

# **NATIONAL CONSTITUTION**

**OF**

## **IGBOBI COLLEGE OLD BOYS' ASSOCIATION (ICOBA)**

### **ARTICLE 1: NAME:**

The Association shall be known as IGBObI COLLEGE OLD BOYS' ASSOCIATION (ICOBA) hereinafter referred to as "The Association".

### **ARTICLE 2: REGISTERED OFFICE**

The National Secretariat of the Association shall be at IGBObI COLLEGE YABA hereinafter referred to as "The College".

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

The objectives of the Association shall be to formulate, adopt and promote such measures and principles that will

- (a) Facilitate such social interaction among Old Igbobians as will ensure the continued reflection in their lives of the religion, moral and other noble ideals for which the College stands;
- (b) Keep alive the affection which every old Igbobian has in the affairs of the College by keeping him well informed of the general progress of the College and encouraging him to contribute morally and financially towards such progress.
- (c) Encourage the management, staff and students of the College to maintain the ideals of the College and to offer their best services in the overall interest of the College;
- (d) Achieve such further objectives as the Association may from time to time determine.

### **ARTICLE 4: MEMBERSHIP**

Membership of the Association shall be open to all old boys of the

College who shall have spent at least one year attending classes in the College.

## **ARTICLE 5: TRUSTEES**

(a) The Trustees of IGBOBI COLLEGE OLD BOYS' ASSOCIATION for the purpose of the Companies and Allied Matters Decree No. 1 of 1990 Part C shall be appointed at a General Meeting of the Association with two thirds (2/3) majority vote of members present.

(b) Such Trustees (hereinafter referred to as "The Trustees") shall be three (3) in number and shall be known as the "THE REGISTERED TRUSTEES OF IGBOBI COLLEGE OLD BOYS' ASSOCIATION".

(c) The Trustees shall hold office for life but a trustee ceases to hold office if he:

(i) resigns his office

(ii) ceases to be a member of IGBOBI COLLEGE AND OLD BOYS' ASSOCIATION

(iii) becomes insane

(iv) is officially declared bankrupt

(v) is convicted of a criminal offence involving dishonesty by a court of competent jurisdiction.

(vi) is recommended for removal from office by the other Trustees and such recommendation is approved by majority of votes of members present at any General Meeting of the Association.

(vii) ceases to reside in Nigeria.

(d) Upon a vacancy occurring in the number of Trustees, a General Meeting will be held to appoint another eligible member of IGBOBI COLLEGE OLD BOYS' ASSOCIATION with two thirds (2/3) majority vote of members present.

(e) **COMMON SEAL**

The trustees shall have a common seal. Such common seal shall be kept in the custody of the President of the Association who shall produce it when required for use by the Trustees.

All documents to be executed by the Trustees shall be signed by the Trustees and the President and Secretary General of the Association and sealed with the common seal.

(f) **ACQUISITION OF PROPERTY**

In furtherance of the Aims and Objectives of the Association as contained in Article 3 above, the Association shall acquire any such property or properties as it considers necessary for the realization or promotion of these aims and objectives and such properties shall be vested in the Trustees.

(g) The Trustees by virtue of the grant of certificate of incorporation under Part C, Companies and Allied Matters Decree No. 1, 1990 become a body corporate by the name described on the certificate and shall have perpetual succession and power to sue and be sued in such corporate name and subject to any conditions and directions contained in the said certificate and directions contained in the said certificate hold and acquire and by instrument under their common seal to convey, assign, demise any land or any interest therein now or hereafter, belonging to or held for the benefit of the Association.

(h) The Trustees shall have the following powers in addition to any powers given them by law, that is to say

(i) To hold and administer the property of the Association

(ii) To borrow, raise money, secure or discharge any debt or obligation binding on the Association in such manner as may be thought fit and in particular by mortgages and charges upon the undertakings and all or any of the properties and assets (present and future) of the Association or by the creation and issue on such terms as may be thought expedient or debenture, debenture stock or other obligations or securities of any description.

## **ARTICLE 6: EXECUTIVE COMMITTEE MEETING**

(i) Executive Committee (EC) shall meet as often as the business of the Association shall require but not less than four times in a year.

(ii) The quorum at EC meeting shall consist of the President or a Vice President, the Secretary General or one of the Assistant Secretaries and three other members of the EC.

## **ARTICLE 7: EXTRA ORDINARY GENERAL MEETING**

(i) The Secretary General in consultation with the President, may summon an Extra Ordinary General Meeting of the Association whenever necessary and shall do so within 21 days of the receipt by him of a written request signed by not less than 20 financial members.

(ii) For such a meeting the Secretary General shall give not less than fourteen (14) days notice. The subject to be discussed shall be stated in such notice.

(iii) The quorum at such a meeting shall be the same as for the AGM.

## **ARTICLE 8: ORGANISATION OF THE ASSOCIATION**

### **A. Branches/Chapter**

(i) A branch shall consist of not less than fifteen (15) members however that where the number is less than 15 they can constitute themselves into a chapter and continue to meet as such until they can qualify for recognition as a Branch

(ii) Every such Branch/Chapter shall be bound by the provisions of this constitution.

(iii) The head of a Branch shall be known as the Branch Chairman.

(iv) Every Branch/Chapter shall remit to the National Treasurer a sum fixed by the AGM as its annual dues under this Constitution.

(v) Every Branch/Chapter shall have power to run its activities in

accordance with its own Constitution provided always that wherever any provisions of such Constitution run counter to the provisions of the National Constitution the latter shall be supreme.

(vi) The formation of a Branch/Chapter shall be notified to the EC within three months of its existence.

### **B. Class Sets:**

Provided that each such set

(i) Comprises members who shall have either entered and or left the College in specific years.

(ii) Shall notify EC through the Secretary General of its existence within three months.

(iii) Shall forward annually to the Secretary General a list of its current officers.

(iv) Shall also pay its Annual Dues to the EC.

(v) Shall also notify the Secretary General of its activities.

### **ARTICLE 9: ANNUAL SUBSCRIPTION**

To qualify as a financial member, a member shall pay the annual subscription of or such other sum as the Annual General Meeting may decide. This amount shall become due on **1st April**.

### **ARTICLE 10: NATIONAL OFFICERS OF THE ASSOCIATION**

To Officers of the Association shall be;

- (i) The President
- (ii) Two Vice-presidents
- (iii) The Secretary General
- (iv) Two Assistant Secretary Generals
- (v) The Treasurer
- (vi) The Financial Secretary
- (vii) The Assistant Financial Secretary

- (viii) The Social Secretary.
- (ix) The Assistant Social Secretary
- (x) The Publicity Secretary
- (xi) The Assistant Publicity Secretary

## **ARTICLE 11: FUNCTION OF NATIONAL OFFICERS**

(i) The President shall

(a) Preside over all meetings of the Association;

(b) Convene through the Secretary General all meetings of the Association;

(c) Co-ordinate the activities of all other Officers of the Association in the performance of their duties.

(ii) The Vice-President shall:

(a) Assist the President generally in the discharge of his functions;

(b) Deputise for the President in the order of precedence.

(iii) The Secretary General shall perform all the Secretarial duties of the Association including:

(a) Summoning, after consultation with the President, all meetings of the Association;

(b) Recording and keeping the minutes of all such meeting;

(c) Keeping an up-to date roll of members and their current addresses;

(d) Furnishing annual and special reports of the activities of the Association and its organs;

(e) Keeping an imprest in an amount to be determined by the Executive Council (EC);

(f) Performing such other duties as may be allotted to him by the

President;

(g) Handing over the Association's property to his successor or the President as the circumstances may dictate.

(iv) The Assistant Secretary General shall:

(a) Assist the Secretary General in the performance of his functions and act for him in his absence;

(b) On leaving office, hand over the Association's property in his possession to the Secretary General or the President as the circumstance may dictate.

(v) The Treasurer shall:

(a) Receive all monies on behalf of the Association and deposit same in the bank within seven (7) days of receiving such monies.

(b) Keep an up-to-date account of all monies received or paid out by him and present financial reports to every meeting of the Executive Council;

(c) Submit annually to the Auditor not later than 15th March of the following year all books account and other documents required by them;

(d) Present his report together with an audited account to the Annual General Meeting;

(e) On leaving office, hand over the Association's property in his possession to his successor or to the President as the circumstance may dictate.

(vi) The Financial Secretary shall:

(a) Collect all monies of the Association and hand such monies over to the Treasurer within seven (7) days such collection;

(b) Keep an up-to-date account of all monies thus collected and paid to the Treasurer;

(c) Make his books of Account available to the Executive Council on request;

(vii) The Assistant Financial Secretary shall:

(a) Assist the Financial Secretary in the performance of his functions and act for him in his absence;

(b) On leaving office, hand over the Association's property in his possession to the Secretary General or the President as the circumstance may dictate.

(viii) The Social Secretary shall:

(a) Organize all social activities of the Association;

(b) Execute such activities as contained in (a) above under the general or specific direction of the Executive Council or President.

(ix) The Assistant Social Secretary shall:

(a) Assist the Social Secretary in the performance of his functions and act for him in his absence;

(b) On leaving office, hand over the Association's property in his possession to the Secretary General or the President as the circumstance may dictate.

(x) The Publicity Secretary shall:

(a) Publicize the activities of the Association and be responsible for its corporate image.

(b) Execute such activities as contained in (a) above under the general or specific direction of the Executive Council or President.

(xi) The Assistant Publicity Secretary:

(a) Assist the Publicity Secretary in the performance of his functions and act for him in his absence;



(b) On leaving office, hand over the Association's property in his possession to the Secretary General or the President as the circumstance may dictate.

## **ARTICLE 12: EXECUTIVE COMMITTEE (EC)**

(i) The management of the affairs of the Association shall be vested in the Executive Committee herein after referred to as (EC) and shall consist of:

(a) All Officers;

(b) Immediate Past President;

(c) Decade Representatives elected from among class Sets present at the Annual General Meeting.

(ii) EC shall have power to establish Ad hoc Committees and to co-opt members to serve on such Committees.

(iii) EC shall have power to make rules and regulations for the day-to-day management of the Association's affairs not inconsistent with this Constitution.

(iii) The President or any one of the Vice Presidents shall preside at all meetings of the EC

(iv) The quorum for the E.C.Meeting shall consist of the President or any one of the Vice Presidents, the Secretary or one of the Assistant Secretaries General and three (3) members of EC.

## **ARTICLE 13: FINANCES**

(a) The financial year of the Association shall commence on **1st April** and end on **31st March**.

(b) The Association's finances shall include subscription, donations, contributions, special levies, gifts, endowments and profits from commercial ventures.

(c) The funds of the Association shall be lodged with reputable banks to be appointed by the Executive Council (EC).

(d) The Signatories to the Association's accounts shall be:

The President

The Secretary

The Treasurer

Any two (2) signatories one of whom shall be the Treasurer shall operate the Association's accounts.

(e) The EC shall have power to:

(i) raise loans and/or institute a levy in furtherance of the activities of the Association subject only to the approval by majority vote of members present and voting at the General Meeting of the Association.

(ii) receive gifts and donations on behalf of the Association.

#### **ARTICLE 14: AUDITORS**

(a) The Annual General Meeting shall appoint Auditors to audit its accounts annually.

(b) The Auditors shall audit the accounts of the Association and present a written report thereof to the Annual General Meeting through the Treasurer, and such audit report shall be completed by 31st January of

(c) the following year.

#### **ARTICLE 15: ELECTIONS: PROCEDURE FOR NOMINATIONS, CAMPAIGNS AND VOTING**

- i. Election of officers of the Association shall be held at intervals of two (2) years.
- ii. The Executive Council shall set up, for the purpose of conducting elections into offices of the Association, an Electoral Committee consisting of five (5) Old Igbobians, whose Chairman MUST be mature, and of impeccable character.
- iii. The Electoral Committee shall have the power to enforce provisions of Article 15. It shall also have power to mete out sanctions to All or Any of the candidates who violate any of the provisions of this Article, including but not limited to disqualification from the electoral process. The decision of the Electoral Committee in all matters relating to the organization and conduct of the elections including the declaration of the winners and handing out of corrective and disciplinary measures to all candidates SHALL be FINAL.
- iv. The Electoral Committee shall put up Notices on the ICOBA website, Secretariat Notice Board(s), and send same to all Old Igbobian listed on the ICOBA Database, Class-Set and Branches/Chapters representatives listed in the secretariat's directory, requesting for nominations into the executive positions of the Association, not less than thirty (30) calendar days before the elections.
- v. Candidates MUST obtain and complete an Intention-to-Contest/ Nomination Form that shall be designed by the Electoral Committee, requesting detailed information about the candidates, including a 5"x7" Portrait Photograph, and Names and School-Sets of the proposer and seconder of the candidate.
- vi. Completed Intention-to -Contest/Nomination Form MUST be sent to the Electoral Committee at [electoralcommittee@icobainternational.org](mailto:electoralcommittee@icobainternational.org) OR to the Chairman, ICOBA Electoral Committee, ICOBA HOUSE, Lagos and SHALL be accompanied by a complete Resume/CV and a 5"x7" Portrait Photograph of the Nominee.
- vii. Nominations SHALL close 0.00 HRS Nigerian Time, fourteen (14) calendar days before the date of the election.
- viii. The duly completed Intention-to-Contest/Nomination form and Resume/CV of each candidate SHALL be displayed on the ICOBA website and Secretariat Notice Board(s) from the close of nominations till 0.00 HRS on the day of Elections (i.e. 14 days).

ix. All Old Igbobians who are RESIDENT in Nigeria are eligible to stand for election into all the positions in the ICOBA Executive Council, except the post of 2nd Vice President which is open to all the ICOBA Branches/ Chapters in Nigeria and Overseas, and whose occupant shall attend at least one (1) ICOBA Council Meeting/ICOBA activity in a calendar year.

x. Campaigns shall open 0.00 HRS Nigerian Time, fourteen (14) calendar days before the date of elections, and close 0.00 HRS Nigerian Time on the day of election (i.e. 14days).

xi. Mode of campaigns shall be limited to the use of the internet, and SHALL under no circumstances take place on the college premises. Radio, Television, Newspapers, Magazines, Posters and Handbills SHALL NOT BE used for campaigns.

xii. Candidates SHALL maintain Decorum and Decency before, during and after the elections.

xiii. Voting SHALL be by Secret Ballot or Online via the ICOBA website, using the procedure stated in Clause 15(xiv) below.

xiv. Online voting shall COMMENCE at 0.00 HRS Nigerian Time and CLOSE at 12.00 HRS Nigerian Time on the day of elections, to allow for the Annual General Meeting. Thereafter, Online voting shall REOPEN at 14.00HRS Nigerian Time and END at 16.00 HRS same day. The Chairman of the Electoral Committee or his nominee, who MUST be a member of the Electoral Committee SHALL announce the results of the elections to members present at the AGM at the close of polling and results MUST also be posted on the ICOBA website thereafter.

xv. Only financial members of the Association shall be entitled to propose and second nominees, vote, and be-voted for.

## **ARTICLE 16: TENURE OF OFFICE**

The tenure of office of an elected member of EC shall be for two years provided that an officer may be re-elected at a subsequent Annual General Meeting but for not more than 2 consecutive terms

for the same office.

## **ARTICLE 17: DECISION OF THE ASSOCIATION**

Except as otherwise provided in this Constitution, all decisions of the Association, Executive Committee, Committee or Sub-committee shall be by a simple majority vote of members present and voting at such a meeting.

## **ARTICLE 18: ANNUAL GENERAL MEETING**

(i) The annual General Meeting (hereinafter referred to as AGM) of the Association which shall be held, except in unforeseen circumstances, on a date in **September** to be fixed by EC.

(ii) For every Annual General Meeting the Secretary General shall give members not less than twenty-one (21) days' notice.

(iii) The quorum for the A.G.M shall consist of the President, the Secretary or one of the Assistant Secretaries General and nineteen (19) other members, including at least ten (10) who are not members of EC.

(iv) The annual General meeting shall:

(a) Receive and discuss reports from the Secretary General and the Treasurer,

(b) Debate and pass resolutions on any policy matters affecting the Association and/or the College;

(c) Receive and consider reports from the branches and chapters and class sets.

(d) Do any such other business as the constitution enjoins or permits;

(e) Elect members of EC;

(f) Appoint Auditors.

## **ARTICLE 19: AMENDMENT**

The constitution may be amended in whole or in part but any such alteration, addition or amendment must be by a resolution passed by a simple majority of the members of the Association present and voting at any General Meeting of the Association PROVIDED that no amendment requiring statutory approval shall have effect without the consent of the appropriate authority.

## **ARTICLE 20: SPECIAL CLAUSE**

The Income And Property Of IGBOBI COLLEGE OLD BOYS' ASSOCIATION from wheresoever derived shall be applied solely towards the promotion of the objects of the ASSOCIATION as set forth in this Rules and Regulations/Constitution and no portion thereof shall be paid or transferred directly or indirectly by way of dividend, bonus, or otherwise however by way of profit, to the members of IGBOBI COLLEGE OLD BOYS' ASSOCIATION.

PROVIDED that nothing herein shall prevent the payment, in good faith, or reasonable and proper remuneration to an officer or servant of IGBOBI COLLEGE OLD BOYS' ASSOCIATION but so that no member of the Executive Council or Governing Body shall be appointed to any salaried office of IGBOBI COLLEGE OLD BOYS' ASSOCIATION by fees, and that no remuneration or other benefits in money or monies shall be given by IGBOBI COLLEGE OLD BOYS' ASSOCIATION to any member of such Council or Governing Body except in repayment of out-of-pocket expenses or reasonable and proper rent premises demised, or let to IGBOBI COLLEGE OLD BOYS' ASSOCIATION provided that the provision last aforesaid shall not apply to any payment of any Company to a member of the ASSOCIATION Company in which such member shall not hold more than one-hundred part of the capital, and such members shall not be bound to account for any share of profits he may receive in respect of any such payment.

NO Addition, Alteration or Amendment shall be made to or in the RULES AND REGULATIONS/CONSTITUTION for the time being in force, unless the same have been previously submitted to and approved by the Registrar General, Corporate Affairs Commission.

IN the event of a Winding up or Dissolution of the ASSOCIATION mains after the satisfaction of all the debts and liabilities, any property whatsoever, the same shall not be paid to and distributed among the members of IGBOBI COLLEGE OLD BOYS' ASSOCIATION but shall be given or transferred to some other institution(s) having objects similar to that of IGBOBI COLLEGE OLD BOYS' ASSOCIATION and the bodies are prohibited from distributing its or their income and property amongst its or their members to an extent at least as great as is imposed on IGBOBI COLLEGE OLD BOYS' ASSOCIATION at or before the time of dissolution and if in so far effect cannot be given to the aforesaid provision, then to some charitable object.

## **ARTICLE 21: INTERPRETATION**

In this constitution, unless the context otherwise requires, the expression:

(i) "Association" means IGBOBI COLLEGE OLD BOYS' ASSOCIATION

(ii) "President" means President, IGBOBI COLLEGE OLD BOYS' ASSOCIATION

(iii) "Secretary" means Secretary General, IGBOBI COLLEGE OLD BOYS' ASSOCIATION

(iv) "Executive Committee" (EC/NEC) means Executive Council/ National Executive Council.

## **ARTICLE 22: COMMENCEMENT**

THIS CONSTITUTION was adopted at a meeting held on .....  
and deemed to have come into effect on .....

**PRESIDENT    SECRETARY GENERAL**