



# **THE CONSTITUTION** *of*

**University of Medical Sciences, Ondo  
Alumni Association**

# **UNIVERSITY OF MEDICAL SCIENCES ONDO ALUMNI ASSOCIATION**

## **PREAMBLE**

We, the members of **UNIVERSITY OF MEDICAL SCIENCES ONDO ALUMNI ASSOCIATION** (a not-for-profit and non-political organization), do firmly and solemnly resolve to provide for ourselves a constitution and to be governed by the provisions therein contained.

## **ARTICLE 1: GENERAL PROVISIONS**

1.1 The name of the Association shall be **UNIVERSITY OF MEDICAL SCIENCES ONDO ALUMNI ASSOCIATION** which name may, where appropriate, be shortened as **UNIMED-ALUMNI** (herein-after referred to as 'the Association')

1.2 The address of the Association shall be **UNIVERSITY OF MEDICAL SCIENCES, ONDO CITY, ONDO STATE, NIGERIA**

## **ARTICLE 2: THE OBJECTIVES OF THE ASSOCIATION**

2.1 To protect the welfare as well as represent the interests of graduates of the University of Medical Sciences, Ondo.

2.2 To promote continuing education and forge stronger relationships among members.

2.3 To support UNIMED Ondo in achieving its stated goals.

## **ARTICLE 3: MEMBERSHIP**

3.1 Membership of the Association encompasses individuals officially acknowledged by the University and duly awarded certificates of completion of either under- or post-graduate courses.

3.2 Notwithstanding the provision of Article 3.1, any member who fails, neglects or refuses to pay the prescribed registration fees prior to the award of certification or annual dues by the end of January of the year in question (both amounts to be pre-determined at the preceding AGM), shall for as long as the person remains in default, have no right:

3.2.1 of audience and entitlement to the rights and privileges of membership

3.2.2 to hold any office whatsoever, or to vote or be voted for at any election of the Association.

## **ARTICLE 4: ORGANS OF THE ASSOCIATION FOR EFFECTIVE ADMINISTRATION**

### **4.1. Annual General Meeting (AGM)**

4.1.1 The General Assembly of the AGM shall be the supreme authority of the Association.

4.1.2 The AGM shall hold in the month of June, July or August. The notice shall be circulated at least 28 days before the date of the meeting.

4.1.3 The AGM shall take the format of physical, virtual or hybrid as determined by the Executive Committee (EC).

4.1.4 The President shall preside over the AGM.

4.1.5 All members possess the entitlement to attend the AGM.

4.1.6 The quorum for any AGM shall be constituted by no fewer than twenty-five percent of the total number of financial members.

4.1.7 Decisions in AGM shall be deemed valid if endorsed by a majority of votes in attendance.

4.1.8 The agenda for AGMs shall encompass:

4.1.8.1 consideration of the minutes from the preceding AGM.

4.1.8.2 consideration of the Annual Reports of the Secretary and Treasurer.

4.1.8.3 consideration of amendments to the Constitution, if submitted.

4.1.8.4 election of Executive Committee members, if indicated.

4.1.8.5 constitution of ad-hoc committees for specific tasks as required.

4.1.8.6 consideration of any other pertinent business.

## **4.2 Extraordinary General Meeting (EGM)**

4.2.1 An EGM may be convened by the EC or upon the request of not less than 25% of the total financial membership of the Association by issuance of minimum 14-day notice to the date of the meeting.

4.2.2 Requests for EGM shall include an agenda detailing the business to be addressed at such Assemblies and be physical, virtual or hybrid.

4.2.3 Deliberations and resolutions at the EGM shall be limited to matters and business outlined in the provided agenda.

4.2.4 The quorum shall be the same as for EGM.

## **ARTICLE 5: OFFICERS OF THE EXECUTIVE COMMITTEE (EC)**

5.1 The President

5.2 The Vice President

5.3 The Secretary

5.4 The Assistant Secretary

5.5 The Treasurer

5.6 The Financial Secretary/Internal Auditor

5.7 The Welfare Secretary

5.8 The Public Relations Officer

5.9 Ex-officio members - The immediate past President and Secretary

5.10 Please note that the Assistant as well as Welfare and Financial Secretaries and the Public Relation officer shall be appointed by the newly inaugurated President and Secretary.

5.11 Tenure of Officers of the EC shall be for an initial period of **TWO years renewable once for an additional TWO**. The immediate past president and secretary shall stay on as Ex-officio members of the EC for a further term of two years.

5.12 Resignation of an EC Officer may occur upon delivery of a written instrument by the affected addressed to the Secretary. The letter shall be deliberated upon at the EC meeting and General Assembly subsequently informed of the decision therein.

#### **ARTICLE 6: PROCEEDINGS OF THE EXECUTIVE COMMITTEE**

6.1 The EC shall meet at least once in a quarter at such times and places as may be decided by the Officers.

6.2 The meetings shall be chaired by the President or in his or her absence by the Vice President.

6.3 The quorum for meetings of the EC shall be any five Officers, including the President (or Vice President) and Secretary.

6.3 A meeting shall require seven days' notice disseminated to all Officers and decisions at every meeting taken by simple majority vote among attendees.

6.4 In the event of a tie, the vote of the President shall hold sway.

6.5 Any Officer who is absent from three consecutive meetings of the EC shall show reasonable cause for such absence to the satisfaction of the others, failure of which punitive measures as determined by the EC, shall be applied.

## **ARTICLE 7: DUTIES OF THE OFFICERS OF THE EXECUTIVE COMMITTEE**

7.1 The President shall:

7.1.1 be responsible for setting the strategic direction for the Association.

7.1.2 generally direct the affairs of the Association as well as its officers in the performance of their own duties in accordance with the provisions of this Constitution.

7.1.3 preside over the Annual and Extraordinary General as well as Executive Committee Meetings.

7.1.4 present at the AGM, a Presidential address to highlight the accomplishments, challenges and prospects of the Association.

7.1.5 be the principal spokesperson of the Association.

7.1.6 be the principal accounting officer of the Association involved in preparing or causing to be prepared an annual budget containing the estimated revenue and expenditure of the Association.

7.1.7 be a signatory to the Association accounts.

7.1.8 interface with the Management of the University towards maintaining a cordial relationship and achieving the mutually beneficial goals of the citadel of learning.

7.2 The Vice President shall:

7.2.1 preside in the absence or indisposition of the President at all Meetings in which the President is empowered to preside by provisions of the Constitution.

7.2.2 perform all other duties as may be assigned by the President or which the President is unable to perform owing to ill health or any other cogent reason as agreed by the EC.

7.3 The Secretary shall:

7.3.1 run the Secretariat of the Association

7.3.2 summon the AGM, EGM as well as EC Meetings on the instruction of the President or in accordance with the decision of the EC or pursuant to a requisition, made in accordance with the provisions of this Constitution.

7.3.3 record and maintain minutes of all Association Meetings and circulating such to members within defined time frames.

7.3.4 dispatch circulars, memos, letters and other correspondence of the Association or any of its organs at the AGM.

7.3.5 be a signatory to the Association account.

7.4 The Assistant Secretary shall:

7.4.1 assist the Secretary in the performance of duties and act in place of the Secretary whenever the latter is absent or indisposed.

7.4.2 keep a roll call and up-to-date list of all members of the Association as well as ensuring they keep up to date with payment of dues and levies.

7.4.3 perform all other duties as may be assigned by the President, Secretary or General Assembly.

7.5 The Treasurer shall:

7.5.1 receive, record and pay to the Association's bank accounts all monies meant for the Association from any source whatsoever.

7.5.2 carry out any decision or directive of the EC or General Assembly in matters relating to the budget or finances of the Association.

7.5.3 assist the President in preparing or causing to be prepared an annual budget containing the estimated revenue and expenditure of the Association.

7.5.4 invest the monies of the Association in such securities as may be approved by the EC.

7.5.5 submit an annual report at the AGM to which shall be attached the audited accounts and balance sheet for the preceding year.

7.5.6 be a signatory to the account of the Association.

7.5.7 perform all other duties as may be assigned to him by the President or the General Assembly.

7.6 The Financial Secretary/Internal Auditor shall:

7.6.1 examine and analyze all financial transactions (after the fact) to ensure compliance with Association's procedural rules. He/she shall produce an independent report at the AGM

7.7 The Welfare/ Social Secretary shall:

7.7.1 monitor the welfare and interests of members of the Association and raise such concerns on their behalf at the EC Meetings when the need arises.

- 7.7.2 organize all the social aspects of the Association's outings and meetings.
- 7.7.3 perform all other duties as may be assigned to him by the President or General Assembly.

7.8 Public Relations Officer (PRO) shall:

- 7.8.1 head the media and publicity arm of the association
- 7.8.2 ensures effective and timely publicity and promotion of the Association's activities.
- 7.8.3 project a positive and forward-looking public image for the Association.
- 7.8.4 releases official statements and information on matters of general interest, following consultation with the President or the Executive Committee.

## **ARTICLE 8: ELECTIONS**

- 8.1 Offices shall be vacant by effluxion of time, death, resignation, removal or for any other reasonable cause.
- 8.2 A candidate for an elective office in EC (i.e. President, Vice-President, Secretary and Treasurer) shall be qualified in accordance with the provisions of the Constitution for the equivalent office and in good standing with their dues and other levies.
- 8.3 The Returning Officer of the election shall be the Alumni Director (or representative), who shall head a three-man team of electoral officers that shall conduct and manage the elections for which they were appointed.
- 8.4 Nominations shall open eight weeks before the AGM and be in writing to the Secretary via electronic forms or any other means as may be determined by the EC. Nominations shall close four weeks before the said meeting.
- 8.5 Once approved by the EC, all nominees shall be contacted to confirm their willingness and availability to serve before being put up for election. Names of the nominees shall be disseminated to the members at least two weeks before the AGM in which the election shall be held.
- 8.6 Elections to the offices shall be by secret ballot and shall be determined by a simple majority of votes cast at the AGM.

## **ARTICLE 9: DISCIPLINE OF MEMBERS**

9.1 The Association shall have the power to investigate reports of misconduct, mischief, misdemeanor and infractions against any member and may impose appropriate sanctions as the EC may propose at the AGM.

9.2 The President shall cause a written query to be issued to an erring EC Officer which shall be answered by the member within 72 hours.

9.3 The EC may constitute an ad-hoc disciplinary committee to review the matter, giving the erring Officer fair hearing, and then make appropriate recommendations.

9.4 The decision of the EC shall be referred to the AGM for resolution when there is an appeal.

9.5 Any member adjudged guilty of any misconduct, misdemeanor or infraction shall only be removed on a motion proposed and carried by a simple majority of members present at the AGM.

#### **ARTICLE 10: FINANCE**

10.1 All monies belonging to the Association shall be kept in its name with such reputable bankers as the EC shall appoint.

10.2 There shall be three principal signatories to the Association's accounts who shall be the President, Secretary and Treasurer. Any two of them may sign cheques and thereafter inform the third party formally.

10.3 No expenditure shall be incurred for any purpose unless such has been approved generally by the EC in the annual or supplementary budget of the Association.

10.4 In case of serious urgency, the Treasurer in consultation with the President and Secretary may authorize such expenditure at their discretion and afterwards seek ratification from the EC, provided that the exercise of such discretion shall be limited to the recurrent expenditure of the month immediately preceding such expenditure.

10.5 The Secretary may hold as imprest, such amount as may be approved by the EC to run the affairs of the Secretariat.

10.6 All income and expenditures of the Association shall be accounted for and audited and laid before the AGM by the Treasurer for consideration.

10.7 The accounts of the Association shall be audited annually by the Audit Unit of the University and report presented at the AGM.

10.8 Upon admission, members are required to pay a membership fee of #50,000, comprising a registration fee of #30,000- and two-years' annual dues of #10,000 per



year. These amounts are subject to review every two (2) years at the AGM as proposed by the EC

## **ARTICLE 11: BOARD OF TRUSTEES**

11.1 The Board of Trustees of UNIMED-ALUMNI for the purpose of the Companies and Allied Matters Act CAP C20 LFN 2004, shall be appointed by the EC and ratified by the General Assembly.

11.2 Such Board of Trustees (hereinafter referred to as, “The Trustees”) shall not be less than eight members.

11.3 The Trustees shall have a Chairman who shall be appointed by the members.

11.4 A Trustee may hold office for five years renewable for another 5 years but shall cease to hold office if he or she:

11.4.1 resigns voluntarily from office.

11.4.2 is adjudged mentally or physically incapacitated by a qualified health care professional.

11.4.3 is officially declared financially bankrupt.

11.4.4 is convicted of a criminal offence by a court of competent jurisdiction.

11.4.5 is recommended for removal from office by the Board of Trustees and approved by majority vote by the General Assembly.

11.4.6 upon a vacancy occurring in the number of Trustees a General Meeting will be held to appoint another eligible member.

11.5 The Board of Trustees shall:

11.5.1 in case of any threat of dissolution, take all necessary and prompt steps to ensure peaceful resolution.

11.5.2 accept and hold in trust all property belonging to the Association, to acquire property on behalf of the Association subject to such conditions as may be prescribed or imposed by the law or by the Corporate Affairs Commission.

11.5.3 raise funds to develop the Association and protect its interests as may be directed by a resolution at the AGM.

11.5.4 subject to the provisions of the Companies and Allied Matters Act and of any rules made pursuant thereof, delegate to the EC all or any of their functions, provided that where any document is to be executed by the Trustees, such shall be signed by the President and Secretary of the Association.

**ARTICLE 12: THE COMMON SEAL OF THE ASSOCIATION**

12.1 The Trustees shall have a Common Seal.

12.2 Such Seal will be kept in the custody of the Secretary who shall produce it whenever required.

12.3 All documents to be executed by the Trustees shall be signed and stamped with the Common Seal.

**ARTICLE 13: AMENDMENTS OF THE CONSTITUTION**

13.1 This Constitution may be amended by a two-thirds majority of members present at the AGM.

13.2 The notice of the amendment proposal shall have been received by the Secretary, who shall have circulated same to members at least two weeks before discussion at the AGM and included in its agenda.