



# **KKIC**

# **ALUMNI**

# **CONSTITUTION**

**ARRANGEMENT OF SECTIONS**  
**PREAMBLE TO THE CONSTITUTION**

ARTICLE ONE:	Approval of the Constitution
ARTICLE TWO:	The Name, Motto, and Address of the Association
ARTICLE THREE:	Aims and Objectives of the Association
ARTICLE FOUR:	I Membership II Delegates III Patron IV Adviser
ARTICLE FIVE:	I Officers of the Association II Primary function of the Executives/Officers III Allocation of the officers IV Duties and functions of each officer
ARTICLE SIX:	Tenure of officers
ARTICLE SEVEN:	I. Vote of No confidence II. Impeachment exercise
ARTICLE EIGHT:	Committees I. Disciplinary committee II. Standing committee III. Financial committee IV. Social committee V. Electoral committee
ARTICLE NINE:	Code of Conduct
ARTICLE TEN:	Resignation of Officers/Member
ARTICLE ELEVEN:	Election I. Procedure of election II. Eligibility for election III. Hearing of election petition IV. Swearing-in of officers V. By election
ARTICLE TWELVE:	I. Finance II. Auditing III. Membership Fees
ARTICLE THIRTEEN:	Meetings I. General Meeting II. Executive Meeting III. Annual General Meeting (AGM) IV. Extraordinary General Meeting (EGM)
ARTICLE FOURTEEN:	Discipline
ARTICLE FIFTEEN:	Award and certificate
ARTICLE SIXTEEN:	I. Amendment II. Members of the constitutional drafting committee III. Oaths

## **PREAMBLE**

Since in any organization, there is a protocol to follow in order to achieve desirable goals and these goals can be achieved via the availability of Constitution. As a result of this, we the entire Member of KITH & KIN INTERNATIONAL COLLEGE OLD STUDENTS' ASSOCIATION having fully resolved to come together and live in unity, harmony do hereby deem fit to design a constitution in which the interest of all and sundry of KITH & KIN INTERNATIONAL COLLEGE OLD STUDENTS' ASSOCIATION shall be protected.

And of no reason(s), this Constitution should be respected by each member of this Association. Besides, all the Executives and member shall act in accordance with the provision of this Constitution.

### **ARTICLE ONE: APPROVAL OF THE CONSTITUTION**

This Constitution shall become effective and meaningful provided it has been approved by the executives, Staff Adviser and all the member of the KITH & KIN INTERNATIONAL COLLEGE OLD STUDENTS' ASSOCIATION.

### **ARTICLE TWO: THE NAME, MOTTO & ADDRESS OF THE CONSTITUTION**

The name of this Association shall be known and called KITH & KIN INTERNATIONAL COLLEGE OLD STUDENTS' ASSOCIATION.

The motto shall be called and address of this association shall be

Motto: "Remain Resourcesful"

Address: 7/11 Kaoli Olusanya Street, Off Ibeshe Road, Owode-Ibeshe, Ikorodu, Lagos.

### **ARTICLE THREE: AIMS AND OBJECTIVES.**

The aims and objectives of KITH & KIN INTERNATIONAL COLLEGE (KKIC) OLD STUDENTS' ASSOCIATION shall be.

- i. To promote and develop unity, peace and harmony among all members of the KKIC OLD STUDENTS' ASSOCIATION so as to be able to work together effectively and towards the progress and development of KITH AND KIN EDUCATIONAL SCHOOLS.
- ii. To develop and promote cordial relationship with other people who are interested in the development and progress of KKIC OLD STUDENTS' ASSOCIATION.
- iii. To express feelings of our people on public interest
- iv. To stimulate and develop political, academic, social, cultural, and sporting activities of our people.
- v. To protect fundamental human rights of the member.
- vi. To abstain from all sorts of acts, that may bring shame and ridicule to the Association in particular, KITH AND KIN INTERNATIONAL COLLEGE and KITH AND KIN EDUCATIONAL SCHOOLS at large.
- vii. To promote co-existence between the entire staff of KITH AND KIN EDUCATIONAL SCHOOLS and the members of KITH & KIN INTERNATIONAL COLLEGE (KKIC) OLD STUDENTS' ASSOCIATION.

## **ARTICLE FOUR:**

### **i. MEMBERSHIP**

- a. Membership is legally opened to all and sundry of KITH & KIN INTERNATIONAL COLLEGE (KKIC) OLD STUDENTS' ASSOCIATION.
- b. One can become a member of this association with respect to article four (4) section (a) and if he/she is free from any form of indiscipline, social vices, cultism and other disconformities action.
- c. Any member (s) of this association that was suspended from the school shall remain suspended in this association.

### **ii. PATRONS**

The association shall have more than one Patron, whose identity can be recognised from the community. The Patron can come from the school or outside the town. And he/she must be a disciplined fellow. Additionally, the association can have royal patron (s) from Ikorodu Division, Lagos State in particular and Nigeria in general.

### **iii. ADVISER**

- a. As applicable to article four, sub section (ii)
- b. The association shall have legal adviser (s)

## **ARTICLE FIVE:**

### **I OFFICERS OF THE ASSOCIATION**

The following shall be the officers or the Executive of the association:

- a. President
- b. Vice- President
- c. General Secretary
- d. Assistant General Secretary
- e. Financial Secretary
- f. Public Relations Officer
- g. Treasurer
- h. Chief whip
- i. Auditor
- j. Welfare Officer
- k. Social director

### **II PRIMARY FUNCTION OF THE OFFICERS**

The Primary functions of the executives shall be:

- a. The running of the affairs of the association meaningfully and effectively,
- b. Representing the association in all matters in the School in particular and community of the association.
- c. The executives shall meet as often as necessary for the effective and efficient running of the association.
- d. Their meeting (Executives) shall determine the general meeting.

- e. Five or more members of executives shall constitute a quorum at the executive meeting.
- f. In the absence of the President, the Vice-President shall preside over the meeting, but if the Vice-President is not available, the other executive shall appoint someone among them as Chairman, who will perform the functions of the President for that moment. It is important to note vividly that immediately such meeting has ended, his appointment is terminated. This is also applicable to the general meeting.

### **III ALLOCATION OF THE OFFICERS**

- a. President: He / She must have graduated in KITH & KIN INTERNATIONAL COLLEGE (KKIC).
- b. Vice-President: As applicable to the President.
- c. General Secretary: As applicable to Vice-President.
- d. Assistant General Secretary: As applicable to General Secretary.
- e. Financial Secretary: As applicable above.
- f. Public Relation Officers: As applicable above.
- g. Treasurer: As applicable above.
- h. Chief Whip: As applicable to other executives.
- i. Auditor: As applicable above.
- j. Welfare Officer: As applicable to Auditor.
- k. Social Director: As applicable to other executives.

### **IV FUNCTIONS / DUTIES OF EACH OFFICER**

#### **1. PRESIDENT:**

- i. Shall be the first member or head of the association; who shall preside over all meetings of the association and executive meetings?
- ii. Shall summon all meetings of the executive council and general meeting of the association.
- iii. Shall have right casting vote or say in any matter where there is a split or conflict of opinion.
- iv. Shall be one of the signatories to the association account.
- v. Shall give a report at the end of the tenure of office.
- vi. Shall be liable and responsible for both the achievement or otherwise of the association during his/her tenure of office.
- vii. Shall have the power to take decision in the absence of the general house after due consideration with and the consent of the other member of the executives.
- viii. Shall advise the general secretary to summon the general meeting of the association

#### **2. VICE – PRESIDENT:**

- i. He / She shall deputies for the President in his / her absence.
- ii. He / She shall carry out all such activities that may be assigned to him/her by the President from time to time.
- iii. He / She shall be the Chairman/Chairperson of disciplinary committee.

**3. GENERAL SECRETARY:**

- i. He / She shall be responsible for the general Secretariat duties of the association.
- ii. He / She shall summon all the executive meeting and general meeting of the association as the request of the president having stated the agenda.
- iii. He / She shall give annual report of the association activities.
- iv. He / She shall take down all the minutes of the meeting.
- v. He / She shall carry out all other functions that may be assigned to him/her from time to time by the President.
- vi. He / She shall have file copy of any Secretariat document of references.
- vii. He / She shall be a signatory to the account of the association.

**4. ASSISTANT GENERAL SECRETARY:**

- i. He / She shall be assist the General Secretary of the association
- ii. He / She shall deputies the General Secretary in his/her absence
- iii. He / She shall keep the attendance of all general meeting including executive council meeting.
- iv. He / She shall carry out other function assigned to him/her by the President and the General Secretary.

**5. FINANCIAL SECRETARY:**

- i. He / She shall be the Secretary of the Finance Committee whenever it is set up.
- ii. He / She shall keep financial account of the association.
- iii. He / She shall be a signatory to the association account.
- iv. He / She shall give Comprehensive and up to date account of all total and expenditures of the association at any point in time.
- v. He / She shall prepare the account with all the receipts and payment vouchers of the association.

**6. TREASURER:**

- i. He / She shall be the Chairman/chairperson of the Finance Committee whenever it is set up.
- ii. He / She shall responsible for the money deposit of the association in the bank within 48 hours and shall be liable for any loss.
- iii. He / She shall carry out other functions as may be assigned to him/her by the
- iv. President.

**7. PUBLIC RELATIONS OFFICER:**

- i. He / She shall make the release of the decision of the Executive Council to the General meeting.
- ii. He / She shall be responsible for the release of the association activities and send same to the appropriate quarters.
- iii. He / She shall be the Chairman/Chairperson of the Publicity Committee.
- iv. He / She shall appoint the Editor who shall monitor and editorial activities of the association.

- v. He / She shall send out the notice of the meeting not less than 48 hours before the date of the meeting.

**8. CHIEF WHIP:**

- i. He / She shall be responsible for the assistant of Peace and order within the association.
- ii. He / She shall responsible for any duties assigned to him/her by the President.

**9. AUDITOR:**

- i. He / She shall audit the account of the association at the end of his/her tenure in the office and the association Properties.
- ii. He / She shall submit the report to the Executive Committee before the end of their tenure.
- iii. He / She shall draw the attention of the Staff Adviser in case of fraud.

**10. WELFARE OFFICER:**

- i. He / She shall receive Complaints on Members welfare and forward them to the Executive Council.
- ii. He / She shall ensure the reality of welfare package for all Members.
- iii. He / She shall seek to the well-being of the association.
- iv. He / She shall make provision for transportation means whenever the need arises.
- v. He / She shall be the Chairman/Chairperson of transport Committee.

**11. SOCIAL DIRECTOR:**

- i. He / She shall be the Chairman/Chairperson of social committee whenever it is set up.
- ii. He / She shall co-ordinate all the receipt of invitation from association on social activities.

**ARTICLE SIX: TENURE OF OFFICE.**

- i. Officer of the association shall normally stay in office for 2 years unless otherwise removed or resigned in accordance with the provision of the Constitution.

**ARTICLE SEVEN:**

**I. VOTE OR NO CONFIDENCE**

- i. Any officer is of the association eligible for re-election into office once provided he/she resign from his/her office a month preceding the election.
- ii. The president shall held office once and shall not be eligible to seek re-election.
- iii. No executive shall spend more than two (2) terms in office.
- iv. In the event of resignation, removal from office or otherwise, the duties of the President shall be performed by the Vice-President until a bye-election is conduced to elect a new President.
- v. Article Six (v) above shall be application to any other officer of the executive.

## **ARTICLE SEVEN:**

### **I. VOTE OR NO CONFIDENCE**

- i. With at least 2/3 majority of the members of the association at the time present in a general meeting, Vote of NO confidence that will surely reported by 60% of those present with a genuine reasons.
- ii. Interim shall be appointed to take over or such executive that vote of NO confidence passed on till when the reason (s) be investigated.

### **II. IMPEACHMENT EXERCISE.**

Subject to the above article i.e. article seven (1) and (2) (Vote of NO confidence), any officer shall be impeached when found guilty of the following gross misconduct, indiscipline, mis-appropriation of fund, embezzlement, nepotism, corrupt practices, cultism and other social vices.

## **ARTICLE EIGHT:**

### **COMMITTEES**

The following Committees shall be constituted and chaired by Vice-President or Officer in charge.

- a. Disciplinary committee
- c. Financial committee
- d. Social committee
- e. Electoral committee

## **ARTICLE NINE:**

### **CODE OF CONDUCT**

- i. All members shall support the association morally, socially and financially.
- ii. That member shall attend meeting punctually and pay their annual dues and any subscription promptly.
- iii. That all officers who is not functioning well in his/her office duties shall be removed from the office with support of the 2/3 majority of the meeting.
- iv. Any allegation (s) shall be read to the members at the members at the general meeting.

## **ARTICLE TEN:**

### **RESIGNATION OF OFFICER (s)/ MEMBER (s)**

- i. Any officer (s) resigning his/her post shall give at least a month notice of the executive meeting.
- ii. Such officer (s) shall write and submit his/her resignation letter through the general secretary to the executive.
- iii. Such officer shall submit all association documents and properties before his/her letter could be granted.

## **ARTICLE ELEVEN:**

### **A. PROCEDURE OF ELECTION.**

### **B. ELIGIBILITY FOR ELECTION.**

- i. All KITH & KIN INTERNATIONAL COLLEGE (KKIC) OLD STUDENTS' ASSOCIATION are eligible to vote and be voted for.



- ii. Anybody who for one reason or the other had been found guilty thereof shall not be eligible for any election but he/she can be if he/she has been free from such misconduct (s).
- iii. No external body shall join the association and not eligible to vote and voted for

## **ARTICLE TWELVE:**

### **I. FINANCE**

- i. All members of the association shall pay dues or subscriptions quarterly/annually and the amount of such due shall be decided by the executive from time to time.
- ii. There shall be other donations or contributions if considered necessary by the executive committee.
- iii. All association money shall be kept in the association account within 48hours.
- iv. The association shall open account at any bank in Lagos State in particular or anywhere in the world.

### **II. AUDITING**

- i. The Books of Account should be audited yearly.

### **III. MEMBERSHIP FEES**

- i. The membership fee will be based on ability to pay.
- ii. Waged ₦ 5,000 to ₦ 20,000 per annum.
- iii. All money is to be paid directly in to the bank account. Members are asked to pay promptly without the need for reminders.
- iv. Amount of membership subscription is determined at the AGM

## **ARTICLE THIRTEEN:**

### **I. GENERAL MEETING**

- i. The general meeting shall be held quarterly, that is four (4) times in a year.
- ii. The general meeting shall be presided over by the president of the association, on his/her absence, the Vice-president is not present, the general secretary shall preside.

### **II. EXECUTIVE MEETING**

The Committee shall meet to discuss business and finance quarterly. However the committee can meet as often as required and a meeting can be called at any time by the Secretary or the President.

### **III. ANNUAL GENERAL MEETING (AGM)**

The AGM shall normally be held once yearly. The purpose of the AGM shall be to:

- Elect a new honorary officers ( or to re-elect)
- To receive the report from the President
- To receive the statement of accounts from the Treasurer
- To receive the report from the Secretary chairperson(s)
- To decide the amount of membership subscription

Matters can be debated at the AGM after prior notice has been given in writing to the Secretary at least seven days prior to the meeting.

**IV. EXTRAORDINARY GENERAL MEETING (EGM)**

An AGM can be called at any time provided the request has been made in writing proposed and seconded. At least seven days' notice has been given for any motion to be raised at an EGM.

**ARTICLE FOURTEEN: DISCIPLINE**

**ARTICLE FIFTEEN: AWARD AND CERTIFICATE**

**ARTICLE SIXTEEN:**

**I. AMENDMENT**

**II. MEMBERS OF THE CONSTITUTIONAL DRAFTING COMMITTEE**

**III. OATHS**