

## Chapter 1 Name

There shall be constituted an Association which shall be known and referred to as Howells Memorial Grammar school Old Students Association

## Chapter 2 Membership

- I. The association shall keep a register of all old students of Howells Memorial Grammar, Lagos Nigeria
- II. Every old student of the school be eligible for Membership of the Association
- III. past and present members of staff who were not original Old Students of Howells Memorial Grammar school Bariga, shall be eligible to become honorary members of the Association
- IV. Every member shall be issued with a membership card; provided that an honorary members of the Association shall not be issued with a membership card unless he declares an intention to participate in the Association 's programmes which requires membership funding and desire to possess a membership card.
- V. The Head quarter of the Association shall be be situated in Lagos Nigeria with branch(es) across the world

## Chapter 3: Objects

The objective of the Association shall be to bring together its membership with a view towards:

- I. promoting social interaction and welfare among it members
- II. kindle a robust interest in the welfare and uplifting of learning conditions and educational standards of the school
- III. Assist brilliant and and indigent students of the school with scholarship and bursary awards where appropriate and practicable.
- IV. To uphold the ideals of the founding fathers of the school
- V. To support the staff of the school ( academic and non academic) alike with a view to motivate them to strive for academic and moral excellence
- VI. To promote sporting and other social activities among its members
- VII. To support the school in every way possible

## Chapter 4: Officers

1. The president
2. Vice President 1
3. Vice President 2
4. The Secretary General
5. Assistance secretary
6. Treasurer
7. Financial secretary
8. Publicity secretary
9. Social secretary
10. Welfare secretary

Except otherwise herein provided, all officers shall be elected at the Annual general meeting; provided that; the trustees may hold office for life

I. All officers shall hold office for two (2) years effective from the date of election

II. An Officers shall be eligible for re-election at the expiration of his/her term of office, provided that; The president, The Vice Presidents the Treasurer shall only be eligible for re-election for one further term of two (2) years only

III. All officers elected at an Annual general meeting shall be notified in writing and they shall be individually required to acknowledge in writing their willingness and commitment to serve.

IV If any vacancy shall occur in any office other than that of trustees:-

a. The same shall be filled by secret ballot at annual general meeting, the agenda for which shall be included the filling of the said vacancy

b. Any Officer thus elected shall remain an officer and shall fill the vacant office only for the remaining unexpired period/tenure of the office

#### Chapter 5 : Duties of Officers

I The president :-

a. The president shall presided over Annual general meeting or conference, all meetings of the National Executive committee (Officer), the representatives meetings and at all such other meetings of the Association as specified in the constitution.

b. The president shall direct and ensure that the Association is run in accordance with the provisions of this constitution and all decisions properly taken by the Association through its appropriate organs

c. The president together with the secretary general and treasurer shall be signatory to the Association bank account

d. The president together with secretary general or in the absence of secretary general, the treasurer shall co-sign all cheques drawn upon the bank account (s) of the Association

e. The president together with secretary general and treasurer shall hold the mandate to the funds of the Association kept within any bank(s)

f. He shall present an Annual presidential address to the annual general meeting which shall address prevailing issues and incorporate among other things in the agenda the state affairs and other pursuit, programmes and projects of the Association.

g. The president shall perform such other duties as are consistent with his office as the constitutional head of the Association

#### II The Vice Presidents :

a. They shall assist the president generally

b. In absence of President, the Vice President 1 shall perform all the duties of the president

c. In the absence of 1st Vice President, the 2nd Vice President shall perform all the duties of the 1st Vice President herein before mentioned and so in that order

#### III The Secretary-General

a. He shall be the chief Executive Officer of the Secretariat

b. He shall keep and record in the appreciate minutes book all the proceeding of the meetings of the Association for adoption and ratification

c. He shall keep and maintain accurate records of the Association including members at various Sets and branches/groups.

d. He shall compose, issue, receive and be responsible for all official communication of the Association unless otherwise directed by the president

e. He shall make available any official records of the Association for the inspection of any member seeking information from the records. All official correspondence of the Association shall pass through the secretary general

f. He shall have the custody of the common seal of the Association

g. He shall present at annual general meeting an Annual reports which incorporate the full activities, programmes and other matters relating to the Association.

h. He shall issue Notice for the meeting of the National Executive committee, the representative meetings, the Annual general meeting and such others meetings as may directed by the president

i. Himself together with the President or in his absence the treasurer shall sign the withdrawal of money from the bank account of the Association.

j. He shall keep with himself as an imprest account in the sum of Twenty Thousand Naira (N20,000) at any given time for running of the Association

#### 4 The Assistance Secretary General

a. He shall assist the general secretary as required from time to time

b. He shall co-operate with the Secretary General with a view towards achieving a smooth and efficient Administration of the Association's secretariat in line with provisions of the constitution

c. In the absence of Secretary-General, he shall perform the duties of the office of Secretary General.

#### 5 The Treasurer :

a. He shall be responsible for the safe- keeping of all monies (including membership fees, donations, pledges, fines and grants) received by him from Financial secretary on behalf of the Association

b. He shall deposit in a bank account (with a duly constituted mandate as herein before provided) approved by the Association within forty-eight hours (48hours) of receipt, all the monies received by him

c. He shall keep and maintain accurate records of all monies received by and paid out by him on behalf of the Association

d. He shall submit periodic reports of the finance of the Association to the National Executive committee and the general meeting/conference or as and when required.

e. He shall issue receipt for all monies paid to/received by him and he shall obtain receipt by him on behalf of the Association

f. He shall diligently keep and preserve the passbooks, cheque books, financial records and other documentary assets of the Association entrusted to him for safe keeping

g. Himself with the president or in his absence, the president and the Secretary-General shall sign for the withdrawal of monies from the fund of the Association kept within the bank

#### 6 Financial Secretary

a. He shall collect all monies dues and payable to the society and shall issue receipt for them

- b. He shall remit to the Treasurer with forty-eight hours (48hours) of receipt all monies received by him on behalf of Association and obtain a receipt the Treasurer in respect of such payments
- c. He shall keep and maintain at National Secretariat an accurate records all payments to the society
- d. He shall prepare vouchers for payment of monies from the funds of the Association and the voucher shall be counter-signed by the mandated Officers of the Association before payment
- e. He shall assist the Treasurer with preparation of periodic reports of the finance of the Association which shall be submitted to National Executive committee and to annual general meeting (conference).
- f. He shall render an Annual financial reports to the annual general meeting/conference of the Association. This reports shall cover the period of the preceding Year up to the Year of reports. The reports shall incorporate the finance policy and budget of the Association.

#### 6 The Publicity Secretary

- a. He shall be responsible for the Publicity of the Association and its activities
- b. He Shall serve as the public Relations Officer of the Association
- c. He shall issue such statements, notices, and releases as may be approved by the national executive committee and authorized by the Secretary General
- d. He shall issue periodical Bulletins as authorized by the Secretary General to apprise members of the members of the progress and the activities of Association
- e. He shall work in concert with Secretary General and financial officer of the Association with a view to obtaining relevant materials for the for bulletins
- f. He shall perform all such other duties as he shall be directed by National Executive committee

#### 8 Social Secretary

- a. He shall responsible for promoting social interaction among members of the Association
- b. He shall organise, coordinate and implement the social agenda of the Association including meeting venue, external visitations of the Association, organization of special events, picnics and event management and so on
- c. He shall rally members of the Association towards celebrating achievements, birthdays, naming ceremonies, anniversaries and notable events in the lives of individual members, their families and Association in general

#### 9. Welfare Secretary

- a. He shall maintain close interactions with members of the Association with a view towards ensuring their proper integration into the association

b. He shall bring to the attention of the Association relevant information pertaining to the welfare of members, including special needs and required interventions.

c. He shall ensure that genuine concerns and/or observations of members received the prompt attention of the national executive committee

d. He shall promote a sense of inclusion among members

#### 10 Auditors

a. The Association through its board of trustees at an annual general meeting shall appoint an auditor to audit the accounts of the Association annually on such terms as to remuneration as deemed fit and such auditors shall hold office for one year renewable at the discretion of the board of trustees

b. Any such person(s) appointed to be an auditor shall be a member of a body of Accountants in Nigeria as established from time to time by act of parliament or law in force

c. The Auditor shall audit the accounts of the Association once every year and prepare and submit to the annual general meeting/conference audited reports for the year preceding the annual general meeting/conference

d. All financial officers of the Association and other officers who may be invited by auditors shall be under the obligation to make available to them any books, documents, records or books in their custody relating to the finances of the Association which the auditors may wish to examine

#### 11 National Executive Committee

a. There shall be a constituted National Executive Committee which shall consist of all elected officers of the Association namely: The President, The 1 Vice President, The 2 Vice Presidents, The Secretary-General, The Assistant Secretary General, The Treasurer, The Finance Secretary, The Publicity Secretary, The Social Secretary, The Welfare Secretary

b. All the members of the National Executive Committee shall be elected by secret ballot at the annual general meeting/conference

c. All the officers of the National Executive Committee shall hold office for two years (2 years) effective from the date of their election and subject to the provisions of the constitution all outgoing executives shall be eligible for re-election for another term of two years (2 years).

d. Only accredited and fully financial members shall hold as officers and unofficial members of the national executive committee

e. Only fully financial members of the Association shall have the right to vote and be voted for at any elections during the general meeting/conference. For this purpose all the members desiring to vote or be voted for shall present the proof of financial compliance for verification at the general meeting/conference

f. It shall be lawful for financial secretary to examine any membership card to ascertain the claim of the holder as having fully paid his/her dues and levies

g. In the event of any vacancy in the membership of national executive committee, such vacancy shall be filled (where the holder of that office was elected in general meeting for the election year by national executive committee and the shall be appointed to fill such vacancy, shall hold the office until expiration of the term of the office of last holder. Such appointee upon the expiration of residue of the term of his office seek re-election at next general meeting /conference of the Association in the following elections year where new Officer shall be elected to fill vacant offices

h. The incumbent president of the Association shall be a member of the board of trustees

## 12. Functions of National Executive Committee

a. National Executive Committee shall be responsible for smooth running of the Association in accordance with the provisions of this constitution and resolutions duly taken by the Organs of the Association, that is National Executive Committee, Board of Trustee, annual general meeting/ conference and Representative meeting of the Association.

b. It shall be responsible for Administration of the Association in accordance with the aims and objectives set down in this constitution and it Organs aforesaid

c. National Executive Committee shall represent the Association in all matters and perform functions and duties as it may be necessary to accomplish the objectives of the Association either by itself or by any it officers duly appointed in that behalf.

d. It shall be lawful for national executive committee to exercise its discretion by adopting principal of good faith in the resolutions of any matter(s) upon which this constitution is silent in the overall interest of the Association.

e. National Executive Committee may meet quarterly and at such other times, and at such places and as shall directed by the president

f. The president or a Vice President, The secretary general or his/her assistance and three others members of National Executive Committee shall form a quorum for every meeting of national executive committee.

## 13. The board of trustees

a. There shall be constituted a board of trustees of Association members of which shall appointment at general meeting/conference by 2/3rd votes of majority of members present at the general meeting/conference from the list of eligible person(s) submitted by national executive committee.

b. All the formal president shall be automatic be a member of the trustees and may hold for life but trustee shall cease to hold office if he :

I. Resign from his office

ii. Cease to be a member of the Association

III. Be come insane

IV. Is officially declared bankrupt

V. Is convicted of criminal offence involving dishonesty by a court of law or tribunal of competent jurisdiction.

VI. Is remove for the removal from office by members present at annual general meeting /conference in pursuit to a resolutions passed for that purpose. Or

VII. Cease to reside in Nigeria

c. Upon the vacancy occurring in trustees, a general meeting shall be convened by national executive committee whereat another eligible members of the Association shall be appointment to fill the vacancy

d. The president, The Secretary-General, The Treasurer or the Finance Secretary shall perform the perform the duties of trustees on the appointment in the manner hereinbefore stated can be made

e. Trustees shall have a common seal

f. All documents to be executed by trustees shall be signed by each one of them and shall be seal with common seal

g. Trustees shall meet at least once in a Year; provided at least three (3) weeks notice of the meeting shall be giving to each member of the board of trustees

h. Quorum of the board of trustees meeting shall be at least 2/3 members of the board of trustees

#### 9. Functions of Board of Trustees

a. Members of board of trustees shall also be a member of national executive committee shall be responsible for the smooth running of the Association

b. Shall provide wise counsel to national executive committee in issues pertaining to the association

c. All documents to be executed by trustees shall be signed by each one of the them and seal with common seal

d. The common seal shall be in costudy of Secretary-General ( who shall be a member of board of trustees and shall produce same whenever required for used by trustees.

e. Members to board of trustees shall perform such other Administration and management functions as it ..... to it by national executive committee



## 10. Other Committee

- a. National Executive Committee shall have power to set up committee which may be standing or adhoc for purpose of looking into such matters as may be referred to it from time to time
- b. Each committee to be set up shall be responsible to national executive committee to whom it reports and/or its recommendations shall be forwarded for consideration, approval and implementation.
- c. Each committee shall appoint its own chairman and secretary
- d. Any committee setup under the chapter this constitution shall stand dissolved at expiration of the tenure office national executive unless otherwise provided

## 11. Sets (States / Regional / Branches)

- a. All sets shall function in accordance with provisions this constitution; provided that it be proper for any set to draw up rules and regulations ( which shall approved by national executive committee) in writing to provide its own officers and their functions, its meetings and other matters which may be considered necessary to be contained in such rules and regulations; provided also that the set leaders shall be designated "the chairman" and the scribe as "the secretary"
- b. An Annual fee of \$50,000 (or such other sum as the national executive committee shall determine the subject to the approval at annual general meeting/conference shall be payable by each Set (state / regional / Branches) of the Association as a Sets dues.
- c. Every member of each Set (state / regional / Branches) shall ordinarily be a member National body and shall attend all the general meeting and annual conference in that capacity unless it provided otherwise in this constitution
- d. Each Set (state / regional / Branches) shall forward annual reports or often as it may required to do so, a comprehensive reports of its position and its activities to the national executive committee through Secretary so that the same shall reach the Secretary-General not less than 30 days before annual general meeting/conference, a complete list of members of the Set (state / regional / Branches) showing dues paid by each members shall accompany such reports
- e. The Treasurer of each Set (state / regional / Branches) shall forward annually or as often as Set may required an audited account to the national executive committee
- f. In case of annual account it shall cover the period January 1st of the preceding Year to December 31 of the reports Year.
- g. Such account shall be presented by Set treasurer to the national executive committee not later than thirty (30) days before annual general meeting/conference. Provided that where such account are requested other than annual general meeting /conference other than for purpose of annual general meeting/conference then the same shall be forwarded to Secretary-General not later than 21 days following the receipt by the Set (state / regional / Branches) notice to produce same

## Disbursement and Application of funds

Disbursement of the Association funds shall used for its objects

### Chapter 12: Finance

a. The funds of the Association shall be derive from the following sources

I. Annual dues (subscription) of each Set (state / regional / Branches)

li. Registration fee

III. Nomination form

IV. Voluntary contribution

V. Grants and Donations

Vi. Fundraising Events

Vii. Sales of souvenir and memorabilia

b. The Annual subscription of #50,000 shall be payable by Set (state / regional / Branches) of the Association in advance within the first three months of every Year.

c. Fundraising Events may be organized for the purpose of meeting any financial commitment, goals, and/or of the Association

d. All Set (state / regional / Branches) shall pay in full to the association all the monies, donations or received by them on behalf of the Association

### Chapter 13: Special Clause

a. The income and property of Howells Memorial Grammar school Old Students Association where ever derived shall be applied solely towards the promotion of objects of the Association as set in this constitution rules and regulations, and no portions thereof shall be paid directly or indirectly by way of dividends, bonus or otherwise by way of profit to the members of Howells Memorial Grammar school Old Students Association

b. Provided that nothing herein shall prevent the payment, in good faith, of reasonable and proper remuneration to any Officer or servant of Howells Memorial Grammar school Old Students Association in return for any service rendered to Howells Memorial Grammar school Old Students Association but so no member of national executive committee shall be appointed to any salaried office of Howells Memorial Grammar school Old Students Association or any office of Howells Memorial Grammar school Old Students Association paid by fees and that no remuneration or other benefits in monies or money's worth shall be given by Howells Memorial Grammar school Old Students Association to any member of such national executive committee except repayments of out of pocket expenses or reasonable or

proper rent for premises demised or let to Howells Memorial Grammar school Old Students Association provided that the provision last aforesaid shall not apply for any company to a member of Howells Memorial Grammar school Old Students Association which may be a company such member shall not hold more than one-hundredth of the capital and such member shall be bound to account to share any of the profits he may received in respect of any such payments.

c. No Addition, alterations or amendment shall be made to this constitution, Rules and Regulations for the time being in force, unless the same has been previously submitted to and approved by Register-General

d. If in the events of winding up or resolutions of Howells Memorial Grammar school Old Students Association there remain after the satisfactions of all its debts and liabilities any properties whatsoever, the same shall not be pay to or distributed among the members of Howells Memorial Grammar school Old Students Association but shall be given or transfered to other institutions having object similar to objects Howells Memorial Grammar school Old Students Association and the body or bodies are prohibited from distributing its or their income and properties amongst its or members to an extent at least as great as that imposed on Howells Memorial Grammar school Old Students Association under or by any members by virtue of Special Clause hereof such institution or institutions to be determined by members of Howells Memorial Grammar school Old Students Association if effect can not to the aforesaid to provisions..... some other charitable objects

#### 14. Elections

a. There shall be an election meeting which shall be held once in two (2) years for the election of the officers and members of the National Executive Committee for under this constitution

b. The Election shall be held during the election year the tenure of office of national executive committee shall expire

c. At any annual general meeting/conference in which elections is being held the president or anyone acting for him on behalf of himself and other members of National Executive Committee make make a statement whereby they shall declare all the offices vacant and membership of National Executive Committee himself with others officers and other members of National Executive Committee shall vacate their offices

d. There shall be appointed chairman, returning officers and four other retuning officers for the conducts of the elections

e. Vote shall be secret ballot and candidate shall declared winner he has a simple majority of the votes. In the event of a tie, the chairman shall second or casting votes.

#### Meetings and conferences

A. A meeting of the Association ( the general meeting/conference ) shall be held once in every Year, on a date time and place to be fixed by national executive committee for the following purpose :-

I. To receive from national executive committee a reports of the Association's activities, its financial standing, an auditor report for the preceding Year.

II. To consider any other matters which might be on agenda for the meeting

III. To decide on any resolutions which may be duly submitted on Association's activities and its financial standing

IV. To conducts elections if it elections year in the manner herein before provided

b. The quorum at such conference shall be twenty (20) provided that president may, after consultation with members present waive the number to form the quorum if it an half hour following the time the meeting is scheduled to have commence

c. An annual general meeting conference shall be be held unless before the date of such meeting 28 (twenty eight )days notice shall be given to members of the Association.

d. A special delegates or Representative meeting may be summoned by or at the instances of national executive committee of which not less than twenty eight (28) days shall be given for such meeting

e. A special delegates or Representative meeting shall comprises members of National Executive Committee and the chairman or the vice chairman and the secretaries or ( assistance secretaries) of Set (branches/states) of the Association.

f. The main business of special delegates and Representative meeting shall be discuss and deliberate on any matter which shall been referred to it.

g. Fifteen 15 members shall form a quorum for a special delegates and Representative meeting which number include the president (or Vice President), the Secretary-General or his assistant, four 4 other Set (State/branches) Chairmen or the secretaries (or lieu); provided that the president or chairman as case may be after consultation with members present may waive the number required to form a quorum if after an hour following the time scheduled to commenced the meeting a quorum could not attained and there after proceed today the business of the day.

h. Any motion or resolutions by any member at any meeting shall be seconded by another member and except provided under this constitution shall be carried or passed by simple majority

#### Chapter 16: Founder's Day Anniversary Celebration

a. On the anniversary of Founder's Day that's 3rd day October each Year the Association in conjunction with the school management attend a devine service to held in the school premises

b. Set that clock 30 and 40 years graduated of our Howells shall combining together to co-host Founder's Day Anniversary Celebration for that current Year and also finance a projects in the school to be commission on the Founder's Day

c. Members shall be at liberty to adorn any person outfit/regalia in attending such devine service

d. In commemorations of Founder's Day Anniversary Celebration of the school, that may held once in every Year, a sporting competition between the present and old students of the school and such other social activities that national executive committee may decides

#### Chapter 17: Alterations and Amendments

a. This constitution or any part thereof may be from time to time altered or amend by the Association at annual general meeting/conference; provided that no resolutions to this effect shall be taken unless notice theteof shall be given not less than twenty eight (28)days before such meeting/conference; provided also that no such resolutions deemed to have been passed unless same carried by the majority of at least two thirds of the members voting thereon.

b. Any steps to alter or amend this constitution may be initiated by national executive committee on resolutions passed by nothing less than two thirds majority of members present at annual general meeting /conference of the Association.

Adopted at general meeting of Howells Memorial Grammar school Old Students Association held on 25th Day of February 2015 at school premises, Bariga Lagos

Amended at the general meeting of Howells Memorial Grammar school Old Students Association on 3rd Day of October 2024 at school premises, Bariga Lagos

Printed and circulated by Howells Memorial Grammar school Old Students Association

School motto: fear God and be wise

