



**THE CONSTITUTION
OF
DOHERTY MEMORIAL GRAMMAR SCHOOL
OLD STUDENTS' ASSOCIATION**



Article 1. NAME OF THE ASSOCIATION

The name of the Association shall be "DOHERTY MEMORIAL GRAMMAR SCHOOL OLD STUDENTS ASSOCIATION" (Herein after referred as the Association)

Article 2. OBJECTIVES OF THE ASSOCIATION

The objectives of the Association shall be:

- a.) To inculcate and sustain interest in the well-being of Doherty Memorial Grammar School, Ijero-Ekiti ("Domegrams/the School") among Old Students.
- b.) To promote social interaction among its members and the School.
- c.) To support the School in every possible way.
- d.) To promote the Domegrams spirit among all Old Students and between the Association and current students.
- e.) The Association shall not be involved in any political or religious activity or alignment.

Article 3. MEMBERSHIP

- a.) Any student who enrolled at the School and was registered as a student shall be eligible for membership of the Association.
- b.) Any person, not being an old student, who has shown sufficient interest in the affairs of the School and is adjudged to be of unimpeachable moral character, may be considered by the Executive Committee for admission as an Honorary Member of the Association.

Article 4. SUBSCRIPTIONS

- a.) The annual subscription shall be fixed at a General Meeting of the Association upon the recommendation of the Executive Committee.
- b.) The annual subscription shall become due on the 1st of January of each year and shall be paid not later than 30th June of that year.
- c.) Members whose annual subscriptions are not paid by 30th of June of each year shall not be eligible to vote or be voted for at any meeting of the Association.

Article 5. OFFICERS OF THE ASSOCIATION

The Officers of the Association shall be as follows:

TITLE	NUMBER
President	1
Vice President	1
Deputy President (Africa)	1
Deputy President (Americas)	1
Deputy President (Europe)	1
General Secretary	1
Assistant General Secretary	1
Treasurer	1
Financial Secretary	1
Social Secretary	1
Publicity Secretary	1



Article 6. DUTIES OF OFFICERS

a.) The President: It shall be the President's duties among others:

- i.) To preside at every Annual General Meeting and other meetings of the Association and the Executive Committee.
- ii.) To cause summoning of the Annual General Meeting and other meetings either on his own initiative or in accordance with the decision of the Executive Committee or at the requisition of 5 members for summoning a General Meeting.
- iii.) He shall submit a General Report of the activities of the Association at the Annual General Meeting.
- iv.) To oversee and coordinate all other officers of the Association in the performance of their duties.
- v.) To serve as ex-officio member of all sub-committees of the Association.
- vi.) Shall be signatory to all documents relating to the Association.

b.) The Vice-President:

- i.) The Vice President shall in the absence of the President, preside at all meetings over which the President, by Constitution, has power to preside.
- ii.) He shall perform all other duties which the President, owing to ill-health, or absence or any other cause is unable to perform, or as shall be ascribed to him by the President, the Executive Committee or General Meeting.
- iii.) In the absence of the President, and the Vice President, members of the Executive Committee present shall nominate one of their number to preside.

c.) Deputy Presidents:

The Deputy Presidents shall be the leaders and coordinators of their respective zonal groups and represent them at the Executive Committee

d.) The General Secretary:

The General Secretary shall be the head of the Secretariat as listed in Article 6 Subsection (I).

e.) The Assistant General Secretary:

The Assistant Secretary shall assist the General Secretary in the performance of all secretariat duties and shall, in the absence of the General Secretary, act in his place.

f.) The Treasurer: The duties of the Treasurer shall be as follows:

- i.) To receive, collect and pay to the Association's Bankers all monies collected for the Association
- ii.) To carry out any decision or directive of the Annual General Meeting and the Executive Committee in matters relating to the budget or finances of the Association.



- iii.) To prepare or cause to be prepared and circulated to every member of the Association at or before every Annual General Meeting, the audited Balance Sheet and Annual Statement of Account as well as an Annual Report of the Association.
- iv.) To invest the money of the Association in such securities as may be approved by the Executive Committee.
- v.) To prepare or cause to be prepared and submit for the approval of the Association, an Annual Budget containing estimated revenue and expenditure of the Association.

g.) The Financial Secretary: The duties of the Financial Secretary shall be as follows:

- i.) To be in constant touch with branches of the Association so as to ensure that all members pay their annual dues as prescribed by this Constitution and other dues or subscriptions as may be determined by the Annual General Meeting or the Executive Committee.
- ii.) To prepare from time to time the list of defaulting members.
- iii.) To circulate such lists to the Annual General Meeting and the Executive Committee.
- iv.) To collect and promptly pay all monies to the Treasurer.
- v.) To liaise with the Deputy President of each zone regarding annual dues.

h.) The Social Secretary: The duties of the Social Secretary shall be as follows:

- i.) To organize the social activities of the Association.
- ii.) To organize and attend to the welfare needs of financial members of the Association in consultation with the President.

i.) The Publicity Secretary: The duties of the Publicity Secretary shall be as follows:

- i.) To build and maintain a positive public image for the Association and the School.
- ii.) To create media, press releases, and social media messages that shape public opinion of the Association, and an awareness of the School.
- iii.) To publicize the activities of the Association.
- iv.) To present the correct, proper and progressive image of the Association to the public.

j.) The Secretariat

The Secretariat shall host the Association, and this will be located in the School. The Secretariat will be headed by the General Secretary of the Association and his functions shall be as follows:

- i.) To summon, on the instructions of the President or on requisition, the Annual General Meeting, the Executive Committee Meetings, or other Meetings of the Association. PROVIDED THAT, upon a requisition, signed by not less than five members of the Executive Committee, the General Secretary shall summon a meeting of the Executive Committee and upon a requisition signed by not less than fifty members of the Association, he/she shall summon an Extra ordinary General Meeting of the Association.



- ii.) The Secretary shall record and keep minutes of all meetings of the Association.
- iii.) To write and dispatch circulars, letters and other correspondence of the Association or the Executive Committee.
- iv.) To keep a roll of members of the Association worldwide and an up-to-date list of officers of branches of the Association.
- v.) To perform all other duties as may be allotted to him by the President or Executive Committee or the Annual or Extraordinary General Meeting.
- vi.) To be responsible for the general management of the Secretariat of the Association.
- vii.) To be a member of each and every sub-committee of the Association.
- viii.) To publicize the activities of the Association.
- ix.) To present the correct and progressive image of the Association to the public.
- x.) To organize the social activities of the Association.
- xi.) To do all other things necessary for the effective administration of the Secretariat as required by the Executive Committee.

Article 7. COMMITTEES

7.1 EXECUTIVE COMMITTEE

a) The affairs of the Association shall be managed by an Executive Committee which shall consist of:

- i) All Officers referred to in Article five (5) of this Constitution.
- ii) The Immediate Past President; (Ex-Officio)
- iii) The Immediate Past General Secretary (Ex-Officio)

b) The Executive Committee shall have power to fill any vacancies which may occur during its tenure subject to ratification at next Annual General Meeting.

7.2 SUB-COMMITTEES

I) There shall be the following standing sub-committees of the Association:

- a) Management Sub-Committee
 - b) Projects Sub-committee
 - c) Social and Welfare Sub-Committee
 - d) Membership Sub-Committee
 - e) Finance Sub-Committee
 - f) Disciplinary Committee
- ii) The Management Sub-Committee shall be headed by the President and its membership shall be as follows:
- President
 - Vice-President
 - Deputy Presidents



General Secretary
Assistant General Secretary
Publicity Secretary
Treasurer

iii) The functions of these sub-committees shall be as follows:

- a) The Management Sub-Committee shall be charged with the day to day supervision of activities at the Association's Secretariat
- b) The Projects Sub-Committee shall be charged with the responsibility of planning and executing projects on behalf of the Association.
- c) The Social and Welfare Sub-Committee shall be responsible for planning and executing social programs, events and School Reunions as well as welfare programs for the Association
- d) The Membership Sub-Committee shall be charged with the responsibility of coordinating Doherty Memorial Grammar School Old Students Association branches in Nigeria and the Diaspora, maintaining the old Students' database as well as catering for the welfare of members.
- e) The Finance Sub-Committee shall be charged with funding and budgetary issues of the Association.
PROVIDED THAT the Executive Committee may assign other functions to these standing sub committees as may be considered necessary for the effective management of the Association.
- f) The Disciplinary Committee shall be responsible for handling complaints/grievances among members, between members and Officers of the Association, and among the Officers of the Association.
- g) All other standing Sub-Committees shall be headed by a serving Deputy President and membership thereof shall be open to the generality of the Association.
- h) The Executive Committee may establish from time to time such other ad-hoc sub-committees as may be considered necessary for the discharge of its functions.

Article 8. TENURE OF OFFICERS AND ELIGIBILITY

- a) The tenure of a term of office shall be two years.
- b) Every officer is eligible to hold office for not more than two terms of two years each.

This provision is without prejudice to a person, being elected for another office subsequently.



Article 9. TRUSTEES OF THE ASSOCIATION

- a.) There shall be a body corporate to be known as the REGISTERED TRUSTEES OF DOHERTY MEMORIAL GRAMMAR SCHOOL OLD STUDENTS ASSOCIATION (hereinafter known as "The Trustees") incorporated pursuant to the Companies and Allied Matters Act (CAMA), Laws of Federation of Nigeria, part F. S.823, 2020.
- b.) The registered address of the Trustees shall be Doherty Memorial Grammar School, Ijero-Ekiti, or any other place so designated by the Association.
- c.) The Trustees shall have a common seal consisting of the School crest and the inscription "DOHERTY MEMORIAL GRAMMAR SCHOOL OLD STUDENTS ASSOCIATION"
- d.) The common seal shall be kept in the custody of the Secretary to the Trustees who shall produce it when required for use by the Trustees.
- e.) The Trustees shall be elected at the Annual General Meeting of the Association, upon the recommendation of the Executive Committee.
- f.) There shall at all times be a minimum of five Trustees provided that the number of Trustees shall not exceed a maximum of nine.
- g.) Where a vacancy occurs in the membership of Trustees, such vacancy may be filled at the next General Meeting. PROVIDED THAT where the number of Trustees falls below the minimum number of five, the Executive Committee shall appoint the number of Trustees required to meet the minimum number, subject to confirmation at the next Annual General Meeting.
- h.) Appointment of Trustees.
Members of the Board of Trustees may be recommended to the Executive committee for appointment to the Body, at the General Meeting, provided that they are:
 - i). Current or past Principals of the School
 - ii). Past Presidents of the Executive Committee who had not been found guilty of gross misconduct during the tenure as President.
 - iii). Any old student of the School who is of good character, and has a proven track record of high achievement in chosen vocation.
 - iv). Any old student of the School with a proven track record of community service.
- i.) The Trustees shall hold office for a single term of five years only, but a Trustee shall cease to hold office if he/she:
 - i) resigns his/her office
 - ii) becomes insane
 - iii) is officially declared bankrupt
 - iv) is convicted of a criminal offence by a court of competent jurisdiction.
 - v) is recommended for removal from office by two thirds majority vote of members present at any General Meeting of the Association.
 - vi) fails to attend three consecutive meetings of the Trustees.
- j.) The role and functions of the Trustees shall be as follows:
 - i) The Trustees shall have the custody of the Certificate of Incorporation of the Association.
 - ii) The Trustees shall hold all real property belonging to the Association.
 - iii) The Trustees shall execute all title documents pertaining to real property for and on behalf of the Association.



- iv) The Trustees shall act as Advisers to the Association, upon the request of the Executive Committee.
- k.) The Trustees shall act as mediators in any dispute involving the Association.
- l.) The Trustees shall elect one of their members as Chairman for a single term of five years only and the General Secretary of the Association shall serve as Secretary to the Trustees.
- m.) The Trustees shall meet at least once in a year and three members shall be sufficient to form a quorum at any time. The Chairman shall preside at all meetings of the Trustees and in his absence any other member may be elected to preside over the meeting. The Chairman shall have a second or casting vote.
- n.) Every matter shall be determined by a majority of votes of the Trustees present and voting on the question.
- o.) The Trustees shall provide and keep a minute book in which shall be pasted minutes of the proceedings of meetings of the Trustees
- p.) Without prejudice to the roles and functions of Trustees as listed above, the Board of Trustees of the Association are hereby expressly precluded from getting involved in the electoral process of the Association.

Article 10. PATRONS OF THE ASSOCIATION

- a.) The Executive Committee may nominate for the approval of the Annual General Meeting, not more than three fit and proper persons as the Patrons of the Association one of whom must be the Owa Ajero of Ijero-Ekiti.
- b.) The Patrons shall hold office initially for a period of three years from one Annual General Meeting and the Executive Committee may re-nominate any person for the post of Patrons for another term of three years.

Only the Owa Ajero of Ijero-Ekiti shall be a permanent Patron of the Association.

Article 11. MEETINGS OF THE ASSOCIATION

- a) Executive Committee Meetings:
The Executive Committee shall meet at least once in a quarter.
- b) Annual General Meetings:
 - i.) The Annual General Meeting shall be the principal organ of the Association and shall be held in the month of April of each year
 - ii) A mandatory twenty-one-day notice convening the meeting shall be published on the Association's official website
- c.) Extraordinary General Meetings:
 - i) An Extra-ordinary General Meeting may be summoned by the Executive Committee as may be deemed necessary.
 - ii) Upon a written requisition signed by at least fifty members of the Association, for the holding of an Extra-Ordinary General Meeting, the Executive Committee shall summon a General Meeting for the discussion of the matter specified in the requisition for such meeting PROVIDED THAT no other matter shall be discussed at the meeting.



- iii) A mandatory notice of at least seven days shall be given for the purpose of convening an Extra-Ordinary General Meeting.
- d.) Quorum at Meetings
The quorum at meetings of the Association shall be as follows:
 - i.) For any General Meeting, fifty (50) members physically or virtually present or by duly documented proxy shall form a quorum.
 - ii.) For an Executive Committee Meeting, four (4) members shall form a quorum, which shall include: the President or Vice President; General Secretary or Assistant Secretary; and Treasurer or Financial Secretary.

Article 12. ACCOUNTS AND AUDITS

- a.) The Executive Committee of the Association shall provide books of accounts in which shall be kept all proper accounts of all monies received or paid on behalf of the Association.
- b.) The Executive Committee of the Association shall arrange for the accounts of the Association to be audited yearly by a firm of Chartered Accountants appointed at an Annual General Meeting of the Association.
- c.) The audited accounts of the Association for a particular year must be presented to the Annual General Meeting on or before the 31st March of the succeeding year.

Article 13. ELECTIONS

- a.) Members of the Executive Committee shall be elected at an Annual General Meeting.
- b.) To be eligible to contest for any position in the Executive Committee, such member must be a financial member by being up to date with the payment of his/her annual subscriptions and other financial obligations due to the Association in accordance with Article 4 (c) of this Constitution. An aspirant must also not have been found guilty of any misconduct as described under Article 17 (a) & (b).
- c.) The Notice of the Annual General Meeting shall stipulate the positions to be declared vacant and which shall be vied for at the said meeting.
- d.) All intending contestants for the offices to be declared vacant shall indicate their interest to the Executive Committee through the General Secretary of the Association at least seven days to the Annual General Meeting.
- e.) Immediately prior to the election, all offices to be contested for shall be declared vacant.
- f.) Elections shall be conducted by three Electoral Officers, appointed by the Annual General Meeting, who shall declare that they have no interest in any offices being contested for.

Article 14. PRESIDENT'S CASTING VOTE

The President shall have a right to a casting vote in addition to his ordinary vote at General Executive Committee and Management Committee meetings of the Association.



Article 15. SIGNATORIES OF THE ASSOCIATION

- a.) The President, the Vice President, the Treasurer, and the General Secretary shall be signatories to the Association's Bank accounts.
- b.) The President and the Vice President shall be Class A signatories while the General Secretary and the Treasurer shall be Class B signatories.
- c.) The signature mandate for the Association's accounts shall be one Class A signatory plus one Class B signatory.

Article 16. BRANCHES OF THE ASSOCIATION

- a.) Diaspora
Members of the Association residing in the Americas, Europe and Africa (outside Nigeria) may form a branch with the approval of the Executive Committee and shall be responsible for managing the affairs of their zones. The leader of a zone shall be a Deputy President of the Executive Committee.
 - i.) The Executive Committee shall have the power to create a new zone for the Association based on confirmed increasing number of Old Students in such zone.
 - ii) Such new zone shall be headed by a Deputy President.
 - iii) The new zone shall be presented by the Executive Committee to the next Annual General Meeting for ratification.
- b.) Class Sets
The Executive Committee should promote the growth and development of Class Sets towards the overall objectives of the Association.
- c.) Nigerian Cities and Towns
The Executive Committee should promote the growth and development of members of the Association residing in cities and towns in Nigeria where a sizeable number of members of the Association resides

Article 17. MISCONDUCT

The following procedures shall apply to a Member of the Association, and or a Member of the Executive against whom is alleged an act of misconduct:

- a.) Misconduct by a Member of the Association who is not a member of the Executive:

A disciplinary committee shall be constituted and made up of three (3) executive members and headed by the Vice President. They shall investigate the issue and make efforts to mediate between the parties for minor misunderstandings. In the event of major infractions, the committee shall submit their findings and make disciplinary recommendations to the President which can include fines, suspension, or termination.



b.) Misconduct by a Member of the Executive:

Infraction by Members of the Executive shall be handled by the Board of Trustees. They shall investigate the issue and make efforts to mediate between the parties for minor misunderstandings. In the event of major infractions, the Board of Trustees shall submit their findings and make disciplinary recommendations to the Annual General Meeting. The recommended disciplinary action shall be voted upon by the General Meeting where a simple majority of votes will uphold the disciplinary action which may include fines, suspension, impeachment, or dismissal from office.

Article 18. SPECIAL CLAUSE

- a.) THE INCOME AND PROPERTY OF THE REGISTERED TRUSTEES OF DOHERTY MEMORIAL GRAMMAR SCHOOL OLD STUDENTS ASSOCIATION however derived in respect of the trust shall be applied solely towards the promotion of the objects of the Association, as set forth in this 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 the Association.
- b.) PROVIDED that nothing herein shall prevent the payment in good faith of reasonable and proper remuneration to any officer or servant of the Association in return for any service actually rendered to the Association, but so that no member of the Executive Committee shall be appointed to any salaried office of the Association or any office of the Association paid by fees, and that no remuneration or benefit in money or monies worth shall be given by THE REGISTERED TRUSTEES or any member of the Executive Committee except repayment of out-of-pocket expenses, or reasonable and proper rent for premises demised or let to the Association provided that the provision last aforesaid shall not apply to any payment or any money to a member of the Association on behalf of a company in which such member shall not be bound to account for any share of profits he may receive in respect of any such payment.
- c.) NO ADDITION, alteration or amendment shall be made to or in the Constitution for the time being in force, unless the same has been previously submitted to and approved by the appropriate authority and in line with the provision of Article 21.
- d.) The Association may be wound up following a unanimous vote of members at a General meeting specially convened for that purpose PROVIDED ALWAYS that in such event the winding-up provision of the SPECIAL CLAUSE of the Constitution shall apply.
- e.) In the event of a winding-up or dissolution of the Association if there remains, after the satisfaction of all its debts and liabilities any property whatsoever, the same shall not be paid to or distributed among members of the Association, but shall be given or transferred to some other institutions having objects similar to the object of THE REGISTERED TRUSTEES OF DOHERTY MEMORIAL GRAMMAR



SCHOOL OLD STUDENTS ASSOCIATION and the body or bodies are prohibited from distributing its or their income and property among its or their members to an extent at least as great as is imposed on THE REGISTERED TRUSTEES OF DOHERTY MEMORIAL GRAMMAR SCHOOL OLD STUDENTS ASSOCIATION before the time of dissolution and if so far as effect cannot be given to the aforesaid provision, then to some charitable object.

Article 19. AMENDMENTS

All amendments to this Constitution shall be adopted on the vote of 2/3 of those present and voting (fractions being approximated to the nearest whole number) at an Annual General Meeting of the Association duly constituted according to this Constitution. The text of a motion for any such amendments shall have been circulated by the General Secretary by publishing same in a National daily newspaper and posting it on the Association's website at least ninety days before the date fixed for the Annual General Meeting.

Article 20. INTERPRETATION

- a.) **"Association"** means DOHERTY MEMORIAL GRAMMAR SCHOOL OLD STUDENTS ASSOCIATION, IJERO-EKITI.
- b.) **"President"** means the National President of DOHERTY MEMORIAL GRAMMAR SCHOOL OLD STUDENTS ASSOCIATION, IJERO-EKITI.
- c.) **"Secretary"** means General Secretary of DOHERTY MEMORIAL GRAMMAR SCHOOL OLD STUDENTS ASSOCIATION, IJERO-EKITI.
- d.) **"Executive Committee"** means National Executive Committee.
- e.) **"Financial Member"** means a member of the Association who is current and up to date in the payment of his or her annual subscriptions and all other financial obligations to the Association.
- f.) **"Misconduct"** means an act which includes:
 - i.) Unacceptable or improper behavior by a Member of the Association with respect to the: financial management; image projection; public posturing; and reputation of the Association.
 - ii.) Improper use of language and abusive words among members.
 - iii.) Improper behavior unbecoming of a member of the Association.
 - iv.) An act or behavior that is not in compliance with the position of this Association and the general provisions of this Constitution.



Article 21. COMMENCEMENT

This amended Constitution shall come into effect on the day
of.....2021

