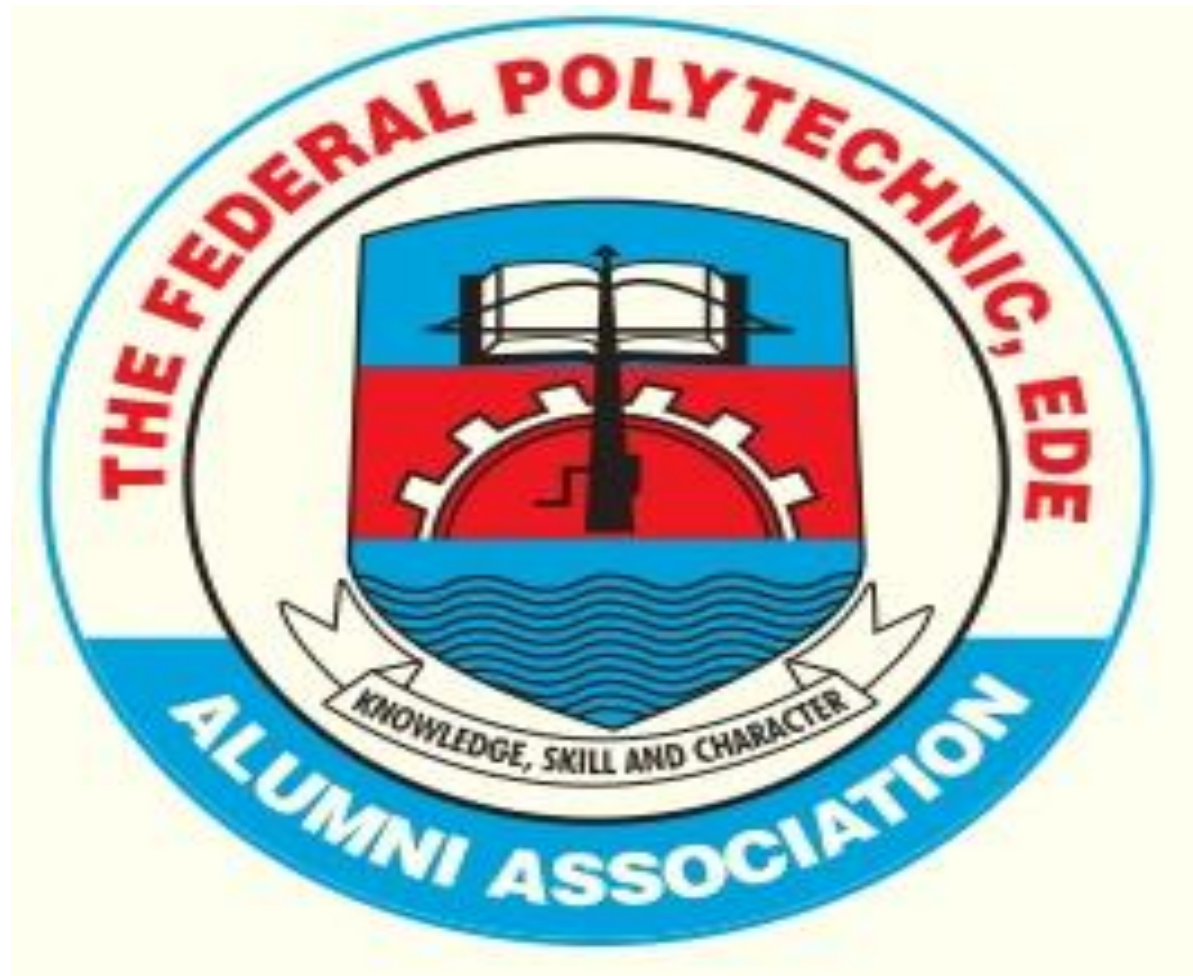


# THE CONSTITUTION OF



## THE FEDERAL POLYTECHNIC, EDE ALUMNI ASSOCIATION

## **PREAMBLE**

We, the Alumni of Federal Polytechnic, Ede, having agreed to come together to form the Federal Polytechnic, Ede Alumni Association, do hereby make, enact, promulgate and give to ourselves this constitution whose provision shall be binding on the members of the Alumni.

### **ARTICLE 1: NAME, MOTTO, SLOGAN, LOGO AND OFFICE**

#### **1.1 NAME**

The Association shall be known, called, and addressed as **THE FEDERAL POLYTECHNIC EDE ALUMNI ASSOCIATION** (hereinafter referred to as the “**The Association**”)

#### **1.2 MOTTO**

The motto of the Alumni shall be the same as that of the Polytechnic, “**Knowledge, Skills and Character**”

#### **1.3 SLOGAN**

The slogan of the Alumni shall be **FPE..... a legacy of determination, courage and inspiration**”

#### **1.4 LOGO**

The logo of the Alumni shall be the same as that of the Polytechnic.

#### **1.5 OFFICE**

The National Secretariat shall be situated within the Federal Polytechnic, Ede premises.

The Alumni shall establish and maintain chapter in various towns/cities, states of Nigeria and anywhere in the world.

### **ARTICLE 2: MEMBERSHIP**

#### **2.1 Membership shall be open to:**

All certificate carrying graduates of the Federal Polytechnic Ede courses other than those who returned for additional programme of study. This shall cover those that did other programme of study outside the National Diploma and Higher National Diploma.

For clarity and avoidance of doubt, membership shall be through:

- a) All GRADUATES of National Diploma of the Federal Polytechnic Ede who are not currently enrolled for Higher National Diploma (HND) or B.Tech (where the nomenclature applies) of the Federal Polytechnic Ede, or any other course of study in the Federal polytechnic Ede;
  - b) All GRADUATES of Higher National Diploma (HND) or B. Tech (where the nomenclature applies) of the Federal Polytechnic Ede who are also not currently enrolled for any programme of study in the Federal polytechnic Ede;
  - c) All GRADUATES of any other programme of studies of the Federal Polytechnic Ede who is not currently enrolled for other programme of study in the Federal Polytechnic Ede.
  - d) As in (a), (b), and (c) above, such membership should be put on hold for the period of their programs in the institution.
- 2.2 In recognition of HONOURARY GRADUATE as conferred by the Federal Polytechnic Ede Management and Governing Council authority, the Alumni Association in her wisdom and the discretion of her National Executives Council, may also honour ALL honorary graduates of the Federal Polytechnic Ede to be eligible for HONOURARY MEMBERSHIP. Also, Honorary membership may also be conferred, on the strength and recommendation of the National Executives Council at the National Convention, on any serving Lecturers, Administrators, or Ex – member of staff of the Federal Polytechnic Ede, or any other members of the public, who have contributed immensely to the development of the Association and the Federal Polytechnic Ede at large.
- 2.3 There shall be no dual Alumnus at a time, but any Alumnus may transfer his/her membership and this shall subject to the fulfillment of the necessary procedure.
- 2.4 Membership Annual Subscriptions/Dues  
Individual Alumnus shall pay the prescribed annual subscriptions/dues to the FPE Alumnus appointed banker's account and the due may be subject to review as from time to time subject to the approval of the congress. Whereas, local dues shall be determined by each of the existing branches.
- 2.5 The Alumni shall have right to partner with any Organization in the interest of the Association and the Federal Polytechnic, Ede, Nigeria

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

The aims and objectives of the Association shall be:

- 3.1 To observe and serve as the OFFICIAL LINK BETWEEN the Federal Polytechnic Ede, its Governing Council, and its Management/Authority (hereinafter called "The Polytechnic) AND THE ALUMNI of the Federal Polytechnic Ede, Nigeria;

- 3.2 To encourage all Alumni of the Federal Polytechnic Ede to retain their interest in and loyalty to the Polytechnic at all times;
- 3.3 To initiate and execute programmes and/or activities aimed at promoting and accelerating the overall growth and development of the Polytechnic;
- 3.4 To initiate and execute measures aimed at protecting and defending the good name of the Polytechnic;
- 3.5 To maintain and promote the standard and integrity that Federal Polytechnic Ede is known for;
- 3.6 To provide necessary encouragement, including financial assistance, towards effective leadership, for the students of the Polytechnic;
- 3.7 To serve as useful link between students, parents, guardians, teachers and other friends of the Polytechnic on one hand, and the Polytechnic Community on the other;
- 3.8 To encourage branches formation and /or revive branches(s) and the Association in all parts of Nigeria and beyond;
- 3.9 To deal in any, or personal properties and acquire rights and privileges in any part of Nigeria or beyond, which the Association may consider necessary or convenient for the promotion of the aims and objectives of the Federal Polytechnic Alumnus
- 3.10 To carry out activities inter alia, establishment of standing committees where necessary and do any other business that is consistent with the objectives of the Alumnus;
- 3.11 To raise funds voluntarily and receive donations, gifts, grants, and bequests from members and the general public for the purpose financing any of the above objectives and most specially to organize such fund-raising activities as may be decided upon by the National Executive Council;
- 3.12 To undertake any other activities which are consistent with, or which the Association considers will promote its interests, aims and objectives.

#### **ARTICLE 4: ORGANISATIONAL STRUCTURE**

There shall be established for the Alumni Association, five (5) main bodies who shall control its activities at the international, national, branches and chapters respectively. These are: **Central Executive Council (CEC), National Executive Council (NEC), Branch Chairmen \Chairperson, Chapter Officer's and General Congress**

##### **4.1 Advisory Organ**

**(a) Board of Trustees (BOT)**

**4.1.1. Functions of Board of Trustees**

- a) Shall be responsible for the smooth governing and for initiation of policies for the purpose of progressive development of the Association (FPEAA).
- b) Shall not individually or collectively work or formulate policy (policies) that will jeopardize the aims and objectives of the Association (FPEAA).
- c) Shall have power to hold the association properties and have power to influence and facilitate the receipt of gifts and donations towards the Association's identified projects;
- d) Shall acquire on behalf of and hold in trust all lands belonging to the Association (FPEAA) subject to such conditions as may be prescribed or imposed by this constitution or by law;
- e) Shall invite, engage, employ or contact any person or persons considered fit as recommended by the **National Executive Council** to help in the attainment of the objectives of the **FPEAA** and observe the implementation of the same;
- f) Shall cause proper accounts to be kept of the Association (FPEAA) and of all payments made thereof setting forth particulars of all investment and sale of investments and other property and shall cause to be prepared annually a Balance Sheet and an income and expenditure account duly audited by a firm of Chartered Accountants together with a report of activities and/or grants to beneficiaries and same shall be presented to members in General Meeting and other stakeholders.
- g) Shall have a Common Seal. Such Common Seal shall be in custody of the President who shall produce it when required for use by the Trustees. All documents to be executed by the Trustees shall be signed by the National President and the General Secretary and sealed with the Common Seal.
- h) Shall perform advisory roles to the National Executive Council;
- i) Shall;

(a). Meet two (2) times in a year; and as occasion demands, provided at least 72 hours' notice is given. Quorum at such meetings shall be by a simple majority.

(b) Advise on capital and commercial venture(s) recommended by the Nation Executive Council of the Association.

(c) Sit as the final arbiter in any dispute between/among members of the Association (elections matters inclusive)

#### **4.1.2 Appointment of BOT**

- a) There shall be a body of not less than five (5) and not more than ten (10) persons appointed to be known as "**THE BOARD OF TRUSTEES OF FPEAA (Federal Polytechnic Alumni Association)**" who shall hold office in line with the provision of this constitution.
- b) The members of the Board of Trustees shall be appointed by the National Executive Council (NEC) from among the members of the Association based on individual contributions to the development of Alumni Association and this appointment shall be rectified by the central executive council
- c) The members so appointed shall constitute the Board of Trustees and shall have its Board Chairman and Board Secretary as the principal officers;
- d) The Board of Trustees shall hold office for a period of four (4) years and can be re-elected by the General Congress at the General meeting
- e) Trustee shall cease to hold office if he\she, resigns his\her appointment, becomes insane, officially declared bankrupt, being incapacitated to function, convicted of criminal offence involving dishonesty by a court of competent jurisdiction.
- f) Upon a vacancy occurring in the Membership of the Board of Trustee, the Central Executive Council (**CEC**) shall have power to appoint another person as may be proposed by the existing Trustees or any other organ of the FEDERAL POLYTECHNIC EDE ALUMNI ASSOCIATION (**FPEAA**).

#### **4.1 (b) Patrons/Patroness**

There shall be shall be patrons/patroness for the Association, the patron/patroness shall be recommended by the NEC and approved by the General Congress

## **4.2 Executive Organ Structure**

### **4.2.1 Central Executive Council (CEC)**

There shall be established a Central Executive Council of the Association (hereinafter referred to as the "CEC" which shall be composed of:

- (i) All National Executive Council Officers
- (ii) All Branch Chairmen\Chairpersons and Secretaries;
- (iii) All past National Presidents and National Secretaries of the Association Except those duly removed and or impeached from office.

The Central Executive Council shall;

- a)** be constituted as above and its decisions shall be binding on all Executive Council, Committees and general Members\Congress;
- b)** carry out the policy decisions of the Association and initiate such other programmes and activities as are in conformity with the objectives of the Association;
- c)** provide guidelines on zoning and rotation of key positions of the National Executive Council to the Electoral Committee; and review general electoral guidelines provided by the National Executive Council in respect of National Elections of the Alumni;
- d)** have the power to co-opt additional members on the Council. Such co-opted members shall have no voting power.
- e)** meet twice a year at the National Headquarters or at such date and place as may be directed by the National President or the Council and shall meet on the day immediately preceding the National Convention. The Alumni relation officer shall be in attendance at such meetings.
- f)** Meeting of the CEC may be convened by the National General Secretary on the instruction of the National President but a meeting shall be convened at the joint written request signed by at least five (5) National Officers.
- g)** stand dissolved at the expiration of its three years term of office (or the next whole number greater than two-thirds) of the total number of members present and voting at any emergency National Convention called specifically for such purpose.
- h)** as much as it is possible ensures that every State branch\ chapters of the Association is represented on the Central Executive Council.

- i) ensure that Chairmen\Chairperson of the branches and \or ex-officio member of the Central Executive Council elected from a Branch keeps the Branch\Chapter informed of all activities of the Central Executive Council and furnish a regular link between the two bodies
- j) obey the directions, instructions and decisions, etc. of the National congress provided such order, decisions and or laws is not inconstence with natural law, justice and equity.
- k) remove any member of any of its Committees, who is unable or unwilling to carry out such directives or instructions and decisions with two-third majority vote of the National Executive Council in the case of Executive Committee and simple majority in the case of other members of the Committees, provided the law of natural justice is adherent to i.e equity, law and justice.
- l) base her decision on consensus but if voting becomes necessary and shall be on a simple majority based on a show of hands provided that the Council reserves the right to resolve any specific issue by vote by secret ballot.
- m) Remove any member of the Council provided the rule of fair hearing is strictly adherent to.
- n) not avoid the removal of member proposed to be removed by the absence of the member sought to be removed at the meeting provided the notice of the meeting is served on him, couple with the proof of service on the member and he had opportunity to defend himself.

#### **4.2.2 National Executive Council (NEC)**

- a) There shall be established a National Executive Council of the Association (hereinafter referred to as the "NEC") which shall be composed of all the National Officers;
- b) The NEC shall carry out the policy decisions of the Association and initiate such other programmes and activities as are in conformity with the objectives of the Association.
- c) The NEC shall have the powers to take decisions on behalf of and act for the Association in-between National Conventions and when necessary.
- d) The NEC shall have the power to co-opt additional members of the Council. Such co-opted members shall have no voting right
- e) The NEC shall meet at least once a quarter at the National Headquarters or at such date and place as may be directed by the National President or the



Council and shall meet on the day immediately preceding the National Convention.

- f) Meeting of the NEC may be convened by the National Secretary on the instruction of the National President but a meeting shall be convened at the joint written request signed by at least five (5) National Officers. The National President may convene an emergency meeting.
- g) The NEC shall stand dissolved at the expiration of its three years term of office and or where vote of no confidence is passed by 2/3 majority of the congress at the emergency National Congress.
- h) All members of the National Executive Council and other standing committees shall obey the directions, instructions and decisions, etc of the National Congress
- i) Any member of any of such Committees, who is unable or unwilling to carry out such directives or instructions and decisions provided they in inter dem with natural law, justice and equity shall be removed from such Committee by two-third majority vote of the National Executive Council in the case of Executive Committee and simple majority in the case of other members of the Committees.
- j) members of the NEC ceased to hold office at the expiration of their term of office or may be removed by the two-thirds majority vote of all the members of the NEC provided the notice of such removal forms part of the item on the Agenda of the meeting at which the vote of such removal is taken, but in the case of a member of a Standing Committee such a member will be removed on a simple majority of all the members of the Council.

Provided that;

such removal shall not be avoided by the absence of the member sought to be removed at the meeting provided the notice of the meeting is served on him and the said service was duly acknowledged by him or her and he had opportunity to defend himself\herself.

#### **4.2.3 Branch Officers**

Branches of the Association may be formed in any part of the State of Federal Republic of Nigeria, and/or in any countries of the world; provided it shall be

- i) lawful for the Alumni Association to establish branches in all the states of Nigeria and abroad.
- ii) the duties of branches to cater for their representatives or delegates who are financially committed to branche(s) and or (chapters) when attending annual meetings, conventions or conferences.
- iii) four (4) or more chapters be eligible to form a branch and a letter stating their intention to form a branch shall be forwarded to the National Office of the Association;
- iv) any Branch shall be formally inaugurated by the National President or the National Vice President or any appointed National Executive Officer to act in that capacity either physically or expressly in writing. Any Alumnus on the authority of the National Executive Council may be appointed to carry out the inauguration;
- v) The principal officers of the Branch Offices shall be as follows: State Chairman and or Chairperson where applicable, State Assistant Chairman and or State Assistant Chairperson, State Secretary, State Assistant Secretary, State Treasurer, State Financial Secretary, State Public Relations Officer, State Welfare Officer and State Social Secretary;
- vi) Every Branch Association shall have power to run a Unified FEDERAL POLYTECHNIC EDE ALUMNI ASSOCIATION (FPEA) Constitution in a manner that is not contrary or in conflict with the provisions of this Constitution; where there is any conflict to the provision of this constitution, the provisions of this constitution therein shall take prominence/supersede;
- vii) The duties of Branch Officers as set out for National officers' *mutatis* of its activities;
- viii) Any Branch may impose levies, and any other dues, for the running of its activities;
- ix) Every Branch shall keep an up-to-date list of her members, and update the National Secretariat of same provided;
  - (a) Branch shall open an account, nevertheless no branch shall take loan, borrow money or enter into any financial transaction with a bank or any financial institutions without a written approval sought and obtained from the National Headquarters via the appropriate Zone.

- (b) Copies of the branches annual report shall be sent to the National Headquarter via the appropriate Zone together with the certified statement of account.
- x) In case of any dispute in any branch, chapter, and zone, National Executive Council shall settle the dispute;

#### **4.2.4 Chapter Offices**

Chapters of the Association may be formed in any part of the town/city of Federal Republic of Nigeria, and/or in any countries of the world, provided:

- i. the chapter meet minimum of fifteen (15) registered/financial members
- ii. Chapter shall liaise with Branch Offices in respect of the members under them from time to time;
- iii. The Chapter Offices shall be responsible for sending of delegates and correspondences to the branch.
- iv. The Chapter shall be registered with the National Alumni Association upon the payment of Ten Thousand Naira (N10,000) as registration fee through the branch for onward transmission to National Executive Council (hereinafter called the NEC). This registration fee is subject to review by the National Executive Council from time to time;
- v. The National Executive Council may withdraw the recognition of any Chapter through the concern Branch, where the number of members falls below the minimum requirement or where a Branch fails to carry out its constitutional duties over a long period of time;
- vi. The duties of such Chapter Officers shall be as set out for National officers' *mutatis* of its activities;
- vii. Any Chapter may impose levies, and any other dues, for the running of its activities;
- viii. Every Chapter shall keep an up-to-date list of her financial members, and update the National Secretariat of same;

- ix. The Chapter Officers shall run office for the period of two (2) years tenure of office and this may be subject to the maximum of two terms;

#### **4.2.5 National Convention (General Congress)**

- a) The Association shall meet once every year in a general meeting at the National Headquarters or at any venue agreed upon by the NEC and such meeting shall constitute the National Convention of the Association. All financial members of the Association shall be entitled to attend and participate in all forms of the business of the National Convention and the National Executive Council shall facilitate the usage of information technology to those who could not be physically present at the National Convention of the Association but are financial members of the Association, thus;
  - i. The date, time and venue of the meeting shall be determined by the National Executive Council.
  - ii. Emergency meeting of the National Convention may be summoned by the National Executive Council and shall be summoned at the joint written request of not less than fifty (50) signatories from at least four Branches who shall all be financial members to discuss such matters as are listed on the notice summoning such meetings.
  - iii. The National Convention shall have powers to;
    - a. Receive the reports of the National Secretary (which shall incorporate reports from branches) and the National Treasurer's Report which shall incorporate the Auditor's Certificate.
    - b. Discuss motions and resolutions submitted to it by or through the National Executive Council.
    - c. Take policy decisions on all matters affecting the welfare of the Polytechnic and /or the Association.
    - d. Elect the National officers of the Association.
    - e. Elect or remove the auditor if the Convention so approves.

#### **ARTICLE 5: THE NATIONAL HEADQUARTERS**

- a) The National Headquarters of the Association shall be at the Federal Polytechnic, Ede, Osun State, Nigeria Main Campus;
- b) The National Secretariat may employ the services of person(s) to perform certain clerical duties on agreement for remuneration.

- c) Such salaried staffs shall be under the control of the National Executive Council through National General Secretary.

**ARTICLE 6: NATIONAL OFFICERS OF THE ASSOCIATION**

- a) Officers of the Association shall be elected at the National Convention
- b) The officers of the Association shall be
  - I. National President
  - II. Two (2) National Vice Presidents (One shall be Female and the other shall be in diaspora)
  - III. National General Secretary
  - IV. National Public Relations Officer I
  - V. National Treasurer
  - VI. National Auditor
  - VII. National Financial Secretary
  - VIII. National Public Relations Officer II
  - IX. National Social Secretary
  - X. Assistant General Secretary
  - XI. National Welfare Officer
- c) Any member who is financially up-to-date at the date of the Convention shall be eligible to vote and be voted for.
- d) Provided however that no member shall occupy the same office for more than two terms, for the avoidance of doubt the following offices are not the same.

**ARTICLE 7: DUTIES OF NATIONAL OFFICERS**

i) **National President**

The National President shall be the head of the Association and also assume the title and officially play the role of Chief Executive and shall;

- a) preside over all National Convention, Executive Council, General Meetings, or Emergency Meetings wherein he is physically present or approves in writing the representative of any of his Deputies/Vices to head such meetings.
- b) cause the summoning of the Convention and other meetings either on his own initiative or in accordance with the decision of the National Executive Council or 2/3 of the recognize existing branch of the Association for the National Convention.

- c) co-ordinate the functions of other members of the executive council within the confine of the constitution, and direct all other officers of the Association in the performance of their duties.
  - d) have the power to delegate where and when necessary within the confines of this constitution.
  - e) have the power to implement the decision of the Executive Council in the setting up and dissolution of functional Committees.
  - f) the power to issue directives to the General Secretary or his representatives, or approving such decisions from the constitutionally empowered officer in calling emergency meetings.
  - g) To serve as authorized representative of the Alumni Association in the Governing Council of the Institution as well as any Statutory Polytechnic Committees and/or his nominee at such committees;
  - h) be a signatory to Bank Account of the association.
  - i) authorize the General Secretary to convene the Meeting of the Association.
  - j) ensure the safety and proper use of the properties and assets of the congress.
  - k) submit a Presidential Address to the National Convention;
  - l) serve as interface between the National Executive Council and Board of Trustees of the Association.
- ii) **National Vice Presidents**
- a) The National Vice President shall in the absence of the National President preside at all the meetings in which the National President by this Constitution has power to preside.
  - b) shall perform all other duties which the National President, owing to ill-health, old age or absence from the country is unable to perform or as shall be ascribed to him by the president, the National Executive Council or the Convention.
  - c) advice and assist the National President in the implementation and supervision of executive decisions and policies.

- d) carries out other duties as designated by the National President or the Executive Council.
- e) not in the exercise of the above function supersede the National President or the Executive in authority.
- f) Perform any other function which may be assigned by the National President from time to time.

iii) **The National General Secretary:** shall

- a) Be responsible on the President's instruction for convening meetings and act as the chief correspondent of the Association either with branch association or public authorities.
- b) Prepare and present an annual report of the association's activities to the national executive council and the national convention.
- c) Hold imprest to be determined by the national executive council and submit a statement of accounts of such imprest to the national treasurer every month.
- d) To perform and be responsible for other secretariat duties assigned by the National President or the Executive Council.
- e) To undertake the secretarial administrative management of the Association within the limits of this constitutional authority.
- f) To be empowered on the advice of the National President to issue conveying circular giving adequate information on the place, date, time and agenda of meetings.
- g) To summon emergency meeting after the consultation with and approval from the National President or the Executive Council.
- h) To maintain regular correspondence and free communication link with all levels.
- i) To keep procedural minutes of meeting and other administrative records and documents.
- j) To compile and present yearly report of programmes, activities, achievement and challenge before the general house/conventions;

k) Perform any other function which may be assigned by the National President from time to time.

iv) **The Assistant National General Secretary**

a) He shall assist the National secretary in the execution of his functions and do any other such as work as may be assigned to him by the National Secretary.

b) Shall stand in for the National Secretary in case of the latter's absence.

c) Shall advice and assist the Secretary General in the proper execution of his official duties and responsibilities.

d) Shall carry out instructions given by the National President, General Secretary or the Executive Council within constitutional confinement of authority and ranking.

v) **The National Treasurer:** shall

a) Receive all monies belonging to the Association from all sources and keep an accurate account of all revenue and expenditure books provided for the purpose.

b) Within Twenty-four (24) hours deposit all monies donations or cheques receipt for and on behalf of the Association into the designated bank account.

c) prepare cheque(s) for all approved vouchers for authorized signatures and keep a record of all monies received, deposited or withdrawn on behalf of the Association;

d) render a return of revenue and expenditure to the Executive Council monthly, showing the cash in hand and at bank at the specified period.

e) in conjunction with Financial Secretary prepare and submit for approval of the National Executive Council annual estimate of revenue and expenditure of the Association financial records for the purpose of auditing

f) submit his account books half-yearly or on demand.



- g) always be one of the signatories to the Association's accounts;
- h) Perform any other function which may be assigned by the National President from time to time.

vi) **The National Financial Secretary:**

It shall be the duty of National Financial Secretary to

- a) Be in constant touch with the branches and branch officers to ensure that all branches pay their annual dues as prescribed by this constitution or as may be approved by the National Convention or National Executive Council.
- b) Be responsible for the collection of dues, subscriptions and other monies and prepare from time to time, the list of defaulting branches and circulate such list to the National Convention and the National Executive Council.
- c) Issue receipt of all payment made with 24 hours of upon receipt of such monies, donations and other wise.
- d) keep an updated proper and correct account in official ledgers provided for such purpose.
- e) be responsible in monitoring regular payments of subscriptions and other dues, issue reminders in writing to defaulters, report to NEC for advice and liaise between the Executive and the General Congress on financial matter; documents and or all documents relating to the Association financial status and render same to National Executive Council.
- f) give financial advice and undertake financial survey where and when necessary for the effective policy making of the Association and National Congress.
- g) be jointly liable with the Treasurer in respect of any misappropriation of fund or fraud arising from either internal or external revenues and/or expenditures, provided due diligence has been followed in accordance with current accounting practice and guidelines.
- h) always be one of the signatories to the Association's accounts;

- i) Perform any other function which may be assigned by the National President from time to time.

vii) **The National Auditor**

- a) The national auditor shall have access to all Association financial records to check, inspect and audit as soon as practicable after the end of the financial year not less than two months before next General Convention.
- b) Shall be empowered to request and look into books of account of the Association provided he has given pro notice to the officer concern.
- c) Shall issue query for more clarification in financial investigation to any Executive officer, Board member or other official functionary entrusted with general or specific responsibility.
- d) Shall be empowered to request for special panel for further financial investigation from the National Executive Council when deemed necessary and Shall liaise between such special financial panel and the National Executive Council and in such capacity be responsible in submission of periodic and final report of the activities, functionary and findings of such panels and report back to the National Executive Council.
- e) Shall be empowered to act, after due approval of the National Executive Council or by majority of the Executive Council, as special duty officer and perform such roles as deemed fit by the National Executive Council within the confines and constitutional authority and responsibility.

viii) **National Public Relations Officers**

It shall be the duty of the National Public Relations Officers to:

- a) Publicize the activities of the association and shall be the official spokesperson for the Association except when and where decided otherwise by the National President or the National Executive Council for specific considerations.
- b) Project a correct and progressive image of the association to the public that is see to the creation, maintenance and promotion and improvement of the general awareness about the Association before the public eye and the general membership.

- c) Issue, releases and statements on matters of general interest to the Association in consultation with the National President and National Executive Council.
- d) Shall be empowered to be the official liaison officer in matters of dealings, co-operation and recommendation, between the Association, the Polytechnic and members of the public.
- e) Shall serve as the Chief Editor or Chief Officer responsible for all publications and their circulations made by the Association for external consumption and for internal perusal where and when necessary.
- f) Shall perform his function in the issuance of public statement, report or policy pronouncement within and without the organization after due consideration and approval of the National Executive Council.
- g) Shall submit regularly or as decided by the National Executive Council recommendations for improvement of the Association.
- h) Perform any other function which may be assigned by the National President from time to time.

ix) **National Welfare Officer**

It shall be the duty of the National Welfare Officer to:

- a) Be responsible for general provision of needed assistance on the areas of welfarism of members
- b) Coordinate the meetings of Welfare committee of the Association;
- c) Deals with health-related care of member after he had secure approver from National Executive Council for the welfare-related issues of members.
- d) facilitate the logistics and protocol for National Executive Council members movement (local and international trips) across all locations for meetings and any organized events;
- e) be responsible to work hand-in-hand with National Social Secretary on any Association's event

- f) Perform any other function which may be assigned by the National President from time to time.

x) **National Social Secretary**

It shall be the duty of the National Social Secretary to:

- a) be a key officer in the planning and organizing social activities of the organization.
- b) Make regular proposal on such social functions and activities that the organization shall plan in the winning of members or other progressive objectives as decided by the National Executive Council.
- c) Officially head social delegation of the organization and represent the body where and when necessary in external social functions.
- d) Performance of such duties consult with the National Executive Council and get the approval of the National Executive Council or the National President and make detail reports back to the National Executive Council after representation.
- e) Shall be responsible in giving full information to the National Executive Council;
- f) Perform any other function which may be assigned by the National President from time to time.

xi) **The National Legal Advisers**

The National Executive Council of the Association shall appoint legal advisers whom must have been ten years post call within the association. Provided;

- a. The legal advisers so appointed within the association shall be three;
- b. They are to advise the association on legal issues, contract and constitutional matter affecting the association;
- c. Making of arrangement for the proper representation of the Association whenever the needs arise.
- d. And such further matters aimed at legally protecting, legally defending and ensuring that there is legal compliance in the running of the Association

xii) The tenure of office of National Legal Advisers shall not be more than three years and this may be subject to review by the National Executive Council

xii) **The External Auditors**

The National Executive Council of the Association shall appoint an External Auditors who must a recognized Audit Firm from outside the association.

xiii) The Auditor so appointed shall advise, audit and or review all the financial records\books of the Association.

**ARTICLE 8: FINANCE**

a) The association's finances shall include membership fees, special levies, annual subscriptions, contributions, donations, gifts, endowments, loans, profit from investment, etc.

b) The financial year of the association shall commence on 1st January and ends on the 31<sup>st</sup> December.

c) The Secretariat shall keep an imprest account of N10,000 per month for Secretariat expenses without recourse to National Executive Council. These expenses should be retired at the end of the month for reimbursement of the portion spent in that month.

d) The Association shall open and operate accounts in its name with reputable banks in or outside Nigeria or otherwise to be approved by the National Executive Council.

e) The signatories to the association's account shall be:

- i) The National President
- ii) The National Treasurer; and
- iii) The National Financial Secretary

Signatory (i) plus any of (ii) and (iii) signatories shall be competent to operate the association's account.

**ARTICLE 9: TENURE OF OFFICE**

- 15.1 The tenure of National Executive Council shall be three (3) year-term commencing from the day of taking oath of office, subject to the maximum of two terms;
- 15.2 The tenure of Zonal/State Executives shall be three (3) year-term commencing from the day of taking oath of office, subject to the maximum of two terms;
- 15.3 The tenure of Branch Officers shall be three (3) year-term commencing from the day of taking oath of office, subject to the maximum of two terms;
- 15.4 prior to the expiration of the tenure of office of the National Executive Council, State Branch Executive Officers, and Chapters Officers shall immediately constitute Caretaker and Transition Committee to ensure and facilitate smooth handing over exercise, conduct a new election and swearing-in within the twelve (12) weeks or its three (3) months equivalent.

#### **ARTICLE 10: STANDING COMMITTEES**

The association shall have such standing and Ad-hoc Committee as may be decided by the National Executive Council.

#### **ARTICLE 11: MEETINGS AND QUORUM**

Alumni Association shall observe the following meeting procedures for the effective administration of the activities of all the organs of the Association:

##### **11.1 Annual General Meeting (General Congress)**

- a) The Business of the Annual General Meeting shall be to receive the President's Report on the activities of the Association, its financial position, to remove and appoint the External Auditor(s);
- b) The Annual General Meeting shall hold both physically and virtually simultaneously once in every calendar year at the National headquarter of the Association or such other venue as the National Executive Council (NEC) shall decide always be held in Nigeria, and once in a while in diaspora;
  - i. provided such meeting shall provide for a level playing ground for all the eligible attendee with the aid of information technology such as streamline, Facebook, zoom the listed is not exhausted but to mention a few for the purpose of making their own contributions be it voting right or otherwise

- ii. Whereas members that wishes to be physically present at the venue of the proposed Annual General Meeting he\she must be adequately taken care of by not being dis enfranchised.
- c) 50% of financial member shall be deemed to have formed quorum of Annual General Meeting.

#### **11.2 Meeting of the Board of Trustees (BoT)**

- a) The Board of Trustees shall meet at least twice in a year;
- b) Quorum at such meetings shall be by a simple majority.

#### **11.3 Meeting of the Central Executive Council (CEC)**

- a) The Central Council shall meet once in every calendar year;
- b) A simple majority of the Council members shall form a quorum for normal business;

#### **11.4 Meeting of the National Executive Council (NEC)**

- a) The National Executive Council (NEC) shall meet on quarterly basis to consider the business of the Association;
- b) A simple majority of the National Executive Council members shall form a quorum and its decision shall become binding

#### **11.5 Special General Meeting**

- a) A Special General Meeting may be summoned by the National Executive Council or at the joint written request of not less than fifty (50) registered/financial members signatories from at least from four (4) branches to discuss such matters as listed in the notice summoning such meetings;
- b) The quorum at such a meeting shall be fifty (50) registered/financial members;

### **ARTICLE 12: CODE OF CONDUCT**

- a) All members of the association are expected to uphold the ideals of the association and refrain from doing such acts as may put the name of the Polytechnic and Association into disrepute contempt;

- b) An officer of the Association means a person holding a specified office. A specified office means any office set out by the provisions of this Constitution and shall at all times any committee created by National Executive Council.
- 1) Avoid situation where his personal interest conflicts with his duties and responsibilities;
  - 2) Not be a member or, belong to, or take part in any illegal society or organizations whose activities is not in conformity with the provisions of this Constitution of the Association and the Constitution of the Federal Republic of Nigeria;
  - 3) Not do or direct to be done in abuse of his office, any arbitrary act prejudicial to the rights of any other person knowing that such act is unlawful or contrary to the provisions of this Constitution;
  - 4) Conduct himself inside and outside Nigeria in such a way as to enhance the dignity of the nation and avoid any action that might bring dishonor or discredit to the Association or the Polytechnic;
  - 5) Not ask for or accept any property or benefits of any kind for himself or any other person on account of anything done; or omitted to be done by him in the discharge of his duties

### **ARTICLE 13: ELECTION OF OFFICERS**

#### **i) Vacancy**

- a) Offices established by these constitutions shall be vacant by expiration of time, death, resignation, removal, and revocation for any good cause or any other cause pursuant to the provisions of this constitution.
- b) Any vacancy in between conference may be filled by the National Executive Council.
- c) The principal officers shall be zoned and spread among the functioning branches and shall be on rotational basis from subsequent elections;

#### **ii) Nomination**

- a) A candidate for any elective office of the association shall proposed in writing by an interested member and or filling of form and must be an active and financial member in his/her local branches;



- b) Each candidate for any elective office of the association shall be required to present evidence of payment of Alumni Annual dues for the current year, and the immediate past two (2) years preceding the election before submitting the application form;
- c) Any member who is in arrears in his/her financial obligations to the association shall be disqualified from the nomination/proposal of any member or be nominated or proposed for any elective office of the association.
- d) The National Executive Council shall constitute Electoral Committee at least three (3) months prior to the date of election;
- e) The constituted Electoral Committee shall be responsible for the entire transition process such as selling of forms, screening of candidates, facilitating manifestoes, conduction of election and swearing-in the newly elected officers. The electoral committee shall consist of 5 or 7 members who are financial members of the Association
- f) The eligibility for the following elective post:
  - i. National President;
  - ii. National General Secretary;
  - iii. National Public Relations Officer I;
  - iv. Two (2) National Vice Presidents (One must be in diaspora and one must be Female);
  - v. National Treasurer;
  - vi. National Auditor;
  - vii. National Financial Secretary;
  - viii. National Public Relations Officer II;
  - ix. National Social Secretary;
  - x. Assistant General Secretary;
  - xi. National Welfare Officer.

(a) Position (i) must be exclusively for candidate who graduated with Higher National Diploma (HND) in Federal Polytechnic Ede and at least 10 years post-graduation with relevant years of experience. The candidate must have served the Alumni Association at National, State or Branch level for minimum of four years in any capacity.

(b) Position (ii) and (iii) must be exclusively for candidate who graduated with Higher National Diploma in Federal Polytechnic Ede and at least 8 years post-graduation with relevant years of experience.

(c) Position (iv) must be candidate who graduated with Higher National Diploma in Federal Polytechnic and at least 8 years post-graduation

with relevant years of experience/National Diploma of Federal Polytechnic Ede plus higher academic degree in any other institution with equivalent post-graduation relevant years of experience

- (d) Positions (v), (vi) (vii) and (viii) must be candidate who graduated with Higher National Diploma and at least eight (8) years post-graduation with relevant years of experience/National Diploma of Federal Polytechnic Ede plus higher academic degree in any other institution with equivalent post-graduation relevant years of experience
- (e) Positions (ix), (x) and (xi) must be candidate who graduated with Higher National Diploma and at least five (5 /) years post-graduation with relevant years of experience/National Diploma of Federal Polytechnic Ede plus higher academic degree in any other institution with equivalent post-graduation relevant years of experience;
- (f) Have attended at least three (3) General Meetings and Conventions to be eligible to contest.
- (g) Have served at chapter/branch for minimum of four years.
- (h) All the principal National Executive Council positions (President, General Secretary, National Treasurer, Public Relations Officer I, and National Financial Secretary) shall be zoned and rotated within the functional branches;

iii) **Election Procedure**

- a) All financial members of the Alumni Association are entitled to vote and be voted for provided he\she have paid all the dues for the period of his membership at the branch\chapter\zone whichever that is applicable for the period preceding the election. Voters must have paid annual dues for the current year at the very least, while contestants must pay annual dues for the current and immediate past two years.
- b) Financial members should not be disenfranchised of their rights of voting once they have fulfilled the prescribed guidelines and procedures
- c) Elections shall be combination of both physical and electronic voting (e-voting), and the modalities for the successful election shall be anchored by the Electoral committee;
- d) An Ad-hoc Electoral Committee consisting of five or seven members, one of whom shall preside as Chairman and appointed by the National Executive Council.

- e) The presiding Electoral officer shall have the power of the Chairman under the standing orders. -
- f) Electoral Committee shall decide where applicable on the colour of the ballot paper to be used for any office about to be contested for, if the ballot papers of different colours are supplied. The results of election as declared by the Electoral Committee at the venue shall be final.
- g) E-voting guidelines should be properly followed and monitored.

#### **ARTICLE 14: INTERNAL ADMINISTRATIVE/FINANCIAL CONTROL MEASURES**

##### **a) Guidelines for Project and Financial Approval**

The procurement committees shall be appointed by the National Executive Council and subject to the approval of Board of Trustee and the procurement members shall not be more than seven (7).

The procurement Committee shall be responsible that due and diligent procedure are adherents to in the procurement activities of the Association, thus;

- i) **Projects Less than N100,000:00:** this can be approved by the President and submit a report at the next Executive Council meeting. This approval is subject to maximum of once per quarter.
- ii) **Projects Value of between N101,000:00 and N499,000:00:** Memorandum should be submitted to the Executive Council for approval before execution. The memorandum should give justification for the project, the cost elements, the project execution timeline, and any other relevant information;
- iii) **Project of N500,000:00 to N2,000,000:00:-** a tendering process should be activated in addition to a justification memorandum for the project submitted for Executive Council's approval;
- iv) **Projects above N2,000,000:00:** a tendering process should be activated in addition to a justification memorandum for the project submitted for National Executive Council's approval;
- v) **Project Initiation:-** any member of Executive Council can initiate a project and submit a memorandum to the Executive Council for consideration and approval. As much as possible, early notice should be given to align the project with the yearly activities of the Association

#### **ARTICLE 15: AMENDMENTS**

Any provision of this Constitution may be amended by the National Convention of the Association. Notice of such amendment which may be proposed by any member or branch or the Council shall be communicated to the National Secretary to reach him not less than 60 days before the day of the National Convention at which it is proposed to be discussed. The National Secretary shall incorporate such proposed amendment in the notice to members convening the National Convention.

Whereas;

No amendment shall be passed unless approved by at least a two-thirds majority vote (or the whole number next greater than two-thirds of the members present and voting at such National Convention.

Dated this.....day of .....20.....

.....  
**CHAIRMAN**

.....  
**SECRETARY**

#### **DEFINITION OF TERMS/ABBREVIATION**

**F P E : Federal Polytechnic, Ede**

**F P E A A ; Federal Polytechnic, Ede Alumni Association**

**ND : National Diploma**

**HND : Higher National Diploma**

**N E C : National Executive Council**

**BOT** : **Board of Trustees**  
**AGS** : **Assistant General Secretary**  
**AGM** : **Annual General Meeting**  
**CEC** : **Central Executive Council**  
**B. TECH** : **Bachelor of Technology**

CONGRESS ADOPTED