

**MATER-DEI COLLEGE ASHAKA
OLD BOYS ASSOCIATION
(MOBA)**



CONSTITUTION

**As Amended
December, 2011**



ARTICLE ONE

1.1 NAME:

The association shall be known, called and addressed as MATER DEI COLLEGE ASHAKA OLD BOYS ASSOCIATION *herein after referred to as MOBA.*


1.2. SUPREMACY OF THE CONSTITUTION

This constitution is supreme and its provision shall have binding force on all chapters and members of the Association.

ARTICLE TWO

2.1 AIMS AND OBJECTIVES:

- i. To establish a forum for all Old Boys of Mater Dei Grammar School, Ashaka, to discuss and deliberate on matters affecting their Alma Mater with a view to giving the necessary counsel and assistance to the school authorities.
- ii. To promote, protect and maintain the good name of the school.
- iii. To contribute to the development and progress of the school.
- iv. To create a lasting relationship among the Old students of Mater Dei Grammar School, Ashaka.

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- v. To intervene in times of crisis among students, staff and management of the school, as well as fellow members of MOBA, when the need arises.
 - vi. To collect up-to-date information about students' general performance, standards and welfare.
 - vii. To encourage academic and extra-curricular activities among students by way of prizes, trophies and scholarship awards.
 - viii. To render financial or any other form of assistance to members as and when necessary.
 - ix. To assist the final year students on choice of career(s) i.e. (Career guidance and counseling).
 - x. To encourage and support the establishment of branches of the Association in different parts of the Country. Hereinafter to be referred to as Chapter(s).

ARTICLE THREE

3.0 MEMBERSHIP

Membership is opened to persons who have attended **MATER DEI COLLEGE ASHAKA** for the period not less than one academic session.

3.1 CATEGORY OF MEMBERSHIP

(a) ORDINARY MEMBERS

There shall be old students of Mater Dei College Ashaka who are registered with a chapter and pay their dues and levies annually.

(b). HONORARY MEMBERS

These shall be past principals and teachers who ordinarily were not students of Mater Dei College Ashaka, but have been deemed to have contributed significantly to the advancement of the school.

Nomination of such member(s) is to be proposed by NEC and ratified by the AGM. Such member(s) shall have no voting right.

(c) DISTANT MEMBER

An old student of Mater Dei not resident in Nigeria shall be termed a distant member provided he fulfills all his financial obligations to the Association.

ARTICLE FOUR

DISCIPLINE

4.1 RIGHT OF MEMBERSHIP

Rights of membership can be withdrawn by the Association if a member commits or is

deemed to have committed any act that brings the good name and objectives of the Association to disrepute during or after studentship.

4.2 **PROCEDURE**

(a) A report made to the president or secretary-General is deemed to have been made to the Association.

(b) Report made is referred to NEC whose members will look into the matter and make recommendation to AGM.

(c) AGM decision on the Matter is final and binding.

4.3. **DISCIPLINARY ACTION**

If found guilty by AGM a member shall face any of the following sanctions as deemed appropriate to the office

- a. Reprimand
- b. Removal from office
- c. Fine not exceeding ten times his annual dues
- d. Suspension
- e. Expulsion.

ARTICLE FIVE

CHAPTER

5.1 Members of the Association living in a town/contiguous towns shall have the right to constitute themselves into a chapter.

5.2. A chapter shall be bound by the provisions of this constitution and shall have the right to make Bye-laws to regulate its functions, provided such Bye-laws are not in conflict with any part of this constitution.

5.3. A chapter is answerable to the National Executive Council (NEC).

5.4. Once formed a chapter is required to write to NEC for approval and affiliation or formal accreditation

ARTICLE SIX

MEETINGS

6.1 **ANNUAL GENERAL MEETING (AGM)**

A. The Association shall hold an Annual General Meeting between the month of November and December.

b. The AGM shall be a 2 day event, including among other things election every two years, football competition,

lectures on alternate years and rounded off with a Dinner.

- c. Every chapter is expected to attend the AGM as absentee chapter (s) is/are liable to a fine
- d. Awards and honours as approved by NEC are to be presented during the Dinner/Investiture night of election year.
- e. Notice of AGM is released and published by the Secretary General six weeks before the meeting. All chapters to be formally written.
- f. The AGM is the highest decision making body of the Association and decision/decisions taken by it is final.
- g. Each chapter is to present written annual report of its activities at the AGM.

6.2 NATIONAL EXECUTIVE COUNCIL MEETING (NEC)

- a. The Association shall hold quarterly National Executive Council (NEC) meeting to be hosted in turn by all financially viable chapters.
- b. Membership of NEC shall consist of all National Officers, Immediate Past President and Secretary-General. All

Chapter Chairmen and Secretaries. Any other member can be co-opted as may be deemed necessary by NEC.

- c. Notice of NEC meeting is to be issued by the Secretary-General four weeks before date and chapters to be formally notified.
- d. Host chapter is to provide accommodation for National Officers.
- e. Each chapter to submit a written report of its activities at every NEC meeting.
- f. Decision taken at NEC that will bring a policy or constitutional change shall not apply until ratified by AGM.
- g. Quorum at NEC is formed by 1/3 of viable chapters as well as 1/3 of National officers.
- h. There shall be a NEC meeting preceding commencement of the AGM.
- i. Emergency NEC meeting may be summoned by the president when he deems it necessary or on request in writing by 1/3 of viable chapters on

receipt of such request the president shall within two weeks summon the meeting.

- J. Any other member may be at NEC meeting as an observer.
- k Method of voting at NEC is to be determined by the meeting and winner is by simple majority.

ARTICLE SEVEN OFFICERS

7.1 The Association shall be administered by the following officers

- a. President
- b. Vice president
- c. Secretary-General
- d. Assistant Secretary-General
- e. Financial Secretary
- f. Treasurer
- g. P.R.O.
- h. Immediate Past President
- i. Immediate Past Secretary-General.

ARTICLE EIGHT

8.1 President

- a. Shall preside over all meetings.
- b. Shall be signatory to all bank withdrawals.

- c. He is the Chief Spokesman of the Association
- d. Shall have a casting vote in the case of a tie at a NEC meeting.
- e. Shall have the last say on all issues at any meeting.

8.2 VICE PRESIDENT

- a. Shall act in the absence of the president.
- b. Shall perform any other duties that may be assigned to him from time to time.

8.3 GENERAL SECRETARY

- a. Shall be the administrative head of MOBA Secretariat.
- b. Shall summon all meetings of the Association in consultation with the President.
- c. Shall take and keep the minutes of all meetings.
- d. Shall in consultation with President, prepare the agenda of the meeting.
- e. Shall be a signatory to all bank withdrawals and payment vouchers.

8.4 THE ASSISTANT SECRETARY

- a. Shall act in the absence of the General Secretary

- b. Shall assume, in an acting capacity all the power vested on the General Secretary as specified in subsection (3) of this section. Except that he shall not be a signatory to bank withdrawals and payment vouchers.

8.5 FINANCIAL SECRETARY

- a. Shall keep all financial records of the Association.
- b. Shall collect levies and dues of the Association and shall hand over such monies to the treasurer within 24 hours of receipt.
- c. Shall carry out such other duties as may be assigned to him from time to time by the Association.

8.6 THE TREASURER

- a. Shall be responsible for keeping the finances of the Association,
- b. Shall lodge all monies into the Association's Bank Account within 48 hours of receipt.
- c. Shall be a signatory to all bank withdrawals.
- d. Shall be required to present financial report to NEC at Annual General Meeting.

8.7 THE PUBLIC RELATIONS OFFICERS/SOCIAL SECRETARY

- a. Shall be responsible for all the Association publicity as may be approved from time to time by the Association.
- b. Shall head any publicity committee as may be appointed from time to time.

ARTICLE NINE

ELECTIONS

- 9.1** Election of officers shall hold every two years during the Annual General Meeting.
- 9.2** All members shall subject to the provisions of Article 3 sub-section (a) of the constitution be eligible to vote and be voted for.
- 9.3** The above provision is applicable to any proposer and/or seconder of a candidate for an election.
- 9.4** Notices shall be given by the Secretary General for nominations at least eight weeks before the date of the AGM. Such nominations shall be in specified forms and disclose the title of office, name of the candidate, his proposer and seconder, as well as a brief resume of the candidate.

9.5 Nominations shall close two weeks to the AGM.

9.6 All nominations are expected to have reached the secretariat before the closing date.

9.7 The postponement of the AGM does not invalidate the nominations already received and the closing date.

9.8 Nominations will be made into any office that is vacant as at the commencement of the AGM by members present.

9.9 Candidates can be nominated and be voted for in absentia at the AGM.

9.10 Any candidate validly nominated into an office shall be declared unopposed if there is no other validly nominated candidate.

9.11 For the post of President and Secretary General, the candidates must have been past members of NEC

9.12 Before the commencement of election, the AGM shall appoint a returning officer whose duty it shall be to conduct the election as laid

down by the constitution. Two other members are to be appointed to assist him.

9.13 The electoral committee shall not vote or be voted for but the returning officer shall have a casting vote in case of a tie.

9.14 The President shall following the appointment of the Electoral Committee dissolve the Exco.

9.15 Voting at elections is by secret ballot and winner is by simple majority.

9.16 Result are to announced at the venue of the AGM immediately after voting and counting by the returning officer.

9.17 Every elected officer shall resume duty immediately after swearing in at the Dinner/investiture ceremony.

9.18 The tenure of office is two years renewable for another term but not more than two consecutive terms.

ARTICLE TEN REMOVAL OF OFFICERS

- a. An executive member shall be removed from office before the expiration of his term by two-thirds majority vote of members present at an Annual General Meeting and on the recommendation of NEC.
 - i. For dereliction of duty, abuse of office or misconduct established against him.
 - ii. On ground of prolonged ill-health which makes it impossible for him to discharge his duties.
- b. Before an executive officer is removed from office, he must be given a fair hearing.

ARTICLE ELEVEN WELFARE

- a. The welfare of members shall be paramount. Chapters and members financial commitment shall be a prerequisite to its fulfillment
- b. All members shall be financially solvent to chapters they belong
- c. All chapters shall be financially committed to the National body by

remitting dues and levies due them at the stipulated time

- d. A financially up to date member of a chapter is deemed to have remitted his dues and levies to the national body through her chapter.
- e. A chapter that is bereaved or honoured shall duly inform the National body for active participation and necessary action.
- f. The National body shall provide gifts and entertainment to honoured member through the chapter the member is coming from.
- g. The National body through the chapter shall provide casket or monetary grant to the family of a bereaved members, it shall also participate actively and provide entertainment during the funeral.
- h. There shall be a consolidated fund provided for this purpose and the amount payable shall be determined by the general house in order to make the provision of Article 11 workable.

ARTICLE TWELVE FINANCE

12.1 DUES & LEVIES

- a. All members of the Association shall pay annual dues, AGM dues and levies as may be fixed and reviewed from time to time by the AGM.
- b. Every chapter shall submit the list of their financial members to the financial secretary two weeks before the AGM.
- c. The financial secretary on receipt of the list will cross check with the amount paid by the chapter and thereafter produces a financial list that will be presented to AGM.
- d. The financial list will be used for elections and welfare benefits for members.

12.2 BANKING

- a. Money belonging to the Association shall be deposited by the treasurer in a duly licensed bank in Nigeria.
- b. All cheques drawn on the Association

account shall be signed by the President and either the Secretary-General or Treasurer.

ARTICLE THIRTEEN AUDITORS

- 13.1. There shall be a committee to be known as internal Auditors to be appointed by NEC provided no member of the executive shall be a member.
- 13.2 It shall audit the account of the Association after the AGM and present its report to the next NEC.

ARTICLE FOURTEEN

SPECIAL PROVISIONS

14.1 SUSPENSION OF THE CONSTITUTION

- a. Under no circumstances shall the decision of the Association set aside any provision of this constitution, except otherwise decided by the AGM through a 2/3 majority. Such a decision shall subsist only for the purpose of that AGM provided this shall not constitute an amendment of the constitution.

14.2 LITIGATION

- a. No member or chapter or group shall institute any action in any law court on any issue that is purely an Association matter without allowing the Association to first adjudicate on the matter.
- b. Any member or group or chapter who wishes to seek redress in any law court on purely Association matter after fulfilling the above provision, shall take leave of the Association by writing to the President.

14.3 CONFLICT

For the avoidance of doubt the provisions of this constitution shall prevail and have precedence over chapters Bye-laws and any other decision taken by the Association in any meeting.

MOBASTANDING ORDERS

These standing orders are intended to provide for the smooth conduct and procedure of all meetings and matters relating thereto and shall be read together with the constitution.


BUSINESS

The president shall preside at all meetings of

the Association. At any meeting of the Association where the president is absent, the order of precedence shall be:

The vice president
Secretary-General
Assistant Secretary General
Financial Secretary
Treasurer
Public Relations Officer.

1. The agenda of the meeting is read to the House and once adopted shall be adhered to till the end of the meeting.
2. No member shall commence to speak on any topic until he is recognized by the president.
3. Any member desiring to speak shall put up his hand sitting in his place until called upon by the president.
4. No two members shall stand up or speak simultaneously at a meeting.
5. A member must confine his observations to the subject under discussion and may not introduce irrelevant matters thereby.
6. No member shall be permitted to re-open an issue upon which the meeting has come to a conclusion.
7. No member shall use offensive or insulting words on any member of the Association.

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8. Any member whose conduct is disorderly at any meeting or who refuses to withdraw an offensive and insulting words after he has been asked to do so by the president may be asked to leave the meeting by the president.
 9. No member shall leave any meeting except with the permission of the president.
 10. Smoking is not allowed in all meetings.
 11. No motion shall be discussed except it is seconded, except the recommendation of NEC or a committee report.
 12. A member may raise a plea for point of order which when raised shall only be allowed if the president accepts.
 13. A member who has any relevant and pertinent information to give may in the course of a speech by another member shall make a plea for point of information to the president and shall only give his information if permitted by the president.
 14. All phones and other communication gadgets shall be switched off or put on silent mode during meetings.
 15. The president has power to end discussion on any issues if he deems it necessary that the environment is no longer conducive to continue with the topic.