



CONSTITUTION
OF
ASSOCIATION OF FEDERAL GOVERNMENT COLLEGE ENUGU ALUMNI, AMERICAS

We The Alumni of Federal Government College Enugu, in the Americas, having identified and recognized the need to unify ourselves into an Association have further firmly resolved:

- a. To provide a Constitution that defines our collective aspirations to ourselves as Alumni, and to our Alma Mater, FGC Enugu.
- b. To exist in mutual respect of one another and to network and cooperate with each other wherever we may live in the Americas.
- c. To affirm our desire as Alumni to give back to FGC Enugu, her current and future students, her governing Authorities and Staff, for the purpose of continuously uplifting our Alma Mater to greater heights.

ARTICLE 1. NAME

There shall be an Association to be known as: **ASSOCIATION OF 'FGCE' ALUMNI, AMERICAS**, herein referred to as 'The Association'.

The Americas shall include: All 50 States of the United States of America, The District of Columbia, Canada, and nations of the Caribbean.

ARTICLE 2. MOTTO

The Motto of the Association shall be "PRO UNITATE", otherwise "FOR NATIONAL UNITY".

ARTICLE 3. LOGO

The Logo of the Association shall be same as the Logo of Federal Government College, Enugu and rendered in maroon ink, with the name of the Association below it.

ARTICLE 4. SECRETARIAT

The Association's permanent Secretariat of the Americas shall be the residential address of the President of The Association OR a Post Office box in the city of his/her residence.

ARTICLE 5. AIMS & OBJECTIVES OF THE ASSOCIATION

The objectives of the Association shall be:

- (a) To create a union of the former students of the FGCE
- (b) To foster connectivity and maintain unity of former students
- (c) To act as a platform for support for all members of the Association
- (d) To establish a structure through which former students can do outreach work to FGCE
- (e) To do projects at the school, lobby for the school, as well as provide advice to the school authorities.



To effect some of the aforementioned, the Association will keep the torch of FGCE burning by carrying out activities and initiatives geared towards raising money for:

- (i) endowment funds for institutional purposes
- (ii) scholarships
- (iii) such other purpose as may from time to time arise

ARTICLE 6. QUALIFICATION FOR MEMBERSHIP

All former students of FGC Enugu who live in the Americas shall be eligible for membership of the Association.

Section 1. REGISTRATION:

A member shall be deemed to be registered upon the acceptance of his/her registration form after due payment of the prescribed fee, to be determined by the Executive Council of the Americas.

Section 2. RIGHTS AND OBLIGATIONS OF MEMBERS:

Upon registration all members of the Association shall be deemed to have accepted to:

- (a) abide by the provisions of this Constitution, the policies, programs and ideas of the Association.
- (b) abide by all rules, regulations, and decisions of the governing bodies of the Association.
- (c) promote to the best of their ability the aims and objectives of the Association.

As well as have the right to participate in the activities and discussions of the Association.

ARTICLE 7. ADMINISTRATIVE SEGMENTS

- Board of Directors: To advise the Executive Council, provide oversight and ensure progress and growth of The Association.
- Executive Council of the Americas: The operational arm of the Association that implements its policies and drives all initiatives to fruition.
- Regional Chapter Coordinators.

ARTICLE 8. REGIONAL CHAPTERS

Section 1. INTENT AND PURPOSE

The Chapters shall be so constituted to engage members that reside within concise geographic areas in the Americas and to assist the Association in raising awareness, keeping Alumni engaged, and holding minor events that will further the social and networking aims and objectives of the Association as stated in this Constitution.

Section 2. BASIS/REQUIREMENTS

Provided there are at least 10 members resident in a concise area in the Americas, such members have the right to constitute a Chapter, and shall be recognized by the Association, have Officers, and be eligible to host Annual (Biannual) Conventions. There shall be no overlap of areas of residency for any chapters. See Appendix 1 for suggested structure.



Section 3. RELATIONSHIP TO THE ASSOCIATION

The officers of the Chapter shall contribute to the welfare of the Association by promoting the programs. Activities and By Laws of the Chapters shall conform to the spirit and letters of this Constitution. Chapters shall not duplicate activities carried out on the Association level. Chapters are however encouraged to hold picnics, cookouts, attend social events of members (upon invitation), and have a benefit package that may include gifts.

Section 4: REGIONAL LEADERS

It is recommended, but not mandated, that each regional chapter shall have leaders: Coordinator (Chapter Head), Secretary, Treasurer, Welfare Officer.

ARTICLE 9. BOARD OF DIRECTORS

The Board of Directors functions in an advisory capacity as a sounding board for the Executive Council, and so constituted to ensure continuity of the Association. The Board approves the budget as set by the Executive Council and approves any new membership dues or changes to existing dues. The Board approves the formation, and, if necessary, termination of chapters. The Board should be made up of six members including the President from the Executive Council. The President shall be a non-voting member of the Board. The term of the Board shall be two years. Members of the Board can serve a maximum of two consecutive two-year terms.

Section 1. QUORUM

A simple majority (half plus one) of the Board of Directors shall constitute a quorum for the transaction of business.

Section 2. MEETINGS

Generally, the Board shall meet a minimum of four (4) times each calendar year. The Board shall elect a Chair of the Board to call and preside over meetings.

Section 3. VACANCIES

Vacancies on the Board of Directors shall be filled by a simple majority vote of the remaining Directors then in office. A successor Director, so elected, shall serve for the unexpired term of his/her predecessor.

Section 4. TERMINATION OF BOARD MEMBERS

Any Director who misses two (2) regular meetings of the Board of Directors during a twelve (12) month period shall automatically be removed from the Board; provided, however, that such a person may be reinstated upon approval by the Board of Directors and upon a written request from that person by the next regular meeting.

ARTICLE 10. OFFICERS

There shall be an **Executive Council** of the Association, which shall comprise the following members:

- (a) The President
- (b) Vice-President
- (c) The Secretary
- (d) The Treasurer
- (e) The Financial Secretary
- (f) Provost and Public Relations Officer
- (g) Legal Adviser

ARTICLE 10A. DUTIES AND RESPONSIBILITIES

Section 1. PRESIDENT

- 1) Shall preside over all meetings, and coordinate the activities of the Association.
- 2) Shall have general supervision, management, direction and oversight of the goals of the Association.
- 3) Shall maintain and update the official membership list.
- 4) Shall present a written report on the state of affairs and prospects of the Association to the Board of Directors every quarter prior to their meeting.
- 5) Shall submit, within 90 days of taking office, an action plan detailing strategies to promote and accomplish goals and objectives of the Association as outlined in the Constitution.
- 6) Shall perform any duties which may arise that are not covered in the Constitution, or duties assigned by the Board of Directors.
- 7) Shall have the ability to delegate powers and responsibilities to other officers as long as the delegations do not contradict any part of the Constitution.
- 8) Shall be responsible for liaising, maintaining and cultivating relationships with the school principal and other alumni bodies.

Section 2. VICE PRESIDENT

- 1) Shall assist the President in the discharging of his/her duties.
- 2) Shall assume leadership and mandate in the absence of the President, including presiding over meetings.
- 3) Shall have the power to propose, supervise, and administer designated projects, programs, committees or activities like FGCE reunion, or act as project lead for outreach or giving back projects for uplifting FGCE purposes.
- 4) Shall perform any other duty duly assigned by the President and may be invited as a non-voting member (guest) to participate in any Board of Directors meeting.

Section 3. SECRETARY

- 1) The Secretary, or in their absence, a nominated or volunteering member shall communicate time and venue to all meetings, record the minutes of all meetings of the Association, conduct all its correspondence and perform such other functions as the President or, as the case may be, the Association may from time to time direct.
- 2) Shall maintain a duty roster with names of persons assigned to tasks for each activity.
- 3) Shall create a historical SharePoint or record keeping of the year activities, notes and write ups to pass on to future officers.



- 4) Shall maintain a list of names and addresses of all current officers and members, and records of any resignations or dismissals, including the date and reasons the particular membership ended.

Section 4. TREASURER

- 1) Shall manage the finances of the Association, issue checks and disburse such monies as the Association may require for its purposes from time to time.
- 2) Shall notify the Financial Secretary within forty-eight business hours of any financial disbursement or expenditure incurred.
- 3) Shall maintain a continuous audit of budgeted financial operations and reconcile all financial records and accounts monthly in collaboration with the Financial Secretary.

Section 5. FINANCIAL SECRETARY

- 1) Shall keep proper financial records of the Association's funds.
- 2) Shall present (i) a financial report at every Executive Council and Board of Director meeting and (ii) once a year, a comprehensive report to the Association.
- 3) Shall, in collaboration with the Treasurer, submit all financial statements to government agencies as required by law.

Section 6. PROVOST AND PUBLIC RELATIONS OFFICER

- 1) Shall maintain order at all meetings and gatherings of the Association.
- 2) Shall manage external communication and publications related to the Association, including the website.

Section 7. LEGAL ADVISER

- 1) Shall offer legal advice to the Association, its Officers, Chapters or Agents on its activities, transactions and businesses.
- 2) Shall draft, vet and appraise all legal documents contracts to be entered by the Association.
- 3) Shall liaise with relevant authorities for compliance with statutory dues and regulations.
- 4) Shall head the Constitution Reviewing Committee of the Association.

ARTICLE 10B. TENURE OF OFFICE

- Members of the Executive Council shall be elected at the general meeting of the Association and shall hold office for a term of two (2) years.
- A member whose term has terminated may be re-elected and can only hold the position for a maximum of two (2) consecutive terms, after which the member has to take on a different role or position.
- Although a member may have had a position for four (4) years, that member can return to that previously-held role after a pause of two (2) years or two (2) years in a different role.

ARTICLE 10C. REMOVAL OF OFFICER

The office of a member of the Executive Council shall become vacant if:

- (a) She/he resigns her/his office by notice in writing given to the President or Secretary and such notice is accepted by the President;
- (b) The tenure of the officer ends in accordance with the provisions of Article 10B;



- (c) A vote of no confidence (which may only be initiated by a motion supported by two thirds majority of members present), is passed on him/her by members following a credible allegation of bad conduct; or
- (d) There is a resolution passed by the Association removing the officer concerned from office.

ARTICLE 11. ELECTORAL COMMITTEE

The Electoral Committee shall be responsible for conducting elections to the Executive Council and the Board of Directors.

- (a) The membership of the Electoral Committee shall be by nomination at the General Meeting of the Association.
- (b) There shall be a minimum of three (3) members and a maximum of five (5) members.
- (c) All candidates in the election in view shall not be eligible to serve as members of the Electoral Committee.
- (d) The Electoral Committee Chair shall be the returning officer in the elections, and be responsible for collating the votes and announcing the results.

Section 1. MODE OF ELECTION

- (a) All elections shall be by secret ballot.
- (b) Only registered members of the Association shall be candidates for any election.
- (c) Where there is a tie, another round of voting shall be conducted in the same manner until an officer is elected.
- (d) When there are no candidates for a particular office during an election, the President shall appoint the officer and present this nominee to the general body for ratification.

Section 2. NOMINATION AND VOTING

Members of the Executive Council and the Board of Directors shall be nominated and elected by members present and voting at a General Meeting of the Association or re-union of the association of which adequate notice has been given and such notice shall indicate that the business of the general meeting of the Association on the appointment date shall include the election of officers and be titled “Notice of Special General Meeting”.

ARTICLE 12. REUNIONS OF FGCE ALUMNI IN THE AMERICAS

Reunions/Conventions/General in person Meetings shall be held at least once every two years. Chapters can host these events on a rotational basis. The decision on who to host a reunion should be made during the general meeting of the preceding Convention, Chapter representatives will make a presentation to the general body of their plans, and capability to organize such an event. A Convention Planning Committee of the Americas to be made up of both Chapter members and others shall be immediately set up by the Executive Council, in consultation with the Chapter.

ARTICLE 13. MEETINGS

Section 1.

General in person meetings shall be held during the Conventions. General Teleconference meetings should be held at least once every quarter starting on the date of the most recent reunion. The Secretary shall announce the meeting date, dial in instructions and agenda at least a month before the date of meeting, and shall keep members reminded frequently and on day of meeting, through email and social media channels such as Facebook, WhatsApp and or SMS messages.



Section 2. MEETING PROCEEDINGS

- (a) At the meetings of the Association (includes general meetings and conference calls), the President (or in his/her absence the Vice-President) shall preside, but if both of them are absent, the Secretary (or in the absence of the Secretary, any other member of the Executive Council nominated by the other members) shall preside.
- (b) Within one week after a meeting at which the President was absent, the Vice President or member who presided over the meeting shall render an account to the President.
- (c) The Secretary, or in his/her absence, a nominated or volunteering member shall record the minutes of all meetings of the Association, conduct all its correspondence and perform such other functions as the President or, as the case may be, the Association may from time to time direct. The Secretary shall also send out minutes of meetings to the general membership via email to keep all the members informed.

Section 3. QUORUM AT MEETINGS

At a General Meeting of the Association, seven (7) members shall form a quorum, out of which a minimum of three (3) shall be members of the Executive Council.

At a Special Meeting, ten (10) members shall form a quorum, out of which a minimum of four (4) shall be members of the Executive Council.

ARTICLE 14. CREATION OF COMMITTEES

The Executive Council shall have power to create committees (standing and/or ad-hoc) for the Association.

ARTICLE 15. DISSOLUTION OF THE EXECUTIVE COUNCIL

At the end of the general meeting when the election will take place, the Electoral Committee will dissolve the current Executive Council and then conduct a new election for new Officers.

ARTICLE 16. COMPENSATION OF OFFICERS & DISSOLUTION

Section 1. COMPENSATION

Members of the Executive Council shall not be compensated financially. The works of the Officers are all voluntary.

Section 2. DISSOLUTION

The Association can be dissolved by a greater than 75% vote by all members of the Association in good standing, and at a properly constituted meeting, after presentation of such motion with causes to the Board of Directors. Upon such dissolution, all assets/liabilities shall be distributed in accordance with applicable law, including pertinent regulations of the Internal Revenue Service.

ARTICLE 17. STANDARDS OF CONDUCT

All applicable Federal and State laws must be adhered to while acting within the scope of a non-profit position of the Association. Order, discipline and professionalism are required to promote success, productivity and collaboration among members of the Association. The following list illustrates some



examples of conduct that are deemed unacceptable and that can lead to disciplinary action, including immediate removal. These include, but are not limited to:

- (a) A breach of the provision of the Constitution.
- (b) Any activity that intentionally sabotages the mission, vision and objectives of the Association.
- (c) Any activity that might bring the Association into public disrepute.
- (d) Committing the Association to any contracts, agreements, and partnerships without the approval of both the Board of Directors and the Executive Council.
- (e) Disobedience or negligence in carrying out lawful directives of the Association or of the Officers of the Association.
- (f) Committing the Association to give financial or other support to any outside association, group or activity without proper authorization by the Board of Directors.
- (g) Unauthorized soliciting of donations on behalf of the Association.
- (h) Representing the Association, distributing materials, and/or discussing its affairs with the media without proper authorization by the Board of Directors.
- (i) Harassment, discrimination, or making threats of harm on any other Association Member.
- (j) Misusing, destroying or damaging property of the Association.
- (k) Possession, distribution, purchase, sale, use, transfer, solicitation, or being under the influence of illegal substances while at an Association event.

ARTICLE 18: FINANCIAL PROVISIONS

Section 1. ASSOCIATION FUNDS

The funds of the Association shall be made up of the following:

- (a) Annual individual membership dues.
- (b) All other funds made available to the Association by way of donations, fund raising, levies, or otherwise noted.

Section 2. MEMBERSHIP DUES

- (a) Annual dues shall be paid by each member by July 31st of each calendar year. Annual dues and fees are non-refundable.
- (b) If the need arises, the Association may organize fundraising activities to raise money for any purpose approved by the Association.
- (c) The expenses of the Association shall be paid with funds of the Association, as appropriated by the Executive Council.

Section 3. BANKING

The Bankers of the Association shall be any bank with FDIC standing that gives the Association the best banking package. All bank accounts shall be in the name of the Association. The Association shall open a separate project account where all funds donated to the association shall be maintained. Project funds shall be used to complete national projects.

Section 4: BANK ACCOUNT SIGNATORIES AND MANDATES

Part 1: The persons authorized to draw checks from the funds of the Association shall be limited to the President, Treasurer and the Secretary. The check amounts issued for various activities shall be consistent with the Board of Directors approved annual budget.



Part 2: The signatures of the President, Treasurer and Secretary shall be lodged with the designated bank and disbursement of Associations funds shall be authorized by the Treasurer and any one of the other two signatories.

Section 5. AUDIT

- (a) The accounts of the Association shall be audited annually before the termination of the office of the Executives by the Internal Audit Committee appointed by the Executive Council.
- (b) A Certified Public Accountant approved by the Association shall audit the account every five (5) years.

ARTICLE 19. QUALIFICATION OF MEMBERS IN GOOD STANDING

A member shall be current on all financial obligations owed to the Association.

ARTICLE 20. AMENDMENTS

This Constitution shall be amended or supplemented in the following manner:

- (a) Any proposal for amendment of this Constitution shall be submitted in writing to the Executive Council.
- (b) A Review Committee shall be set up by the Executive Council to deliberate on recommended changes.
- (c) The Constitution shall be regarded as amended at General Meeting of the Association, provided that adequate notice thereof shall have been included in the notice of meeting at which such action is to be considered, and not less than two-thirds of the members present vote in favor of the proposed amendment or supplement.

APPROVED on this 19th day of July, 2014 by a majority vote of attending Alumni at the First Reunion/General Meeting of Association of FGC Enugu Alumni Americas held at Atlanta, Georgia.

Signed for and on behalf of Members:

Executive Council of the Americas

Board of Directors

President: Nnaemeka Osakwe [Signature on File]

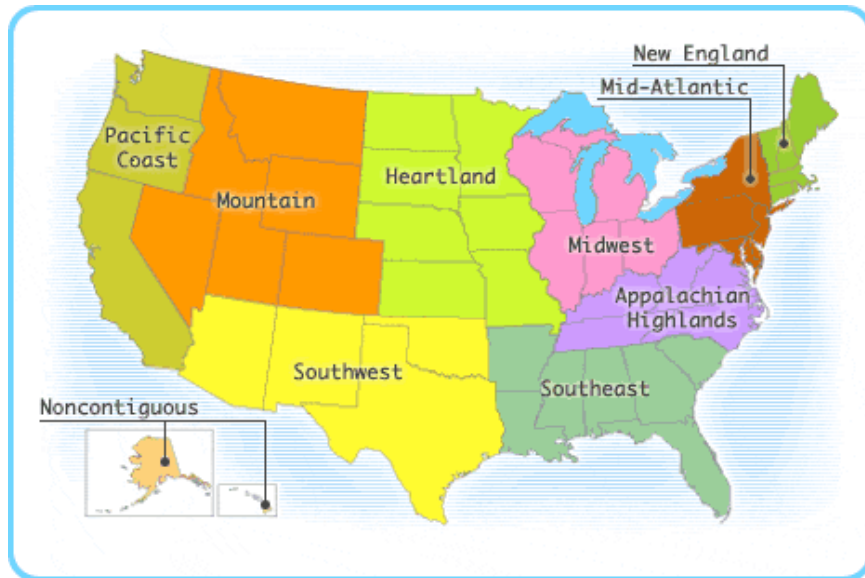
Chairman: Ikechukwu Agbim[Signature on File]

Vice President: Maureen Obiofuma[Signature on File]

Member: Chuma PC Ogene [Signature on File]



APPENDIX 1: RECOMMENDATION FOR REGIONAL CHAPTERS (Continental USA)



Canada: All Areas

New England: Maine, Vermont, Rhode Island, Massachusetts, Connecticut, New Hampshire

Mid-Atlantic: Northern Virginia, District of Columbia, Maryland, Delaware, New York, New Jersey, Pennsylvania

Midwest: Wisconsin, Michigan, Indiana, Illinois, Ohio,

Appalachian: Tennessee, Kentucky, North Carolina, South Carolina, West Virginia, Virginia (excluding Northern Virginia)

South East: Arkansas, Louisiana, Georgia, Mississippi, Alabama, Florida

South West: Arizona, New Mexico, Texas, Oklahoma

Heartland: North Dakota, South Dakota, Nebraska, Kansas, Minnesota, Iowa, Missouri

Mountain: Nevada, Utah, Montana, Wyoming, Colorado, Idaho

Pacific/Alaska: California, Hawaii, Oregon, Washington, Alaska

Central America/Carribbean Islands: Puerto Rico, Virgin Islands, Others

