

# VHS UK/EUROPE SCHOOL ALUMNI

## 1. PREAMBLE

Whereas there is need for the VHS UK/Europe Alumni of Victory High School/College, Ikeja to come together for the exchange of ideas and cooperation geared towards sustenance of the dreams and aspiration of the Alumni do hereby enact this constitution.

## 2. NAME

The Body shall be known and referred to as **VHS UK/EUROPE SCHOOL ALUMNI**.

1. The motto of the Alumni shall be **'Ardore, Optimum, Petimus'**
2. The Office which is the Headquarters of the Alumni shall be in London.
3. There shall be in other parts of the Europe as may from time to time be established by resolution of the Executive Committee
4. All officers of the Alumni except the Trustees shall be elected at the Annual General Meeting of the Alumni for a term of 2 years and shall be eligible for re-election provided that no officer shall be eligible for re-election after 2 consecutive terms.

## 3. AIMS & OBJECTIVES

The aims and objectives of the Alumni shall be:-

1. To provide a forum for all Old Students of Victory High School/College, Ikeja to exchange views and ideas on issues relating to the development and general welfare of the Alumni members.
2. To provide a forum for interaction between the members in relation to their professions, vocations or business endeavors for purposes of establishing areas of co-operation in order to promote mutual benefits.
3. To provide assistance to the alumni members in respect of identifiable needs.
4. To carry on any other projects or functions which will assist the Alumni in achieving its aims and objectives.

## 4. MEMBERSHIP

The Alumni shall admit all persons who were ex-students of Victory High School/College, Ikeja, Lagos State. Members shall pay registration and annual subscription fees and other fees as may be prescribed in the rules and regulations of the Alumni.

## 5. PATRONS AND MATRONS

1. The proprietor shall be the Grand Patron of the Alumni.
2. The Alumni shall have Patrons and Matrons who are responsible members of the society. The alumni shall in consultation with the Patrons and Matrons thereof hold in every year at least one general meeting at which all the Patrons and Matrons of the Alumni shall attend.

## **6. OFFICERS OF THE ALUMNI**

1. The Officers of the Alumni shall be the Chairman, a Vice Chairman, A Secretary, Assistant Secretary, Public Relations Officer, Financial Secretary, Treasurer, Welfare/Social Officer and a Legal adviser member.
2. The term members of ECOM shall consist of the Chairman, Vice-Chairman, Secretary, Legal adviser and all Chairpersons of the.
3. The ECOM shall be the decision-making body of the Alumni and shall be charged with the administrative and general management of the Alumni.
4. Each term of office be two years and no officer shall hold a post for more than 2 terms.

### **CHAIRMAN**

#### **Duties:-**

- i. To present at annual General Meetings, General Meeting and ECOM meetings.
- ii. To direct and motivate the Executive Committee and members generally forwards the achievement of the aims and objectives of the Alumni as set out therein or as may be determined from time to time.
- iii. To direct other Executive Committee Officers in the performance of their duties.
- iv. To serve as the official spokesman of the Executive Committee of the Alumni.
- v. To cause the summoning of the Annual general Meeting or other meeting either on his own initiative or in

accordance with the decision of ECOM or at the requisition of 3 members of the ECOM.

- vi. To present the Chairman's address at the Annual General Meeting.
- vii. To perform other functions as may be in the interest of the Alumni.

### **VICE CHAIRMAN**

- a) To assist the Chairman
- b) Shall act in the absence of the Chairman and assign duties to any other executive member(s).

### **SECRETARY**

1. To summon on the instruction of the Chairman or on requisition at the instance of not less than 3 members of the ECOM, the Annual General Meeting the ECOM meeting or other General Meetings.
2. To keep record and minutes of all meetings including a short summary of all decisions taken thereat and a register of attendance.
3. To write and dispatch circulars, letters and other correspondence from the meetings to all members/platform/forum and Vice-versa.
4. To keep a register of all members and update list of members.
5. To maintain an imprest account of a minimum of £10 and maximum of £20 and register regular returns thereof to the ECOM.

6. To furnish annual or special reports of the activities of the Alumni to all members.
7. To perform all other duties as may be assigned to him by the Chairman or ECOM.
8. To be responsible for the general management of the Secretariat.

### **ASSISTANT SECRETARY**

The Assistant Secretary shall assist the Secretary in the performance of all his or her duties and shall in the absence of the Secretary act in his/her stead.

### **TREASURER**

1. To pay all monies collected by the Financial Secretary from members to the Alumni's bankers within three days.
2. To carry out any or directives of the AGM, ECOM in matters relating to budget or finances.
3. To invest in short term the fund of the Alumni in such securities as may be approved by ECOM and approved at the General Meeting.

### **FINANCIAL SECRETARY**

1. To collect all dues, levies and other contributions or any donations or sundry payments made by the members or any other persons either cooperate or incorporate and issue official receipts promptly.
2. To ensure that all members pay their dues and levies promptly and regularly as at when due.

3. To prepare quarterly list of defaulters and communicate such to them for prompt actions.
4. To pay monies collected to the Treasurer within 3 days.
5. To prepare or cause to be prepared and circulate to every member at the Annual general Meeting, the Audited Statement of Account as at March every year proceeding such AGM.
6. To prepare the Annual Statement of Account of the Alumni for the Secretary or Auditor.

### **SOCIAL/WELFARE SECRETARY**

1. To promote regular interaction among members of the Alumni irrespective of age through dinners and such like social activities and to initiate and promote programmes calculated to ensure the sustained interest of the Alumni in the affairs and general wellbeing of its members.
2. The Social Secretary shall be responsible to the Chairman for all social activities of the Alumni Convey and preside over the Social Committee meetings.
3. Together with the Chairman represent the Alumni in all Social gatherings.
4. Handle all invitations and assists the host member in organization of social events.
5. Cater for the welfare of all members and resolve or correct any misunderstanding and disagreement that may arise among members.
6. Shall liaise with individual members in respect of welfare and regular attendance at meetings.

### **PUBLICITY SECRETARY**

1. To publicize the activities of the Alumni
2. To present correct and positive image of the Alumni to the public
3. To issue releases and statements on matters of general interest to the Alumni as approved by ECOM

### **LEGAL ADVISER**

1. Advise the ECOM on legal matters
2. To carry out legal activities on behalf of the Alumni

### **AUDITOR**

1. The ECOM shall appoint a fit and proper person who shall be a chartered accountant or a firm of Accountants in the month of January each year to audit the accounts of The Alumni for the proceeding year and to present his report to the Alumni at the annual General Meeting

### **STANDING COMMITTEES**

1. Election Committee
  2. Social/Welfare Committee
  3. Disciplinary Committee
  4. Ad-hoc Committee
- a) The ECOM may from time to time appoint such other sub-committee standing or ad-hoc as it may be deemed

necessary or expedient and may delegate such powers and duties as ECOM may determine

- b) Where a sub-committee is appointed, the appointing body shall name the chairman and secretary and such subcommittee shall elect any other officers it deems necessary as expedient for the efficient discharge of its functions.
- Discipline
  - Bye-election
  - Supremacy of the constitution
  - Amendments

### **7. VACANCY**

The election committee shall organize a bye election to fill vacancies arising before the general election.

### **8. MEETINGS**

1. Ordinary General Meetings of the Alumni shall be held at least quarterly and such dates and time to be fixed by the Secretary in consultation with the Chairman.
2. There shall also be an Annual General Meeting to be held in the month of May in each year upon a date and at a time to fixed by Executive Council for the following purposes:-
  - a) To receive from the Executive Committee, a report, balance sheet and Statement of accounts for the preceding financial year.
  - b) To elect Officers to the Executive Council.

3. The business at an ordinary general Meeting shall be limited to that provided by this constitution and those further matters set out in the notice convening the meeting. The quorum at any ordinary General Meeting shall be 10 of the members.
4. The Executive Committee shall meet from time to time or at the request of an executive member to examine the accounts and arrange the affairs of the Alumni.
5. The Secretary shall at least fourteen (14) days before any General Meeting, send to every member at his/her Phone/forum as recorded in the members register a notice of the meeting stating the time, date and place where it will be held and the business to be concluded.
6. At all meetings of the Alumni each member shall have one vote. Every member of the Alumni shall be entitled to vote for as many candidates as there are vacancies to be filled. The candidate who shall receive the highest number of votes in respect to any particular office shall be declared elected.
7. An Extra-Ordinary general meeting may be convened at any time and shall be convened. Within twenty-one (21) days on the requisition of the Executive Committee such requisition must state the purpose for which such meeting is required.
8. The ECOM or the members in general meeting may from time to time appoint from among the members of the Alumni such other Committee as they may deem necessary or expedient and may delegate or refer to them

such powers and duties of the council or of the members in general meeting as they may determine. All such committee shall periodically report their proceedings to the Executive Committee or the members in general meeting as the case may be,

9. and shall conduct their businesses in accordance with the directions of the Executive Committee of the member's in general meeting as the case may be.
10. Any decision of the members on any matter or thing may be added to, repeated or amended by resolution at any annual, ordinary or extra-ordinary general meeting, PROVIDED that no such resolution shall be deemed to have been passed unless it carried by a simple majority of the members voting thereon.

## **9. ELECTION**

1. Elections to the various elective offices of the Alumni shall be held once in two years at the Annual general Meeting.
2. The election shall be by secret ballot and open counting.
3. Bye elections to be conducted in the event of the removal of any officer or as a result of any vacancy and such officer elected at the bye elections shall vacate the office at the end of the term.

## **10. REMOVAL FROM OFFICE**

1. A vote of no confidence shall be passed on any member of the Executive committee for inefficiency and/or misconduct if a motion to that effect was moved by a

member, seconded by two (2) other members and supported by at least 2/3 of members present at the meeting.

2. He or She has served the Alumni for the specified terms of office as stipulated under paragraph 6.4 of this Constitution.
3. Resigns from office
4. Ceases to be a member of the Alumni.
5. Is indicted for embezzlement or fraud by a committee of the Alumni, a judicial Commission of inquiry or an appropriate law by the country courts, State or Local Governments which the indictment has been accepted by the Government(s) stated above.
6. Under the law in any part of Europe, he or she is adjudged to be lunatic or otherwise declared to be unsound mind.
7. Is a person disqualified from being a Director under the Companies Acts or any statutory amendments or re-enactment of the said Act thereof.
8. Ceases to reside in the Europe.
9. All members shall however, be notified of such a move in the circular letter preceding the meeting.

#### **11. FINANCE**

1. The financial year of the Alumni shall end on the 31<sup>st</sup> day of December of each year, to which day the accounts of the Alumni shall be balanced.

2. The Auditors for the time being shall audit the account of the Alumni not less than fourteen (14) days before the annual General Meeting.

#### **12. ALUMNI FUNDS**

1. The funds of the Alumni shall be raised from the following sources: -
  - a) Annual subscription
  - b) Special Levies
  - c) Donations, gifts, bequests and other approved sources of finance.
2. Every member shall pay an annual subscription determined by the Alumni from time to time.
3. A special levy of any amount decided by members in general meetings may be imposed on every member in accordance with the needs and requirements of the Alumni in any situation.

#### **13. ALUMNI ACCOUNT**

1. The Alumni shall open and maintain an account within UK in any bank in London.
2. Signatories to the account of the Alumni shall be the
  - a) Chairman
  - b) Treasurer
  - c) One Trustee
  - d) Secretary
  - e) Any 2 officers plus 1 member

#### **14. BENEVOLENT FUND**

1. The Alumni may upon the agreement of member request on every member to pay a special levy of an amount to assist any member of the Alumni whom the members in general meeting shall decide to require such assistance.
2. The benevolent committee shall recommend to the ECOM the amount to be disbursed to such member.

#### **15. DISCIPLINE**

1. In the event of any alleged fraud, malpractice or any other transgression against any member, the members in general meeting shall set up an independent disciplinary committee to look into any such allegations and to recommend appropriate action(s) to be taken. Any such member shall be given an opportunity to defend him/herself and also appear before such committee and answering complaints made against him/her.
2. Upon failure to pay the prescribed annual subscription fee within a reasonable time, a member may at the discretion of the ECOM lose his/her voting rights.

#### **16. REPEAL AND AMENDMENT**

1. This constitution may be added to, repealed or amended by resolution at any annual, ordinary or extra-ordinary general meeting of the Alumni PROVIDED that no such resolution shall be deemed to have been passed unless it carried by majority of at least 2/3 of the members voting thereon at 2 consecutive meetings.

2. No alteration to the constitution shall be moved at any such meeting unless notice thereof shall have been sent to the Secretary not less than one month prior to the meeting.
3. All members shall however, be notified of such a move in the circular letter preceding the meeting.

#### **17. RULES AND REGULATIONS**

The members in general meeting may make Rules or Regulations in pursuance of this Constitution and any such rules or regulations shall form an integral part of the constitution.

Made at Lagos this.....day of.....202.....

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Chairman

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Secretary