

CONSTITUTION OF OLD GRAMMARIANS SOCIETY OF CMS GRAMMAR SCHOOL

We the former students of C M S Grammar School, LAGOS, desirous of remaining friends, hereby assemble to form a society, which shall be known as and called “OLD GRAMMARIANS SOCIETY OF CMS GRAMMAR SCHOOL, UK Branch”, (hereinafter referred to as “OGS”) for the purpose of achieving the aims and objectives herein contained in this constitution, which we hereby make enact and give to ourselves.

1. MISSION STATEMENT OF THE OGS.

- Grammar School amongst old Grammarians
- To promote educational, social and other activities among its members
- To help deserving cases of indigence among the students and to provide a scholarship fund or bursaries as far as these are practicable.
- To support the school in every way possible.

2. **POLITICAL OR RELIGIOUS STAND** : The OGS shall be non-religious and/or non-political and is not for the purpose of promoting of or propagation of any religious or political views or beliefs.

3. THE FISCAL YEAR OF THE OGS:

The fiscal year of the OGS shall be the month of June to May of the following year.

4. OBJECTIVES AND ACTIVITIES:

- To embark on activities and ventures that will enhance the continued progress of the CMS Grammar School, Lagos.
- To develop and update the infrastructure of the CMS Grammar School, Lagos
- To promote and improve the quality of education and professional development in Secondary Education, especially in relation to the CMS Grammar School

- To provide an avenue and opportunities for the coming together of the alumni of the CMS Grammar School, Lagos, (herein after referred to as Old Grammarians, resident in UK).
- To create a forum for maintaining contact, co-operation and exchange of ideas with other Old Grammarians within UK and the global community, and to pursue the obligations and objectives of the OGS at the national level, where applicable.
- To foster friendship among Old Grammarians in all parts of the world and promote their welfare and that of its community including rights and privileges of members.
- To generate funds to provide scholarships, achievement awards for meritorious students, and support our goals.
- To coordinate and cooperate with the public, non-profit, and private entities in carrying out the activities of the OGS.
- There shall be social gathering of the OGS, which shall be known as “The Old Grammarians Reunion” to be held annually, during the month of June, other social and networking events might occur as required.
This gathering shall be held at a place and time as designated by the Executive Committee.
- To pursue such other objectives of the OGS that may from time to time be determined by the membership of the OGS.

5. **MEMBERSHIP.**

Purpose: The purpose of membership is to further the aims and goals of the OGS - that is, to perform work consistent with the "Motto" “Nisi Dominus Frustra” (In God we Trust) i suggest “Unless the Lord builds the house, those who build it labour in vain” or “Without the Lord, everything is in vain” of the CMS Grammar School.

6. AFFILIATION AND CLASS OF MEMBERSHIP: There shall be two categories of affiliation and/or membership within the OGS i.e. Regular Members and Honorary Members.

Regular Members: The OGS shall have membership that shall be graduates and attendants of C.M.S Grammar School, Lagos, without prejudice to race, national origin, age, religion, and disability or political beliefs. The members of the society shall be persons who have paid their monthly membership dues and late payment penalties and any other penalty that may be charged by the OGS Bank, cheque charge or any other fee to be established by members as a result of untimely payment of the membership dues to the OGS.

Regular Members of the society may not owe the society more than 2 months of their annual dues till May, when all accounts for the year must be settled.

Membership dues shall be set by the OGS general body/Executive Committee (is it general body or executive committee???? It cannot be both – why not “majority of membership”)

Honorary Members: The OGS may have Honorary Membership bestowed on graduates and attendants of the school, who do not reside in the UK and would not qualify for regular membership, persons other than graduates and attendants of C.M.S. Grammar School, Lagos, who by other forms of affiliation or interest, shares the aspirations of the OGS. Such membership shall be by invitation only, and such members shall not hold office, vote or be obligated to pay OGS dues.

7. REGISTRATION AND DUES –

(a) Annual dues shall be an annual payment of £240.00 per member, irrespective of when a member joins the OGS.

(b) Each individual member shall pay the annual dues annually or by monthly payment of £20.00. Direct debit, telegraphic transfer, cash and

cheques shall pay such dues.

(c) All fees or dues are subject to change as may be determined by a majority of the membership.

(d) All members must settle all their outstanding debts to the society no later than the date of the general monthly meeting of the 4th month of the Calendar year (April).

(e) A Member cannot at any time owe the society more than £40 i.e. two months of the membership subscription. **(See disciplinary action E)**

8 MEETINGS

(a) The OGS shall meet Monthly during the 3rd Saturday of the month. If for any reason this meeting could not take place, a change will be made as deemed necessary.

(b) The OGS shall meet regularly at a venue designated as the meeting place. If for any reason this venue is not available for a particular meeting, the members shall make any changes deemed necessary.

(c) The General Secretary and Publicity Secretary shall arrange for meetings.

(d) The President shall call an emergency meeting whenever necessary.

(e) Three officials and seven members shall form the quorum. For emergency meetings, the quorum shall not apply.

(f) New members will be expected to make a decision on their membership at the end of their first meeting.

(what of a clause in respect of the annual general meeting/s and when this will take place?)

9 RIGHTS AND PRIVILEGES

All qualified, active and regular members (i.e. members who are financially up-to-date and who have fulfilled their duties and obligations to the society) of the OGS are accorded full rights and privileges of the

society. The membership dues of the OGS shall be as fixed by all members.

No Member shall be entitled to any refund of dues upon severing connection with the society.

The rights and privileges of the society include:

- (a) All Regular Members shall have the right to vote and be voted for after having fulfilled their financial obligations to the society and attended 7/12th of the monthly General meetings of the society. (1/4th in the case of members that live outside of London and M25 Metropolis) is this still relevant as quite a lot of members live outside the M25 now.
- (b) Right to hold office.
- (c) Right to represent the society in official functions, if asked to do so.
- (d) Right to network gathering or other social activities when the society is officially informed of the member's plan.
- (e) All gatherings shall be financed through levy and shall be held at designated places decided by the Executive Committee.

Other rights and privileges of the OGS include:

- (a) When a member -
 - i) is getting married. He/she shall be presented a gift worth £100,
 - ii) has a baby and informs the OGS, the member shall be presented a gift worth £50.
- (b) is hospitalized, a delegation of the OGS shall visit the member.
- (c) is bereaved (i.e. death in an immediate family – father, mother, spouse, and/or child/ren), the immediate family shall receive the sum of £100 from the OGS. Appointed delegates will pay a condolence visit on a day designated by the OGS.
- (d) dies, members will visit the family of the deceased. The member's family shall receive the sum of £250 from the OGS. Members will hold an all night wake in honour of the deceased. Members shall voluntarily provide food, drinks, etc.

10. OFFICERS OF THE OGS

(A) Appointments of the Officers:

The OGS shall be administered by 9 qualified members known as (THE EXECUTIVE COMMITTEE) they shall constitute of the following:

The President, The General Secretary, The Assistant General Secretary, Publicity Secretary, The Treasurer/Financial Secretary, The Chief Whip, The Social Secretary, and Two Ex-Officio members one of which will act as an Auditor.

Agents and Committees: The OGS may also have **agents** and may appoint **committees** as deemed desirable.

Officers' Term of Office: Officers shall be elected to a two-year term with the and officers shall not hold a post for more than two consecutive terms at any time

Meeting: The Executive Committee may meet as many times a year as is deemed necessary by the President of the OGS, but shall meet at least four times each year.

Election: Election of the Executive Committee shall be held at the meeting of general membership.

Nominations: Names of nominated candidates for election shall be provided to members at the general membership meeting during which the election will be held. Only qualified members can nominate another member for an office

Voting: Votes may only be cast in person and not by any other means

Resignation: An officer may resign by delivering written resignation to the president, or General Secretary of the society. **(See vacancy and Resignation)**

Vacancies: The president shall have the authority to fill by appointment any vacancy on an interim basis until general membership meeting.

Removal: An officer may be suspended or removed with or without cause by the two-thirds vote of the society's Executive Committee or by majority vote of the general membership.

11.TENURE OF OFFICE (REMOVED – AS THIS HAS BEEN ADDRESSED ABOVE)

12.ELECTIONS

Returning Officers: Two Returning Officers shall be elected on the day of election by the members themselves for the purposes of an election only and shall hand over to the new President after all officers shall have been duly elected.

Election of Officers:

- i) All Officers shall be elected at the Annual General Meeting of the society, where nomination will be open while the balloting will be secret.
- ii) A candidate shall only be nominated by a financial and active member, and another financial and active member shall second such a nomination.
- iii) There shall be different nomination and different balloting for each office.
- iv) There shall be a maximum of three nominations for each office and in all cases, the majority of votes win.
- v) A candidate shall be declared elected by acclamation where the nomination is unopposed.
- vi) Any nominee shall have the right to decline a nomination.
- vii) Where there is a tie of votes, the tie shall be broken by repeating the voting amongst those candidates that are tied (there should be a tie breaker/ or person to break the tie- would that be the President???)
- viii) Every member is eligible to vote and be voted for provided they fulfil the requirements for Regular membership. (See under Regular membership and Rights & Privileges)

ix) There shall be a new election whenever any officer decides to relinquish his post through resignation or if the members pass a vote of 'NO CONFIDENCE' on him by the OGS membership

x) A vote of "NO CONFIDENCE" is deemed to have been passed, if such a vote is carried by two-third of the members present at that meeting.

Where one of the returning officers is nominated, the officer will relinquish the position for another nominated member, or an officer that has been elected.

12.DUTIES OF THE EXECUTIVE COMMITTEE.

President:

1. Shall be the Chief Executive of the OGS.
2. Shall have duty to preside at all general or Executive committee Meetings of the society as well as the Annual General Meeting (AGM)
3. Shall have a casting vote whenever there is a tie (does this include election at AGM?).
4. Shall have the power to direct the **General Secretary** to summon a meeting if and when necessary
5. Shall hand over the properties of the OGS in his possession to the General Secretary within seven days on resignation, loss of office or at the end of his term of office, to the new President.

General Secretary:

1. Shall in consultation with the President coordinate the work of all the officers of the OGS.
2. Shall have the responsibility of running the secretariat of the OGS.
3. Shall issue circulars and agendas for meetings as well as prepare and keep minutes of meetings of the Executive committee, General meeting and Annual General Meeting.
4. Shall keep up to date register of members' details and registration of new members.
5. Shall hand over to the President within seven days, the properties of the OGS in his possession on resignation, loss of office or at the end of his term of office, to the new General Secretary.

Assistant General Secretary:

1. Shall assist the General Secretary in the performance of his duties and deputise for him in the latter's absence.
2. Shall perform other duties as may be assigned to him **by the president, the General Secretary or the Executive committee.**

3. Shall hand over to the General Secretary within seven days, the properties of the OGS in his possession on resignation, loss of office or at the end of his term of office, to the new Assistant General Secretary.

Publicity Secretary:

1. Shall be responsible for publicizing the activities of the OGS.
2. Shall be the Public Relations Officer of the OGS.
3. Shall be the Chairman of the **Publicity and Ad-hoc Committee**.
4. Shall hand over to the General Secretary within seven days, the properties of the OGS in his possession on resignation, loss of office or at the end of his term of office, to the new Publicity Secretary.

Treasurer/Financial Secretary:

1. Shall collect all monies (I. E Membership fees, subscriptions, levies etc) due to the OGS and issue receipts for monies collected.
2. Shall be responsible for the sale and/or distribution of society's souvenirs etc.
3. Shall make available within seven days the financial records and books of the OGS on demand by the **Auditors/executive Committee**.
4. Shall keep an annual report of including audited statement of account to the OGS
5. Shall keep a true account of all incomes and expenditures
6. Shall deposit within seven days, all monies of the society into the OGS bank account.
7. Shall settle all financial claims duly authorized by the Executive Committee and/or approved by the President
8. Shall keep and Imprested account of not more than £100
9. Shall hand over to the General Secretary within seven days, the properties of the OGS in his possession on resignation, loss of office or at the end of his term of office, to the new Treasurer/Financial Secretary.

Chief Whip:

1. Shall be responsible for the maintenance of discipline and orderliness during meetings.
2. Shall be responsible for granting permission for temporary absence during meetings.
3. Shall pursue/ensure that all fines due to unacceptable behaviours during meetings are paid.
4. Shall hand over to the General Secretary within seven days, the properties of the society in his possession on resignation, loss of office or at the end of his term of office, to the new Chief Whip.

Social Secretary:

1. Shall seek the welfare of OGS members at all times.
2. Shall be responsible for the arrangement and supervision of all social ceremonies and engagement of the OGS.
3. Shall be responsible for the organizing the socials and catering services for the General meetings and Annual General Meeting (AGM)

4. Shall be the Chairman of the **Social Ad-hoc committee** of the society.
5. Shall hand over to the General Secretary within seven days, the properties of the society in his possession on resignation, loss of office or at the end of his term of office, to the new Social Secretary and shall account for any monies, cash and cheques collected or left over after engagements, activities, events, etc. in his possession.

Ex Officio: (From last Administration, one of which will also act as an Auditor)

1. Shall give the newly **elected Executive Committee** guidance and direction based on their experience from previous Executive Committee.
2. Shall give the Executive Committee expert advice and/or representation of the society on legal and general issues
3. Shall hand over to the General Secretary within seven days, the properties of the society in his possession on resignation, loss of office or at the end of his term of office, to the new Ex Officio.

Ex Officio (Auditor)

1. Shall make regular checks on the financial records of the **OGS** as deemed necessary and liaise with the, **Treasurer/Financial Secretary or the Executive Committee** whenever the need arises.
2. Shall be responsible for the audit of the **OGS** account, submitting such audited annual financial report to the society not later than one Calendar Month after the dissolution of the Executives or after a general election of the **OGS**.
3. Shall hand over to the General Secretary within seven days, the properties of the **OGS** in his possession on resignation, loss of office or at the end of his term of office, to the new Ex Officio.

13. POWERS OF THE EXECUTIVE COMMITTEE

The Executive Committee shall:

Carry out the day-to-day administration of the **OGS**.

Have authority in the execution and maintenance of this constitution and in all matters with respect to which the general body of the **OGS** has power to make rules and regulations.

Keep the members of the society fully informed concerning the general conduct of the affairs of the society.

Furnish the members with such information as may be requested by any member or a body of members with respect to any particular matter relating to the governance of the society.

14. QUORUM

The vote of a simple majority at a meeting of the general membership shall constitute a quorum.

Five of the Nine Officers of the Executive Committee shall constitute a quorum for the transaction of business (isn't 5 too much – i propose 4)

15. VACANCY AND RESIGNATION

Any vacancy created by resignation, removal, or death of any officer of the society shall be filled during a meeting following such resignation, removal, or death in cognizance of procedures specified in **Tenure of Office**.

- Member of the Executive Committee wishing to resign his membership of the Committee shall send his letter of resignation to the President within

21 days of when the letter shall take effect. This requirement may be waived in emergency situations.

- The Executive Committee or the general membership may, however, accept or reject such resignation letters.

16. DISCIPLINARY ACTIONS:

(a) A simple majority of qualified members of the OGS shall have the power to set up a “Disciplinary Committee”(by simple majority vote) to look into an allegation of indiscipline (definition set out below) against any member of the OGS. If the allegation is made against a member of the Executive Committee or any member, he shall not participate in the process for setting up the Disciplinary Committee

All members of the OGS are subject to OGS discipline. Any action for discipline shall be taken only after a hearing at the Executive committee meeting.

(b) Any member(s) participating in any activity or activities, which two-third of the membership considers anti- society, shall be sanctioned (in

accordance with the Disciplinary Committee recommendation) and this could be by way of expulsion from the OGS.

(c) Conditions for disciplinary actions shall arise but is not limited to any of the following: embezzlement, corruption, inefficiency, misbehaviour, misuse of power, or any action that is detrimental to the society's image.

(d) Members that are unable to meet their financial commitment to the society must inform the Chief whip with reasons and the Chief Whip will meet with the Executives to consider each case on its merit.

17. FINANCE

The OGS Funds: The funds of the OGS shall be derived principally from the following sources:

- i) Membership dues payable annually or monthly by direct debit, telegraphic transfer, cash and cheque.
- ii) Special levies on members as and when necessary.
- iii) Donations and grants from within or outside the OGS.
- iv) Any other funds that may accrue to the OGS from time to time through voluntary contributions.
- v) Profit from OGS activities e.g. fund raising activities, sale of school crests, stickers etc.
- vi) The financial year of the society shall commence on 1st June of every year and end on 31st May of the following year.
- vii) The funds of the society may be lodged in the name of the OGS with reputable commercial bank(s) in Current or Savings Account(s).
- vii) The authorized signatories to the accounts shall be any two of the President and the General Secretary and/or the Financial Secretary of the OGS.
- viii) Changes in the list of authorized signatories shall be notified to the bank(s) when such changes occur.
- ix) If a matter becomes a subject of referendum, each member shall have one vote except the President who shall have a casting vote where there is a tie.

18. MONETARY ISSUES

GENERAL:

- (a) All monies shall be duly accounted for by the officer(s) involved.
- (b) All valid receipts, cheques, or liability must be in order for all disbursements.

CHEQUES:

- a) The Treasurer/Financial Secretary shall write all OGS cheques.
- b) The President **or** the General Secretary shall endorse cheques.

REIMBURSEMENT:

- (a) All valid receipts, cheques, or liability must be in order for all reimbursements.

DEPOSITS:

- (a) The Treasurer/Financial Secretary is responsible for all deposits after consultations with the President and the Secretary.
- (b) Deposits must be made into the OGS Bank Accounts within seven days of receipt. (7 days is a bit too long)

EXPENDITURES AND WITHDRAWALS:

- a) The Treasurer is responsible for all withdrawals after consultations with the President and the Secretary (which of the secretaries???)
- b) Unless otherwise provided, the general membership of the OGS at a monthly or general meeting by way of simple majority vote shall be the final authority to authorize expenditure.

AUDITS:

- (a) All executive committee members of OGS monies, as determined by appointed auditor, must cooperate with the auditor whenever the examination of the society's account is called for.

19. DISCLOSURES:

- (A) Disclosures of the OGS state of affairs would be carried out every three months (by who?? By executive committee members?)

20. THE APRIL MEETING (During Election Year)

The business to be transacted at the April meeting shall consist of the following:

- i) Consideration of the report of the President.
- ii) Report by the Treasurer/Financial Secretary.
 - ii) Auditor's comments.
 - iii) Nominations of Prospective Officers.

21. THE MAY MEETING (During Election Year)

The business to be transacted at the May meeting shall consist of the following:

- a. General Election of Executive Officers nominated in April.
- b. Swearing in ceremony of elected Officers.
- c. Handing over of office to the newly elected officers

22. INTEPPRETATION OF THE CONSTITUTION

Where there is any ambiguity in the interpretation of the constitution, members present at any monthly meeting shall by a simple majority interpret the constitution.

23. CONSTITUTIONAL AMENDMENTS

- (a) This constitution shall be amended only at a meeting having at least a majority of the financial and active members present.
- (b) Support for such amendment must come from two-third of the financial and active members present after all general members have been notified of the amendments.
- (C) Any amendment so ratified shall immediately become an integral part of the constitution.

24. DISSOLUTION OF THE OGS

- a) All monies and assets left at the time of dissolution shall go to CMS Grammar School, communities or charity organizations so identified by a majority of members. Such selected organizations shall reflect the domicile diversity of the members.

b) A committee shall be appointed to implement the disbursement in pursuant of the task.

EFFECTIVE DATE

This Constitution shall come into effect as from: 1 September 2003

Any two of the following officials can sign cheques:

Dr Segun Bamgbose

Wole Oguntuga