

**PROPOSED DRAFT**

**CONSTITUTION OF**

**ELIZADE**

**UNIVERSITY**

**PARENTS' FORUM**

**PREAMBLE**

We the parents/guardians/teachers of students of the Elizade University being absolutely convinced that it is our sacred duty to assist our children and students in their educational, moral and social development; and for the purpose of promoting order, unity and welfare of all members, do hereby resolutely agree to make and give to ourselves this constitution.

## **ARTICLE 1**

### **NAME**

- 1.1 The name of the Association shall be called “ELIZADE UNIVERSITY PARENTS’ FORUM (hereinafter referred to as “The Association”) with its registered office at Elizade University, Ilara Mokin, Ondo State, Nigeria and is not to be politically and religiously affiliated to any institution
- 1.2 The provisions of this constitution shall be binding on all members of this Association.

## **ARTICLE 2**

### **AIMS & OBJECTIVES**

The aims and objectives of the Forum shall be as follows;

- 2.1 To foster co-operation between parents or guardians of students (hereinafter referred to as “Parents”) and staff of Elizade University (hereinafter referred to as staff) for the growth and development of the university.
- 2.2 To make suggestions and recommendations on matters affecting the students to the University Authorities and when necessary, to the State, Federal Ministry of Education and other affiliated bodies.
- 2.3 To pass on to the University useful ideas which are designed to promote the welfare of the students.
- 2.4 To source funds by way of annual subscriptions, levies, donations or other fund raising activities, as approved under clause 9.1 of this Constitution.
- 2.5 To provide financial assistance on viable projects as recommended by the Executive Committee as approved by the General House from time to time.
- 2.6 The Association shall be a non-religious, non-political, non-ethnic and non-profit sharing body.
- 2.7 The Association shall work, co-operate and affiliate with such other bodies as may be necessary to achieve its aims and objectives provided such co-operation and affiliation would not compromise its ideals or undermine its independence.
- 2.8 Nothing in clauses 2.6 above shall prevent the payment in good faith of any reasonable and proper remuneration to any member or Officer of the Association for any service actually rendered to the Association.
- 2.9 To promote harmonious relationship between the parent, staff and students of the university through regular dialogue and feedback.
- 2.10 To undertake any activities appropriate for the Forum.

## **ARTICLE 3**

### **MEMBERSHIP**

- 3.1 The membership of the Association shall be opened to all Parents/Guardians of registered students as well as staff of the University.
- 3.2 The Association may, subject to the approval of members at a General Meeting confer honorary membership on any person and such a person shall:
  - a). have contributed positively and immensely to the development of the University and welfare of the students;
  - b). be nominated by a registered member of the Association. This is subject to the approval of the members at a General Meeting after due consideration of the Executive Committee of the Association.
- 3.3 Parents who pay their annual dues/subscriptions, levies and other contributions shall for the purpose of this Constitution be referred to as Financial Member.

## **ARTICLE 4**

### **THE SECRETARIAT**

- 4.1 The Secretariat of the Association shall be situated within the premises of the Elizade University.
- 4.2 The Secretariat shall be open to all financial members of the Association. The register of all members and financial books shall be kept at the Secretariat and shall on request be made available to financial members for inspection.

## **ARTICLE 5**

### **OFFICERS AND THEIR DUTIES**

- 5.1 The officers of the Association shall constitute the Executive Committee which shall be made up of the following:
  - i). Chairman;
  - ii). Vice-Chairman;
  - iii). Vice-Chancellor;
  - iv). General Secretary;
  - v). Assistant General Secretary;

- vi). Financial Secretary;
- vii). Asst. Financial Secretary;
- viii). Treasurer;
- ix). Publicity/Social Secretary;
- x). Legal Adviser;
- xi). Two Ex-Officio Members.

## **5.2 DUTIES OF OFFICERS**

### **5.2.1 THE CHAIRMAN**

The chairman shall:

- i). shall in consultation with the General Secretary summon all General and Executive meetings.
- ii). preside at all meetings of the Association and that of the Executive Committee.
- iii). present the Annual Report on all the activities of the Association together with the Audited Annual Financial Statement.
- iv). direct and co-ordinate all the activities of the Association.
- v). give a casting vote in case of a tie during a voting exercise.
- vi). shall call for emergency meeting in consultation with the General Secretary whenever occasion demands.

### **5.2.2 THE VICE-CHAIRMAN**

The Vice-Chairman shall:

- i). preside at all meeting in the absence of the Chairman and shall perform all duties relating to the office of Chairman
- ii). carry out such functions as assigned to him by the Chairman.

### **5.2.3 VICE-CHANCELLOR**

The Vice-Chancellor shall:

- i). be the main link between the University and the Association.

- ii). be responsible for periodic briefing on issues concerning the University and the students which should be addressed by the Association.
- iii). be responsible for opening an avenue for dialogue on issues concerning the Parents/Students.

#### **5.2.4 THE GENERAL SECRETARY**

The Secretary shall:

- i). be appointed by the University Authorities
- ii). be responsible for administration of the Secretariat.
- iii). convene all meetings of the Association and/or of the Executive Committee after due consultation with the Chairman and the Vice-Chancellor.
- iv). make adequate arrangement for all meetings.
- v). take and keep record of all meetings and ensure the maintenance of Minutes Book and shall be responsible for conducting the correspondence of the Forum and execute the decision and directives of the Executive Committees.
- vi). keep an up-to-date register of members of the Association.
- vii). hold an imprest of not more than N10,000.00 (Ten Thousand Naira) for the running of Secretariat and other minor expenses incurred by Executive Committee Members at any point in time.

#### **5.2.5 THE ASSISTANT GENERAL SECRETARY**

The Assistant General Secretary shall:

- i). assist the Secretary and in the absence of the Secretary shall perform the duties of the Secretary.

#### **5.2.6 FINANCIAL SECRETARY**

The Financial Secretary shall:

- i). be an Accountant
- ii). keep adequate records of all financial transactions of the Association.

- iii). ensure that all dues and levies are paid into the Bank Account as at when due.
- iv). from time to time notify members whose dues are in arrears.
- v). present to the house the financial position of the Association at every General Meeting.
- vi). be responsible for the preparation of the Annual Financial Statement of the Association.
- vii). be responsible for the collection of Bank Account Statements and Reconciliation on monthly basis.
- viii). shall advice the Forum on how to generate revenue.

#### **5.2.7 TREASURER**

The Treasurer shall:

- i). work hand in hand with the University Bursar and Financial Secretary in the area of Cash and Bank Reconciliations.
- ii). disburse all monies as directed by the Executive Committee.

#### **5.28 THE PUBLICITY/SOCIAL SECRETARY**

The Publicity/Social Secretary shall:

- i). see to the proper presentation of the association to the general public and to members by issuing newsletter, radio and television announcements or newspaper advertisements; SMS, E-mail and other means of communication as may be directed by the Executive Committee.
- ii). liaise with the public at large on behalf of the Association. To this end, he shall work closely with the Chairman, Secretary and the Vice-Chancellor.
- iii). publicize all activities of the Association, be they educational, fund raising or social.
- iv). be responsible for the organization of the social activities of the Association. To this end, he shall work closely with the officers co-opted for the purpose.

### 5.2.9 THE LEGAL ADVISER

The Legal Adviser shall:

- i). be a legal practitioner and financial member of the Association.
- ii). guide the house on issues concerning the interpretation of the provisions of the Constitution of the Association.
- iii). guide the Executive Committee in taking decisions which are not against the provisions of the Constitution or other statutory legislations in force in the country.

### 5.2.10 THE AUDITOR

- a). There shall be an External Auditor to be appointed annually at the General Meeting.
- b). The External Auditor shall:
  - i). be a qualified Chartered Accountant.
  - ii). not be a member of the Executive Committee.
  - iii). not be a financial member of the Association.
  - iv). be responsible to the General Meeting.
  - v). examine all the relevant books of accounts including the Bank Statements.
  - vi). submit a financial report to the Executive Committee for discussion and approval at least a month before the General Meeting and subsequently present same before the General Meeting.
  - vii). can only be removed / terminated by the General Meeting.
  - viii). appointment / remuneration of the External Auditor shall be determined by the Executive Committee subject to the approval of the General Meeting.

## **ARTICLE 6**

### **ELECTION OF OFFICERS**

6.1 There shall be an election of Officers to be held every two(2) years at the Annual General Meeting. Voting shall be by open ballot i.e. by show of hands and the candidate with a simple majority shall be deemed elected.

6.1.1 The following Officers shall be elected from amongst the parents:

- i). The Chairman;
- ii). The Vice-Chairman;
- iii). The Financial Secretary;
- iv). The Assistant Financial Secretary;
- v). The Treasurer;
- vi). The Legal Adviser
- vii). Two Ex-Officio Members - by nomination only.

6.1.2 The following Officers shall be appointed by the Vice-Chancellor from amongst the staff of the University:

- i). The General Secretary;
- ii). The Assistant General Secretary.

6.1.3 Where there exists a vacancy by virtue of the issues raised in Article 7(3), 7(4) and 7(5) below, a bye-election shall at the next General Meeting of the Association be conducted to fill such a vacancy.

### **6.2 ELECTORAL COMMITTEE**

- i). Electoral Officers shall be responsible for the conduct of elections.
- ii). Members shall be nominated on the day of election by the General Meeting.
- iii). Three (3) members shall constitute the Electoral Committee as follows:
  - a). Presiding Officer - 1
  - b). Electoral Officer - 1
  - c). Returning Officer - 1



- iv). The Electoral Committee are to announce the result of elections and inaugurate the new Executive Committee.
- v). Their decision as per the conduct of elections and announcement of results shall be final and binding on all members.
- vi). Any member of the Electoral Committee can not vote or be voted for during elections.
- vii). All defaulting parents cannot vote or be voted for in any Election.

## **ARTICLE 7**

### **TENURE OF OFFICERS**

- 7.1 Officers of the Association shall hold offices for a period of two (2) years at a time or until their successors are duly elected.
- 7.2 No officer should serve in the same capacity for more than two (2) consecutive terms.
- 7.3 Notwithstanding the provisions of Article 7.1 above, the Association shall have the powers to remove any Officers who in its opinion is found wanting either in the carrying out of his duties or due to some misconduct unacceptable to members of the Association.
- 7.4 The removal of an Officer shall be subject to the approval of not less than two-third (2/3) majority of all members present at a General Meeting during which such a measure is being considered provided that the Officers so affected shall be granted adequate and fair hearing.
- 7.5 A member of the Executive Committee shall cease to be a member, where he gives notice of his intention to that effect or where he becomes permanently incapable of performing his assigned duties or where his child cease to be a student of the University.

## **ARTICLE 8**

### **THE POWER OF THE EXECUTIVE COMMITTEE**

- i). The Executive Committee is empowered to act for and on behalf of the Association.
- ii). It shall recommend reputable bank(s) as the bankers of the Association.
- iii). It may appoint Ad-hoc Committees or individuals to carry out specific functions for the Association.

- iv). It shall recommend levies and contributions payable by members subject to the approval of the General Meeting.

## **ARTICLE 9**

### **FINANCE**

- 9.1 The source of the Association Finance shall be:
  - i). annual dues;
  - ii). special levies on members;
  - iii). donations; and
  - iv). any other fund-raising activities as suggested by the Executive Committee of the Association and approved at the General Meeting.
- 9.2. Every member shall pay an annual subscription which shall be such amount as may be decided upon by members of the Association from time to time. For this purpose, both parents of a student shall be considered as a single member (hereinafter referred to as a financial member).
- 9.3 The Association shall be free to receive donation from its members or other bodies to enable it fulfill its aims and objectives.
- 9.4 Upon a resolution passed at a General Meeting, the Association shall be free to make special levies on its members to enable it fulfill its aims and objective.
- 9.5 a). The Association shall operate current account. The signatories to the accounts of Association shall be categorized into two;
  - Category 'A'
  - i). The Chairman
  - ii). The Treasurer
  - Category 'B'
  - i). The Vice-Chancellor
  - ii). The General Secretary
- b). The signing mandate for the accounts of the Association shall be that 2'As' and 1'B' must sign.
- c). The financial year of the Association shall begin on the 1<sup>st</sup> of October and end on the 30<sup>th</sup> September of the following year.

## **ARTICLE 10**

### **MEETINGS**

- 10.1 The General Meeting of the Association shall be held on every second Saturday in the month of October, January and May.
- 10.2 The meeting of the month of October shall be regarded as the Annual General Meeting.
- 10.3 The Executive Committee may convene an Extra-ordinary General Meeting of the Association as and when necessary.
- 10.4 The Executive Committee meeting shall be held in the premises of the University at a date and time fixed by the Executive Committee.
- 10.5 Ad-hoc/working Committees can be constituted by the Executive Committee or General Meeting on the following issues from time to time – finance, project, welfare and others.
- 10.6 Members of Ad-hoc Committees shall be by nomination at the General Meeting.

## **ARTICLE 11**

### **QUORUM**

- 11.1 At a General Meeting, 25 (twenty five) members shall form a quorum subject to upward review at subsequent General Meetings.
- 11.2 Four members of the Executive Committee from the following group shall form a quorum;
  - Group 1 - Chairman and / or Vice Chairman
  - Group 2 - General Secretary and / or Assistant General Secretary
  - Group 3 - Treasurer or Financial Secretary
  - Group 4 - Any other member of the Executive Committee

**ARTICLE 12**

**AMENDMENT TO THE CONSTITUTION**

- 12.1 A motion to amend the Constitution shall be made by any financial member(s) in writing to the Secretary at least one month before the General Meeting at which such a motion is to be considered.
  
- 12.2 The Secretary shall inform members of the particulars of the motion in a circular conveying the next General Meeting or through any other means of communication before or during the meeting.
  
- 12.3 The Annual General Meeting or the General Meeting at which the particulars or the motion is to be considered shall have the power to repeal, add or amend all or any of the provisions of this Constitution provided a two-third (2/3) majority of the financial members present at a meeting pass the substantive motion in support of the said amendment.
  
- 12.4 EFFECTIVE DATE OF THE COMMENCEMENT OF THE CONSTITUTION:

This constitution shall be deemed to take effect in.....