Secretary shall be sworn in to take over the duties of the President
- j) In the event of his leaving the office he shall surrender all documents of the association to the succeeding General Secretary or the President.

## THE ASSISTANT GENERAL SECRETARY

The duties of the Assistant General Secretary shall include: -

- a) Assisting the General Secretary in the performance of his/her duties and shall in the absence of the General Secretary act in his/her place;
- b) Keeping a roll of members and an up to date data and list of the membership the Association; and
- c) Performing all other duties as may be assigned to him/her by the President, the General Secretary, EXCO or the GA.

## THE TREASURER

The duties of the Treasurer shall include; -

- a) Taking custody of all monies collected by the Financial Secretary and lodging same within 48 hours into the appropriate bank account of the Association;
- b) Ensuring prompt disbursement of all approved Association payments;
- c) Reconciling all bank deposits and payments and presenting statement of account balance on the EXCO platform on a monthly basis and to GA platform on a quarterly basis
- d) Carrying out any decision of the AGM in matters relating to budget or finances of the Association;
- e) In association with the Financial Secretary and President, preparing or causing to be prepared and submitted to the first meeting of the NEC, an annual budget containing the estimated revenue and expenditure of the Association;

- f) Maintaining physical bookkeeping of all deposits and reconcile them;
- g) Taking custody of all Association cheque books, savings booklets and share certificates;
- h) Investing the monies of the Association in such securities or bonds as may be approved by the GA;
- i) Circulating to every member of the GA the audited accounts and balance sheet for the preceding year;
- j) Submitting annual report to the AGM to which shall be attached the audited accounts and balance sheet for the preceding year;
- k) Keeping a petty cash as may be approved by the EXCO;
- l) Being a signatory to the Account; and
- m) Performing all other duties as may be assigned by the President or EXCO or GA.

### FINANCIAL SECRETARY

The duties of the Financial Secretary shall include: -

- a) Ensuring that all members pay their annual subscriptions and levies as and when due;
- b) Compiling and circulating a list of members who have paid or are in default of their subscriptions in each year and taking steps to circulate such list to the EXCO and GA;
- c) Receiving, collecting all monies for the Association or paid to the Association from any source whatsoever and submitting same to the Treasurer within 24 hours;
- d) Issuing receipts for all monies received, collected or paid directly/transferred into the account of the Association;
- e) Keeping accurate records of all financial transactions of the Association;
- f) Carrying out any decision of the GA in matters relating to budget or finances of the Association;
- g) An annual budget containing the estimated revenue and expenditure of the Association shall be read to the GA;
- h) Circulating to every member of EXCO and GA the audited accounts and balance sheet for the preceding year and
- i) Performing all other duties as may be assigned by the President, EXCO or GA.

### THE PUBLIC RELATIONS OFFICER

The duties of the Public Relations Officer shall include: -

- a) Ensuring adequate and prompt publicity of the activities of the Association;
- b) Presenting a good and progressive image of the Association to the public;
- c) Issuing releases and statements on matters of general interest to the Association and the public after consultation with the President or EXCO; and
- d) Managing the Alumni website content, ensuring the information is verifiable and up to date.
- e) Acting as the link and liaisons with other Alumni set and the general alumni body of the School as well as every other external bodies such as the media etc.
- f) Performing all other duties as may be assigned by the President or EXCO or the GA

## THE SOCIAL AND EVENTS OFFICER

The duties of the Social and Events Officer shall include: -

- a) Organizing all the social/ events aspects of the Association's meetings and outings;
- b) Ensuring/ arranging adequate representation(s) at all functions, to which the Association is properly and duly invited
- c) Arranging charity programs and all form of social events
- d) Performing all other duties as may be assigned by the President or EXCO or GA.

## THE WELFARE OFFICER

The duties of the Welfare Officer shall include; -

- a) Monitoring the welfare and interest of members of the Association;
- b) Bringing to the notice of the President and the EXCO, any matter concerning the welfare of any member of the Association with a view to preserving their interests and wellbeing to the extent of the ability of the Association;
- c) Being responsible for supervising the endowment programs of the Association and
- d) Being responsible for supervising the Corporate Social Responsibility programs of the Association.
- e) Performing all other duties as may be assigned to him/her by the President, the Public Relations Officer, EXCO or the GA.

## EX- OFFICIO MEMBERS

Ex Officio members are members of the Association who have served the Association in the past as elected officers. The Ex-officio shall be immediate past president of the association.

In its collective role and as may be directed by the AGM, the EXCO shall have the following powers and functions: -

- a) Submit its yearly budget and plan of Action within one month of holding the AGM/Reunion
- b) Circulate its Calendar of Events for the year to all Branches of the Association, Class sets of the Association and to the School within one month of AGM/Reunion
- c) To exercise control and management over the finances of the Association including appointing suitable banks for the purpose;
- d) To express the views of the association as agreed by GA
- e) To express the views of the Association on any matters of public interest or upon any matters of general interest to the Association consistent with the motto and objectives of the Association;
- f) To make all necessary arrangements for the AGM;
- g) Generally, to exercise all the powers vested in the Association (except those powers reserved for the GA of the Association) so as to promote and carry out the aim and objectives of the Association as contained in this Constitution and in particular when the need arises, to apply for and receive donations on behalf of the Association

## **ARTICLE 9: ELECTORAL PROCESS**

### **A. TENURE OF OFFICE**

- a) Election of the members of the EXCO shall be held biennially through the E-VOTING system for Two (2) years after which another election will be conducted.
- b) The tenure of office of Two (2) Years for officers of the Association shall commence following the announcement of the results by the Chairman of the Electoral Committee with the handover process.
- c) The tenure cycle shall commence immediately after the announcement of result and end just before the dissolution of the excos for a new election. This implies from October of the election year to end September of the proceeding election year.

### **B. ELECTORAL PROCESS**

- a) The EXCO shall be dissolved prior to the general election
- b) The Electoral committee shall have at least three (3) but not more than five (5) members, appointed from the other organs be it GA or BOT.
- c) The Electoral Committee shall have power to set up rules and regulations that will ensure successful conduct of the election.
- d) The Electoral Committee members shall appoint the Chairman from
  - i. amongst themselves who shall direct the conduct of the elections and
  - ii. announce the results.
- e) Members of the Electoral Committee shall lose their rights to vote and be voted for.
- f) The Electoral Committee shall read out the list of vacant positions and call for nominations into them. Any nomination not seconded shall not be valid
- g) The candidates will indicate interest to contest for their preferred position.
- h) The Executive Officers can re- contest for same or other position after their first tenure. The Executive Officers can be in the office for only Two (2) tenures in any capacity.
- i) Election shall be done through the e-voting systems and the result of the election announced immediately after collation by the Chairman of the Electoral Committee
- j) The Chairman of the Electoral Committee shall administer the “Oath of Office” of the Constitution on the President and the President shall in turn administer the Pledge on the other members of the Executive. This can be done electronically after the announcement of results but not to be delayed beyond 3 months from the announcement of the election results.
- k) The Electoral Committee stand dissolved immediately after the administration of the “Oath of Office.”

### **C. BYE ELECTION**

Bye Election shall take place to fill any vacant office through e-voting by the electoral committee for positions that were not occupied during the general election or for any election re-run as advised by the electoral committee.

## **ARTICLE 10: REMOVAL FROM OFFICE:**

- a) A vote of no confidence may be passed on an EXCO member or the EXCO, for inefficiency, corruption, misconduct or misdemeanor. If a motion to that effect was moved by a financial member, seconded by another financial member and supported by at least two thirds (2/3rd) of the financial members
- b) All members shall however be notified of such a move/motion by incorporating the issue as an item on the agenda or business of the meeting in the notice convening such meeting
- c) Any member of EXCO who fails refuses or neglects to perform his/her constitutional responsibilities and or does not attend at least 50% of all EXCO and GENERAL MEETING called or held in any one year or twelve calendar months (without cogent reasons in writing) shall not be eligible for re-election and may be summarily removed and replaced by 2/3rd of members present and voting at an AGM, upon a motion by a member and seconded by a member to that effect.
- d) In the situation of the removal from office or resignation of the President, he shall hand over to the Vice President, who shall now preside over the group. Should the Vice president be unable (following removal from office or resignation), the General Secretary shall be sworn in to take over the position of the president
- e) In the event of any other exco leaving the office, he or she shall surrender all documents of the association to the General Secretary or the President.

## **ARTICLE 11: MEETINGS**

There shall be the following meetings:

### **A. GENERAL MEETING**

General Meeting of members which shall take place every December and July, on a weekend date to be determined by GA.

The WhatsApp group or any similar tool shall be used where general meeting will be held using technology to disseminate adequate information to the general group. The GA shall approve Standing Orders that shall govern the conduct of any deliberations at GM.

The following business shall be transacted at the GM: -

- a) Presidential Address;
- b) Consideration of the annual report of the Secretary General;
- c) Consideration of the report on the Accounts of the Association for the year;
- d) Election of Executive Officers during an election year;
- e) Appointment of External Auditors; and
- f) Any other business as may be notified to the Secretary General not later than two weeks before the holding of the GM or such other important matters as may be included by the GA.

### **CONDUCT AT MEETINGS**

- a) Every member shall conduct himself/herself in a peaceful manner.
- b) A member shall not disrupt the contribution of another member recognized by the President or the Presiding officer to speak, or the peaceful conduct of meetings
- c) A Whip shall be appointed at the commencement of the general meeting to ensure the smooth conduct of all meetings.

### **MOTIONS**

All fresh suggestions, which will need the adoption of the whole house, must be brought to the house in form of a motion duly seconded by a member.

### **B. EXECUTIVE MEETINGS**

This meeting comprises all Executive officers of the Association. The EXCO shall meet physically or virtually at least four (4) times a year at a convenient time and places as may be decided by the EXCO.

- a) The First Executive meeting shall take place after each reunion at the reunion venue.
- b) The Exco shall meet with GA within two months after the election or a new year to present its plan of action for the year and budget for approval through social media platform
- c) Regular meetings may be conducted online through social media acceptable to members of the EXCO.
- d) The quorum of the meetings of the EXCO shall be 60% of the total membership of the EXCO. For the avoidance of doubt, 60% of total membership of the EXCO shall be approximated to the nearest whole number.

- e) Consensus shall be the aim of the EXCO in its deliberation of matters but if it becomes necessary to put any question to vote, then it shall be decided by a 6055% majority based on a show of hands, provided however, that the EXCO may resolve to decide any specific issue by secret ballot.
- f) Any member of EXCO who is in Diaspora can join the physical meeting through a conference call or teleconference call, provided adequate notice be given and necessary arrangements made by the secretary general. Such member would be deemed to have been in attendance.
- g) At the meetings of the EXCO, where the President is absent, the Vice- President will preside, or in an occasion where the President and the Vice- President are absent, the Secretary General shall preside and in his/her absence, the members present, shall nominate one of their numbers to preside.

### C. BOARD OF TRUSTEES MEETING

This meeting comprises all members of the board. The BOT shall meet physically or virtually at least twice a year at a location and time agreed to by the BOT.

## **ARTICLE 12 : MEMBER'S CONDUCT**

### A. DISCIPLINE

- a) The Association shall maintain a high level of good conduct and integrity in all ramifications. No member is authorized to commit the Association or make statements on behalf of the Association without due authorization from the President.
- b) The Association shall have the power to investigate reports of misconduct, misdemeanor and infractions against any member of the Association and may impose appropriate sanctions as the Disciplinary Committee (DC) may recommend.
- c) The Disciplinary Committee will review matters, investigate and giving the erring member adequate opportunity for "fair hearing", and then make appropriate recommendations.
- d) The Disciplinary Committee shall comprise of five (5) members of the Association which may include one member of the BOT and ExcOs each. The Committee shall appoint its Chairman
- e) All cases of indiscipline shall be brought to the attention of the EXCO of the Association either verbally or in writing.
- f) The appointment of the DC will be for a year which is open to renewal. The appointment will be done by the GA through nominations.
- g) All cases of indiscipline brought to the attention of the Disciplinary Committee (DC) shall be deliberated upon; a conclusion on the appropriate sanction reached and carried out within 24 hours.



## B. SANCTIONS

- (a) Any member who commits any act of Indiscipline is liable to sanctions as determined by Disciplinary Committee.
- (b) Any member who is proven to have committed acts of theft, fraud or embezzlement outside the Association or involved in robbery or murder shall be suspended indefinitely from the association
- (c) Any member who embezzles funds of the Association is liable to suspension for a period of six (6) months, if he/she shall refund the sums embezzled within the period of suspension, failure which, he/she shall be permanently suspended from the Association and will be handed over to the appropriate authorities.

## ARTICLE 13: DISPUTE RESOLUTION

- a) Conflicts among **EXCO** are to be referred to the Board of Trustees for resolution; the decision of the Board shall be referred to the GA at an AGM or Online discussion group for resolution when there is an appeal.
- b) Conflicts amongst members are to be referred to a standing mediation panel set up by the EXCO comprising of the Legal Adviser and two (2) other members of the Association.

## ARTICLE 14: FUNDS OF THE ASSOCIATION SOURCES OF INCOME

The association shall derive revenue from the following sources:

- i. Donations from individual members of the Association and Branches in Nigeria and Diaspora.
  - ii. Monthly Dues payment of members
  - iii. Donations from Corporate Organizations as well as friends both within and outside the country.
  - iv. Sale of souvenirs
  - v. Monies realized from launchings and other fund-raising activities.
  - vi. Excess monies received from reunions and other programs by the Association
- 
- a) All monies belonging to the Association shall be kept in its name with such reputable bankers as EXCO shall appoint.
  - b) There shall be three principal signatories to the association's account who shall be the President, the Secretary General and the Treasurer and any two of them may sign Cheques and thereafter inform the third party formally.
  - c) No expenditure shall be incurred for any purpose unless such expenditure has been approved generally by GA in the annual budget or any supplementary budget of the Association. Provided that in any case of serious urgency, the Treasurer in consultation with the President and the Secretary General may authorize such expenditure in their discretion and afterwards seek ratifying approval from the GA provided further always

that the exercise of such discretion shall be limited to the recurrent expenditure of the month immediately preceding such expenditure.

- d) All payment and disbursement of funds shall be approved by the President.
- e) The Treasurer may hold as imprest such amount as may be approved by the EXCO from time to time.
- f) All income and expenditures of the Association shall be accounted for and audit report thereon shall be laid before the BGM for approval.

#### **ARTICLE 15: AMENDMENT OF THE CONSTITUTION**

This Constitution may be amended only by the General Assembly of members and by a two-third majority of financial members entitled to vote.

Provided that at least sixty days' notice of the amendment proposal shall have been given to the General Secretary, who shall have circulated same to members at least thirty days before the proposed amendment is laid before the Association for discussion at the AGM. For the avoidance of doubt, two-third majority of members present shall be approximated to the nearest whole number.

#### **ARTICLE 16: SPECIAL CLAUSE**

- a) INCOME AND PROPERTY OF ASSOCIATION OF LANDERS 1999 ALUMNI ASSOCIATION shall be applied solely towards the promotion of the objective of the Body as set forth in this RULES AND REGULATIONS/CONSTITUTION: and no portion thereof shall be paid or transferred directly or indirectly by way of dividend, bonus, or otherwise however by way of profit, to the members of the ASSOCIATION.
- b) PROVIDED that nothing herein shall prevent the payment, in good faith, of reasonable and proper remuneration to an officer or servant of the Association in return for any service rendered to the Association.
  - i. No member of GA and EXCO can be appointed to any salaried office of the ASSOCIATION or any office of the ASSOCIATION paid fees;
  - ii. No remuneration or other benefits in money's worth shall be given by the association to any member of EXCO except payment of out of pocket expense.
- c) If in the event of a winding up or dissolution of the corporate body if there remains after the satisfaction of all the debts and liabilities, any property whatsoever, the same shall not be paid to or distributed among the members of the ASSOCIATION but shall be given or transferred to some other institutions having objects similar to the ASSOCIATION such institutions to be determined by the members of the ASSOCIATION at or before the time of dissolution.
- d) If effect cannot be given to the aforesaid provisions, then the remaining property shall be transferred to some charitable object.

DATED THIS 10TH DAY OF SEPTEMBER 2020

Ag OLUSANMI ADEKEMI  
NAME OF PRESIDENT

Adeyemi  
SIGNATURE

08033909886  
TELEPHONE NUMBER

EMMANUEL SHAIJOKE  
NAME OF SECRETARY

Shaijoke  
SIGNATURE

08029114700  
TELEPHONE NUMBER

APPENDIX A  
**MARYLAND COMPREHENSIVE SECONDARY SCHOOL OLD STUDENTS’  
ASSOCIATION OF 1999 SET (aka MCSS 99)**

OATH OF OFFICE FOR OFFICERS OF THE EXECUTIVES (EXCOS) AT ALL  
LEVELS

I, Lander.....being an  
Old Student of Maryland Comprehensive Secondary School and a member of the  
**MARYLAND COMPREHENSIVE SECONDARY SCHOOL OLD STUDENTS’  
ASSOCIATION OF 1999 SET (aka MCSS 99) AND GREAT LANDERS**, do solemnly  
swear that I shall be faithful and bear true allegiance to the Association, that I shall perform  
the

functions of my office as the .....honestly,  
faithfully and to the best of my ability in accordance with the Constitution of **MARYLAND  
COMPREHENSIVE SECONDARY SCHOOL OLD STUDENTS’ ASSOCIATION  
OF 1999 SET (aka MCSS 99)**.  
SO, HELP ME GOD.