

UBAKALA SECONDARY SCHOOL OLD STUDENTS' ASSOCIATION (USSOSA)

Nsukwe, Ubakala, Umuahia South LGA
Abia State. Tel: +234-9023419830

THE CONSTITUTION OF UBAKALA SECONDARY SCHOOL OLD STUDENTS' ASSOCIATION NSUKWE UBAKALA (USSOSA) UMUAHIA SOUTH LGA, ABIA STATE NIGERIA.

Motto – Always Ahead

Email - ussosa@gmail.com

PREAMBLE

We the members of Ubakala Secondary School Old Students' Association after much deliberation to form a common front for the pursuance of goals which include: to restore our Alma Marta in other to promote teaching and learning, to promote welfare of members and students of Ubakala Secondary School and above all to encourage the sustainability of the school, we hereby give ourselves this constitution with the following aims:

1. To identify those things that constitutes bottlenecks to teaching and learning and address such issues.
2. To promote and encourage sustainable development of the school.
3. To promote the welfare of the students through infrastructural development
4. To promote the welfare of members.

GENERAL PROVISION

This constitution is supreme, and its provisions shall be binding on all members irrespective of status. No member, subunit or Sets of the association shall actively participate in Ubakala Secondary School Old Students' Association except in accordance with the provisions of the constitution.

VISION

We aspire to build a great association in which every member matters and contributes to the sustainable development of our Alma Matar for upbringing of a moral and total child for the benefit of the community.

MISSION

To encourage teaching and learning, welfare of students' and members for a better tomorrow.

SECTION ONE (1) : NAME ADDRESS, MOTTO AND LOGO.

- 1.1 **NAME:** The association shall be known and called Ubakala Secondary School Old Students' Association (USSOSA).
- 1.2 **ADDRESS:** The association's address shall be Ubakala Secondary Nsukwe, Ubakala, Umuahia South Local Government Area Abia State.
- 1.3 **MOTTO:** The motto of the association shall be ALWAYS AHEAD.
- 1.4 **LOGO:** The logo of the association shall be symbolized by an academic badge with the inscription USSOSA circumventing the badge.

Sam O. Ubah (PG/B O T member) Dr. Jennifer Ekwueme – VPG. Chijioke Abaraonye – Gen. Sec. Cornelius Okeigbo – Asst. Kingsley Chioma – D L O Joy Ogbuide – Fin. Sec. Okpulo Chidiebere – PRO. Sopuruchi Onyemaechi – Treasurer. Benson Ndukwe - Protocol

1.5 EMAIL ADDRESS: ussosa@gmail.com

1.6 WEBSITE: www.ussossa.org

SECTION TWO (2) : Aims and Objective

2.1 To unite old students of Ubakala Secondary School.

2.2 To create forum for the discussion of the Association Affairs and Development of Ubakala Secondary School.

2.3 To enhance the growth of the school, both morally and otherwise.

2.4 To assist Members in grief and illness, or any social support that may be considered by the EXCO/Association.

2.5 To Support improvement of Students and Teachers through Workshops, Scholarships, Merit Awards or means that may be considered by the EXCO/Association.

2.6 To foster cordial relationship and cooperation among members of the association in Nigeria and diaspora.

SECTION THREE (3) : Membership and Registration

3.0 Membership/ Registration

3.1 Membership of USSOSA shall be open to all ex-student of Ubakala Secondary School.

3.2 A person shall be deemed an active member of USSOSA if he/she has registered and is up to date with his /her dues, levies and other approved monetary indebtedness to the association.

3.3 Every member's name shall be in the comprehensive list of members which shall be reviewed as when necessary.

3.4 Any member whose name does not appear on the master list shall not be covered by the constitution.

3.5 The association will not discriminate against individual based on Age, Gender, Religion, Marital Status or Parental Status, Disability or Veteran Status provided the person is an ex- student of Ubakala Secondary School, Nsukwe Umuahia South LGA.

3.6 Honorary Membership. The association has the right to admit an honorary member. It is the duty of the executive members of the association to screen intending honorary members and certify them of good behaviour before they are registered as members on approval of the executive committee. But they shall not be entitled to any voting right.

3.7 Registration:

Each prospective member shall register with the sum of N5000 (Five Thousand Naira only)

3.8 Cessation of Membership:

Membership of the association ceases if:

- (a) Such a member fails to satisfy the provision of 3.2, and such member fails to attend meetings for one year or neglects to pay his/ her dues.
- (b) Member solely removes himself/herself without prior complain and evidence of compliant to the EXCO.
- (c) A Member ceases to be one if the ethics and disciplinary committee recommend such to the EXCO and the EXCO so act on the same.

3.8 Reinstatement of Withdrawn member:

A withdrawn member shall be reinstated if the following conditions are fulfilled:

- (a) Write an open apology, post it on the platform and copy sent to the executive for record purposes.
- (b) Exco to approve reinstatement
- (c) A fine of Ten Thousand Naira (N10,000.00) will be paid by the offender including clearing his/her outstanding financial obligations.

SECTION FOUR (4): MEETINGS, VENUES AND TIME

4.1 Meetings

4.1.1 There shall be four kinds of meetings, namely

- (a) General / Mass Meeting
- (b) Executive Meeting
- (c) Committee Meeting
- (d) Emergency Meeting

4.1.2 The general or mass meeting shall be held once a year at the month of December on any date the association wishes to hold the meeting unless otherwise decided by the general house.

4.1.3 Executive, Emergency and Committee meetings shall be held as and when necessary, at the discretion of The Executive and other Committee members.

4.1.4 Each subunit/chapter shall hold their monthly meeting in their respective units.

4.2 Venue

The venue of the General/ Mass meetings shall be decided by the general house or remain at the discretion of the Executive. However, the President General has the veto power to decide venue of the General/ Mass Meeting. The venue of meeting for subunit remains at the discretion of the executive of each subunit/chapter.

4.3 Time

4.3.1 The commencement time for General / Mass meeting shall be 10 am

4.3.2 A member shall be deemed late if he/ she is not at the venue on or before 10 am prompt, irrespective of the minutes being adopted or not.

4.3.3 A member who fails as above shall be liable to a fine of N100(one hundred naira) while an absentee member shall pay a fine of N200(Two Hundred Naira).

4.3.4 Subunit / Chapters are to decide their fines for late coming and absenteeism but must be following **4.3.2** and **4.3.3** in case of General/ Mass Meeting.

4.3.5 The central Exco must be informed of any Set and Subunit event e.g. AGM, Elections etc.

4.4.Quorum

4.4.1A quorum shall be formed when at least 3(Three Executive Members including the president General and his Vice and Secretary or his assistant and 20 (twenty) members at least 4(Four) from each subunit/ chapter non officials are present. In the absence of the President General and his Vice and Secretary and his assistant, the house shall appoint any member of the association to preside over the meeting.

4.4.2 Where a quorum is not formed within 2 (two hours) after opening time, the meeting shall remain adjourned.

4.4.3Every meeting must commence in the following procedure:

- (a) Opening Prayers
- (b) Nigerian National Anthem
- (c) Ubakala Secondary School Anthem

4.5 Cancellation of Meeting

4.5.1 Except for reasons of death of a member or unforeseen circumstances, only the President General in consultation with his Executive has the power to cancel any meeting.

4.5.2The reasons for such cancellation must be clearly stated in a circular in the form of text messages, e-mails, WhatsApp messages and Group Face Book mails announcing the cancellation (if reasons for cancellation are foreseen).

SECTION FIVE (5)

5.0 ELECTIONS AND BYE ELECTIONS

5.1. Elections shall be conducted every 3 (three) years.

5.1.1All officers of USSOSA shall be elected except patrons, patronesses, Board of Trustee Members and Committee members who shall be appointed as and when necessary.

5.1.2 The notice for election shall be announced at least 6 (six) months prior to election date to enable the outgoing officers prepare their hand over reports.

5.1.3 A member shall not be elected to the same office for more than 2 (two) terms. However, he/ she could be elected to another office immediately after two terms elapsed.

5.1.4 An officer who served two terms could be elected to the same office after 3 (three) years.

5.2 Eligibility

5.2.1 All registered members resident in Nigeria are eligible to contest the following offices: President General, Secretary, Financial Secretary, Treasurer, Public Relation Office (P.R.O), Welfare officers (male and female) and Protocol Officer. Diaspora Members are eligible to contest all other Offices except the above.

5.2.2 Any person deemed fraudulent or of questionable character shall not be eligible to stand for election.

5.2.3 One must be a registered member for at least three months (3) to be eligible to vote.

5.2.4 A member must be a registered for at least six months (6) to be eligible to vie for elective position.

5.2.5 Any member who fail to meet his/her financial obligations three months to the election is not eligible to vote or be voted for.

5.3 Election Procedure

5.3.1 There shall be a maximum nomination of 3 (three) candidates duly supported for each office. Where only a candidate is nominated, such candidate shall be deemed elected unopposed.

5.3.2 Elections are to be held at Annual General Meetings or by any acceptable electronic mean as may be suggested by the Electoral Committee.

5.3.3. Election shall be by simple majority through secret ballot.

5.3.4. All elective positions shall be contested by Only qualified Members. (Must be registered and up to date with their dues and of no questionable character).

5.3.5 An election stands nullified should any contestants prove a case of rigging and vide a petition to the association. This shall be rectified within 1(one) month of the elections.

5.3.6. The Exco Must Witness all the Sets Elections etc.

5.4. Bye Election

A bye- election shall be held to fill any vacancy that arises because of resignation, reassignment,

dismissal, transfer, incapacity or death of an officer or any other circumstances. The provisions of sections 5.2.1, 5.2.2, 5.2.3, 5.2.4 and 5.2.5 shall be complied with.

5.5 The Returning Officer

5.5.1 Before the commencement of any General Election, a Returning Officer and His Secretary shall be nominated and duly supported for the purpose of conducting an orderly election.

5.5.2 The Returning Officer shall be a regular member and must comply with the provisions of sections 5.2.1, 5.2.2, 5.2.3, 5.2.4 and 5.2.5. **He/ she shall have a free hand to adopt any method for a smooth election.** Any method adopted must be strictly adhered to during such elections.

5.5.3 Unless otherwise decided by the association, the Returning Officer and the Secretary shall not be nominated, vote and be voted for during the election they are conducting. No elective position shall be imposed on any unwilling member or predetermined.

5.5.4 The Returning Officer in conjunction with the patron/ patronesses shall administer oath of office on elected officer immediately after election. In the absence of the patrons and patronesses, the Returning Officer shall act accordingly.

5.6 Caretaker Committee

5.6.1 During an interregnum caused by any kind of circumstance. A caretaker committee shall be appointed to direct the affairs of the association pending when proper elections shall be conducted.

5.6.2 The life span of caretaker committee shall be for a renewable period of 6 (six months) provide that the maximum renewable periods shall not exceed 12 (twelve) calendar months.

5.6.3. Members of Caretaker Committee shall satisfy the provisions of sections 5.2.1, 5.2.2, 5.2.3, 5.2.4 and 5.2.5.

SECTION SIX (6)

6.0 OFFICERS COMMITTEES AND THEIR DUTIES

6.1.1 The officers of the association shall comprise the following:

1. President General (Home)
2. Vice President (May reside in Diaspora)
3. General Secretary
4. Assistant Secretary
5. Financial Secretary
6. Treasurer
7. Public Relations Officer
8. Welfare officers (2 slots) (male and female)
9. Protocol Officer
10. Diaspora Liaison Officer.
11. The Board of Trustee

6.1.2. Duties of Officers

6.1.2.1 The President General

- (a) The president shall preside over all meetings except some committee meetings over which a chairman has been expressly appointed
- (b) The president in consultation with the Secretary and through him the Secretary shall convey ordinary and emergency meetings.
- (c) The president shall be responsible for the proper and smooth running of the affairs of the union in accordance with the aims and objectives of the union.
- (d) He/ She shall authorize and countersign all payments and vouchers.
- (e) He / She shall have a casting vote in the case of a tie.
- (f) The president shall not preside over matters in which he is interested.
- (g) He/ She shall submit a presidential report at the end of tenure in office.
- (h) He shall authorize the disbursement of any money by the Treasurer in matters of extreme emergency after due consultation with at least two of his executives.
- (i) The president shall be required to report back such actions to the association for ratification.

6.1.2.2 The Vice President

The vice president shall deputize for the President General in his absence and always assist him in the execution of his duties.

- (a) He / She shall perform any other or duties that may be assigned to him from time to time.

6.1.2.3 The Secretary General

- (a) The secretary general after due consultation with the President General shall convey Meetings and Emergency Meetings.
- (b) He/ She shall oversee the association's Secretariat and ensure the safe keeping of official documents and inventory of USSOSA.
- (c) He/ She shall record, produce and read minutes of meetings which shall reflect the outcome of the meeting and the financial income and expenses.
- (d) He/ She shall write and sign all out going correspondences and receive incoming mails for onward transmission to the house.
- (e) He / She shall give annual reports of the activities of the association.
- (f) He / She shall be the Chief Liaison Officer between the association and all other affiliated bodies.

6.1.2.4 The Assistant Secretary

- (a) He/ She shall assist and act for the Secretary in his/ her absence.
- (b) He/ She shall record the proceedings at the executive meetings.
- (c) He/ She shall perform such other duties as may from time to time required of him/ her by the Executive.

6.1.2.5 Financial Secretary

- (a) The Financial Secretary shall collect all monies meant for the association and ensure that accurate records of them are taken into necessary books of account.
- (b) He shall hand over all monies collected to the Treasurer within (24) Twenty-four hours.
- (c) He shall prepare and sign all payment vouchers for all expenses made and ensure that these are duly signed by the President and Secretary before effecting payment.
- (d) He / She shall prepare a quarterly statement of account of the association showing the list of delinquents' and debtor members.
- (e) He/ She shall present a detailed financial report of the association at the end of his / her tenure in office.
- (f) He/ She shall be signatory to the association's account

6.1.2.6 The Treasurer

- (a) He/ She shall receive all monies of the association from Financial Secretary and deposit same in the association's account within 48 (Forty-Eight) hours of the receipt of such money.

- (b) He/ she shall keep accurate income and expenditure account of the association 's finance and present or render a quarterly and annual statement of account of the association.
- (c) He/ She shall release all funds needed by the association in performance of the association's obligations on approval of the President General or the association always.
- (d) He/ She shall ensure the safe keeping of the association's passbook, cheques and other property of the association.
- (e) He/ She shall be signatory to the association's account.

6.1.2.7 Public Relations Officer

- (a) He/ she shall publicize the activities of the association through any effective medium.
- (b) He/ She shall be responsible for the organization of all social activities of the association.
- (c) He / She shall ensure that members are notified of cancellation or postponement of any meeting.
- (d) Where an urgent visit of a member is necessary, he / she shall make such visit and inform the Secretariat and the association accordingly.

6.1.2.8 Protocol Officer

- (a) The Protocol Officer shall be responsible for the maintenance of order at meetings and functions organized by the association and enforcement of penalties for lateness, absenteeism. Indiscipline and related cases.
- (b) The protocol officer shall be responsible for the arrangement of seats in preparations for meetings and functions.
- (c) He/ She shall call defaulting members to order and indicate actions leading to imposition of penalties on them.
- (d) Where entertainment is provided, requiring administration, it shall be his/ her responsibility to administer same.
- (e) The protocol Officer shall carry out any other functions that may be assigned to him/ her.

6.1.2.9 Diaspora Liaison Officer

He shall be a member who resides outside the shores of Nigeria and shall serve as an external relations person and performs other duties like the public relations duties or other duties as may be demanded by the President General or the entire association.

6.1.2.10 Patrons/ Patronesses

- (a) There shall be Patrons and Patronesses for the association who shall be nominated by the Executives by a simple majority vote.
- (b) He/ She shall be a member (.an elder) who has distinguished and identified himself with the patriotic service and interest of USSOSA. A man/ Woman of sober nature, peace loving, not given to dissensions or rancour and who must of certify the provisions of Section s 5.2.1, 5.2.2, 5.2.3, 5.2.4 and 5.2.5 for eligibility.
- (c) Patrons and Patronesses shall hold office for life unless on account of being disabled, self-retirement or removed in accordance with the provisions of sections 7.2.1

6.1.2.11 The Board of Trustee

The board of Trustee will comprise men and women of integrity and honour, who are selected on the approval of the association. Their role shall be advisory. They may be members or non- members of USSOSA.

6.2 COMMITTEES

For effective operation of USSOSA, the President General and Executive shall create amongst others the following committees:

- (a) Committee on Ethics, Privileges, Summons and Disciplinary action
- (b) Committee on projects, management and think tank
- (c) Committee on Community Outreach and General Functions.
- (d) Committee on Welfare affairs
- (e) Committee on Election

The above committees shall function as their name implies. Additionally, the President General reserve the power to allocate such more/other functions for the good working of the Association. Only the President General holds the power to remove or relieve the committee members of duties either in part or full.

SECTION SEVEN (7)

7.0 RESIGNATION, REMOVAL AND SUSPENSION OF MEMBERS

7.1.1 All resignation notices shall be made in writing stating acceptable reasons.

7.1.2 All Any officer intending to resign shall be required to submit their resignation(s) to the Executive through the Secretariat at least one month in advance.

7.1.3 The association reserves the right to accept or reject any resignation and its decision shall be binding on the incumbent.

7.2 Removal or Dismissal of Officer

7.2.1 Any Officer shall be removed, dismissed or suspended from office if found guilty of any misconduct as stated below:

- (a) Gross misconduct
- (b) Negligence, incompetence inefficiency in his / her duties.
- (c) Misappropriation or embezzlement of association's funds.
- (d) Information leakages, unguarded words and all conducts capable of undermining the unity of the Executive and the association in general.

7.3 Suspension and Dismissal of Officers / Members

A member or an officer shall be suspended or dismissed if found guilty of any gross misconduct as stipulated in section 7.2.1 (a, b, c d).

7.3.1 The period of suspension shall be determined by the association depending on the gravity of the offence committed. The suspension order takes effect immediately the offence is established. 2.3.3. Where there is an option of fine the offender shall be liable to a fine of N 2000 (two thousand Naira)

7.3.2 Where there is no option of fine, the suspension order stands and where and when necessary, the offender may be made to face further sanctions as may be determined by the association.

7.4 Re admission of Suspended Dismissed Office/ Member

7.4.1 A suspended, dismissed or removed officer or member shall be readmitted:

- (a) Upon receipt of a formal application or apology from the offender which shall be subject to the association's acceptance.
- (b) Upon fulfilment the of penalties imposed on him/ her Upon payment of all arrears for the period he/ she has remained suspended.
- (c) Upon repayment of any fund misappropriated or replacement of any property damaged.

SECTION EIGHT (8)

8.0 Finance, Dues and Banking

8.1.1 The association shall derive its revenue from: Registration, Dues, Levies, Donations and other methods approved by the association.

8.2. Financial Member

8.2.1 A financial member is one who pays or meets his/ her financial obligations to the association regularly and who satisfies the provision of **Section 3.1.2** for membership.

8.2.2 He/ She shall be entitled to all benefits

8.3 Non-Financial Member:

8.3.1 A non-financial member is one who fails to pay or meet his/ her financial obligations to the association for a period of 6 (six) consecutive months. He/ she shall lose all privilege accruable from USSOSA including eligibility to vote and be voted for (Stand for election).

8.3.2 However, where such a non- financial member decides to clear his/ her debts, she starts enjoying her privileges.

8.4 Dues

8.4.1 The dues shall be N 10,000 (Ten Thousand Naira) per member payable yearly and spread across the calendar year of (12) twelve months.

8.5 Banking

8.5.1 The association shall operate a savings account and / or current account with any bank of her choice.

8.5.2 Treasurer shall lodge all monies of the association into the bank account within 48 (Forty-Eight) hours of receipt of such money.

8.6 Signatories to the Account

8.6.1 There shall be 3 (Three) signatories to the association's account, namely: **The President General, Financial Secretary and Treasurer.**

8.6.2 Any 2 (Two) of the above signatories shall be honoured by our banker(s) at a time as and when necessary for withdrawal.

8.7 Withdrawals

8.7.1 Only the President General shall authorize any withdrawal of money from the bank.

8.7.2 However, the president shall in case of emergency, consult some of his executives who may authorize immediate withdrawal of fund. Such withdrawals shall be made known to the association for the ratification or otherwise.

SECTION NINE (9)

9.0 Benefits, Right and Privileges

9.1 Benefits

9.1.1 Subject to this constitution and unless otherwise decided by the association, only financial member(s) with association, shall be entitled to the benefits, rights and privileges as stipulated in this constitution. In addition, the member must be one that have spent a maximum of six (6) months in the Association.

9.1.2 Any member going on further studies shall be entitled to congratulatory message from the association and an amount not exceeding N10,000 (Ten Thousand Naira). Such member should inform the house through writing.

9.2 Invitations

9.2.1 External Invitations

The association shall honor two types of invitations – internal and external. However, the union reserves the rights to honor or reject any invitation. The association shall honor external invitations on their merits and the association shall decide with what to honor the invitation. The Union shall not honor any invitation sent through a member on behalf of an individual who is supposed to be a member of the association. But has not or refuse to identify with the association.

9.2.2 Internal Invitations

USSOSA shall honour all internal invitations from financial members which are made in writing or verbal with the sum of N10,000 (Ten Thousand Naira)Such invitations include:

- (a) Marriage/ wedding ceremony
- (b) Housewarming ceremony
- (c) Matriculation ceremony
- (d) Graduation/ convocation ceremony
- (e) Child dedication ceremony
- (f) And whichever is applicable

9.5 Sick Member(s)

USSOSA Welfare Committee shall report sick members if such person(s) is hospitalized. The committee shall report same to the Executive. The sum of N5,000 (Five Thousand Naira) shall be used for the visitation. In addition, by the judgement of the Executive, the degree of the sickness shall determine the amount benefits.

9.6 Death Benefits

In the case of death of a member. The association shall send 10 members to participate in the burial of the deceased member. A total sum of N50, 000 (Fifty Thousand Naira) shall be given to the family of the dead member.

9.6.1 Death a Member's Spouse (wife/ Husband)

The association shall participate in the burial of a member's wife or husband who is a registered and financial member of the association. The association shall send a delegation of 3 (Three) members with the sum of N25,000 (Twenty-Five Thousand Naira) to be presented to the bereaved.

9.7 Condolence Visits

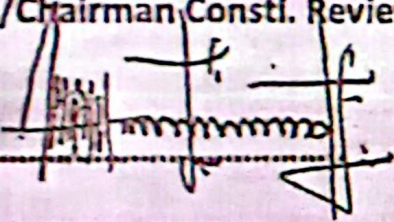
The association shall pay a condolence visit to any member who lost father/mother and child with the sum of N5 ,000 (Five Thousand Naira)

This constitution has been approved by the house on Day 23 May Year 2023

Duly Signed by

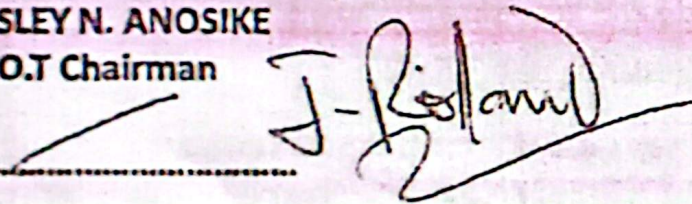
Dr JENNIFER ADAOMA AHIZU-EKWUEME
VPG/Chairman Consti. Review Comitee

Sign:.....



KINGSLEY N. ANOSIKE
B.O.T Chairman

Sign:.....



Bar. SAM NWADIGHIOHA
B.O.T Member

Sign:.....



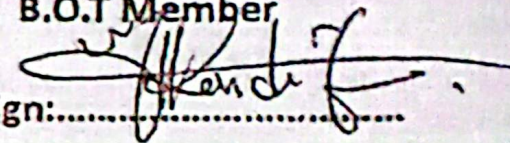
SAM O. UBAH
President General/B.O.T Member

Sign:.....



ARCH. SYLVESTER IKONDU
B.O.T Member

Sign:.....



PASTOR CHIJOKE ABARAONYE
Secretary General

Sign:.....

