

# **THE CONSTITUTION & BYE-LAWS OF ESUTEEE2001**

(ENUGU STATE UNIVERSITY OF SCIENCE AND TECHNOLOGY  
ELECTRICAL AND ELECTRONIC ENGINEERING CLASS OF  
2001 Alumni, Worldwide)

***ESUTEEE2001 CONSTITUTION & BYE-LAWS ADOPTED: 8<sup>th</sup> August 2020***

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## **PREAMBLE**

### **COMMENCEMENT OF THE CONSTITUTION**

The Provisions of this Constitution shall come into effect on 8<sup>th</sup> Day of August 2020 cited as the Constitution of ESUTEEE200.

### **CITATION**

The Provisions of this Constitution may be cited as the Constitution of ESUTEEE2001, Worldwide.

### **INTERPRETATION**

In this Constitution, unless as otherwise stated, the following words and expressions shall have the following meanings:

- a) “Association” or “Group” Means “Enugu State University of Science and Technology Electrical and Electronic Engineering Class of 2001 Alumni, Worldwide”
- b) “Class” Means “Enugu State University of Science and Technology Electrical and Electronic Engineering Class of 2001”
- c) “Constitution” Means “The Constitution of Enugu State University of Science and Technology Electrical and Electronic Engineering Class of 2001 Alumni, Worldwide.”
- d) “Financial Member” Means “A member of the Association who is up-to-date in the payment of his annual subscriptions, contributions, dues and levies.”
- e) “Member” Means “any Alumni of ESUT EEE who graduated from the University in 2001 who wish to enrol/join. The Executive Committee may admit individuals who were Students of the 1996 – 2001 set of ESUT EEE at one point or another.”
- f) “Associate Member” means “Spouse of a financial Member”
- g) “Executive committee” means “Officers of the association”
- h) “Board Members” Means “Board of Trustees”

- i) “Financial Year” Means “the period beginning from the 1<sup>st</sup> of January of any given year to the 31<sup>st</sup> of December of the same year.”
- j) Words denoting masculine gender shall include the feminine and vice versa.
- k) Words denoting the singular member shall include the plural and vice versa.

### **FORM OF ORGANIZATION:**

The Association shall be a non-political and non-profit making organization.

### **GROUP OFFICE**

The group shall operate a virtual office using the Groups preferred Social Media Platforms for assembly. Whenever possible and when requested by the group, the officials (or any member) of the group shall offer their residential address(es) for the groups use (free of charge). THERE SHALL BE AN OPTION OF RENTING A VENUE WHEN THE OCCASION WARRANTS. OUR REGISTERED OFFICE SHALL BE Enugu State University of Science and Technology ESUT, AGBANI, ENUGU, ENUGU STATE.

### **ARTICLE I – NAME OF THE GROUP**

#### **SECTION 1.1**

The name of the group shall be “**ESUTEEE2001**”. Enugu State University of Science and Technology, Electrical and Electronic Engineering Class of 2001 Alumni, Worldwide.

### **ARTICLE II – PURPOSE OF THE GROUP**

#### **SECTION 2.1 - AIMS AND OBJECTIVES:**

The aims and objective of the Association shall include but not limited to the following:

- (a) To provide a forum or platform whereby members working or resident anywhere in the world shall meet and discuss

matters of interest both to themselves and the University (in this case, the EEE dept. of ESUT).

- (b) To promote, support, protect and enhance the welfare and the General interest of financial members.
- (c) To organize both social and intellectual activities.
- (d) To serve as a medium through which members worldwide shall maintain regular contact with the University and its authorities (in this case, the EEE dept. of ESUT).
- (e) To have a positive impact on the nation and the society at large.
- (f) To assist a financial member to achieve his/her political dream

### **ARTICLE III – OFFICERS OF THE ASSOCIATION**

The Association shall have the following officers.

- (a) Group Chairman
- (b) Secretary General
- (c) Financial Secretary/Treasurer
- (d) Publicity Secretary/Director of Socials/Welfare
- (e) Legal Adviser (Non executive position)
- (f) Auditor (Non executive position)

### **ARTICLE IV – DUTIES AND POWERS OF OFFICERS**

#### **SECTION 4.1 – GROUP CHAIRMAN**

The Group Chairman shall:

- i. Encourage the members of the association to make reasonable flat rate contributions and/or to source for additional free will contributions from willing members of the Association towards executing projects/goals of the association.
- ii. Preside at all General and Executive meetings of the Association
- iii. Ensure the proper conduct of meetings in accordance with the Constitution and established practices relating to meetings.

- iv. Direct the Publicity Secretary to summon meetings of the Executive Committee, General and emergency general meetings of the Association as may be necessary from time to time.
- v. Ensure that he has an up to date records of the total number of members
- vi. Co-ordinate the exercise of the duties and functions of other officers of the Association and supervise, co-ordinate and harmonize effectively all activities of the Association.
- vii. Present a written report of activities of the Association for the preceding year at the first general meeting of each New Year.
- viii. Be the official spokesman of the Association and shall in the exercise of this function abide by the provisions of the Constitution and policies of the Association.
- ix. Perform such other functions as may be in the interest of the Association and to take decisions on behalf of the Association in line with the aims and objectives of Section 2 of the constitution and in cases of emergency where it is not possible to convene a meeting of the Executive Committee, provided he seeks ratification at the next Executive Committee meeting.
- x. Have powers to implement disciplinary measures in accordance with the bye-laws to any member who misbehaves at meetings and functions of the Association.
- xi. In the absence of the Group Chairman during a general meeting or other functions of the association, at his discretion, his powers should be delegated to any of the executive members present.

#### **SECTION 4.2 – SECRETARY GENERAL**

The Secretary General shall:

- i. Have an **ESUTEEE2001** official letter headed paper with the appropriate Seal and to use the same in every correspondence on behalf of the association.
- ii. Take and keep accurate records of minutes of all meetings of the Executive Committee and the Association, and assist the Group Chairman in the preparation of his yearly reports to the Association.

- iii. With the assistance of the Pub. Sec., summon meetings after consultation with or on the instruction of the Group Chairman.
- iv. Perform such other duties as may be assigned to him by the Group Chairman or the Executive Committee or the General meeting.
- v. Transact routine administrative duties of the Association and write and dispatch circulars, letters and other correspondence of the Association.

### **SECTION 4.3 – FINANCIAL SECRETARY/ TREASURER**

The Financial Secretary/Treasurer:

The office of the Financial Secretary/Treasurer shall HAVE His duties as follows;

- i. Receive and collect all monies due to the association by way of annual dues/subscriptions, levies, fines, donation etc. and issue appropriate receipts
- ii. Keep proper records of all monies collected on behalf of the Association and of all books and records of the Association.
- iii. Present a comprehensive statement of account at the first general meeting of every financial year.
- iv. Make available on request by any of the executive committee/financial Members, the financial balance of the Association's account and Trust Fund Accounts
- v. Prepare the annual accounts (financial reports) of the Association.
- vi. Keep in his custody the bank tellers, cheque books and all other documents relating to the Association's Bank account and maintain an accurate and up-to-date statement of all monies received or paid out by him and the authority for such payment.
- vii. Make available on request by any of the executive committee/financial Members, the financial balance of the Association's account and Trust Fund Accounts.

### **SECTION 4.4 – PUBLICITY SECRETARY /DIRECTOR OF SOCIALS/WELFARE**

The Director of Socials/Publicity Secretary shall:



- i. Co-ordinate all social functions organized by the Association except as otherwise directed by the General meeting or the Executive Committee.
- ii. Organize any ceremony or party/event in collaboration with other executive committee members.
- iii. In agreement with the Group Chairman and the Secretary General, send out notices for all meetings/gatherings of the association to all members at least 72 hours to the date/time of the meeting.
- iv. Create required awareness/drive for events or other related issues.
- v. Engage in other duties as assigned.

## **SECTION 4.5 – NON EXECUTIVE OFFICERS**

### **(a) LEGAL ADVISER**

- i. Shall be a lawyer with at least 4 years post call experience.
- ii. Shall be spouse of a financial member and willing to perform the role pro bono.

### **(b) AUDITOR**

- i. Shall be an accountant (eminently qualified and certified by relevant professional body e.g., ICAN or equivalent)
- ii. Shall be spouse of a financial member and willing to perform the role pro bono.

## **SECTION 4.6 - THE EXECUTIVE COMMITTEE:**

- (a) The Executive Committee shall consist of all elected officers of the Association as provided in Article III of this Constitution.
- (b) The executive Committee shall direct the day-to-day affairs of the Association and shall meet at least once every quarter and as often as is necessary and shall, subject to the approval of the general meeting, make necessary bye-laws and regulations for the Association.

- (c) Three members of the Executive Committee (including the Group Chairman, and any other 2 members) shall form a quorum at every meeting of the Executive Committee.
- (d) The meetings of the Executive Committee shall be on virtual platform, so as to encourage wider participations.
- (e) Decisions of the Executive Committee shall be by simple majority and any voting shall be on virtual platform. The Group Chairman shall also have the right to a second vote in the event of a tie.
- (f) The Executive Committee shall have the power to make decisions on behalf of the Association in cases of emergency and report to the next General meeting of the Association for ratification.

#### **SECTION 4.7 - REMOVAL OR RESIGNATION OF OFFICERS:**

An officer, who is a member of the Board of Trustees or a member of the Executive Committee of the Association shall cease to hold office if he:

- a) Resigns his office in writing.
- b) Ceases to be a financial member of the Association.
- c) Becomes medically incapacitated.
- d) Is convicted of a criminal offence involving fraud or dishonesty OR engages in any form of Misappropriation, to the knowledge of the Association.
- e) Is removed from office by two-third of the financial members present and voting at a general meeting of the Association. (Presence, in this context could be physical or virtual presence).
- f) Absents himself from either the general meeting or the Executive Committee meeting for three consecutive times without good cause acceptable to the Association.
- g) Where an officer of the Association resigns or is removed from office, the office shall be taken over by his Vice or Assistant. Where there is no vice or assistant or the vice or assistant is unwilling to take over, a bye-election shall be held WITHIN 60 DAYS to fill the position for the remainder of the term, provided that the Executive Committee may appoint any financial member of the Association

to fill such vacancy in the interim pending the bye- election or subject to the provisions of this constitution in the case of a member of the board of trustees.

- h) Any officer or member of the Executive Committee, who wishes to resign his office, shall submit his letter of resignation to the Group Chairman who shall bring the letter to the attention of the Executive Committee and thereafter to the General meeting. In the case of the Group Chairman, he shall submit the letter to the Secretary-General who shall bring the development to the attention of the Executive Committee and the General Meeting. The letter of resignation shall be submitted at least one month before its effective date during which period the resignation may be accepted or rejected. If accepted, the resigning officer shall submit a hand-over note and surrender all documents or property of the Association in his custody to the Group Chairman or Secretary General as the case may be.
- i) Any proposal or motion to remove any officer or member of the Executive Committee before the expiration of his term of office shall be in writing stating the grounds and shall be signed by at least five financial members; the proposal or motion shall be forwarded to the Executive Committee at least 30 days to the General meeting at which the proposal or motion is to be tabled for discussion. The Secretary General shall notify the officer or any member concerned in writing of the receipt of any such proposal or motion at least fourteen days to the said General meeting.

#### **SECTION 4.8 - TENURE OF OFFICE:**

With reference to the provisions of Article III on non-executive/executive members of the Board of trustees, all officers shall serve for 3 years from the date of their elections (except bye-elections) and shall be eligible for re-election provided however that no officer shall be eligible for election to the same office for more than two consecutive terms.

#### **SECTION 4.9 - ELECTION OF OFFICERS AT THE GENERAL LEVEL**

- (a) The officers of the Association shall be elected by voting on a virtual platform to promote wider participation of financial members across the globe.
- (b) A candidate for any election shall be nominated or proposed by a financial member and seconded by another financial member at least 4 (four) weeks before elections, and the nomination shall be expressly accepted by the candidate.
- (c) Two electoral officers for a general election shall be appointed by the Group Chairman with the approval of the general house not less than 4 (four) weeks prior to the expiration of the tenure of office of the existing executives or in the case of the first election by the general house.
- (d) The election of an officer shall be won by a simple majority of at least half of the financial members present and voting on a virtual platform.
- (e) The first general election shall be held within two (2) months after the date of adopting the constitution and subsequently, three (3) weeks prior to the expiration of the tenure of office of the existing executives.

#### **SECTION 4.10 - ELIGIBILITY TO HOLD OFFICE AND TO VOTE:**

- (a) Only financial members shall be eligible to vote in a meeting/ election or hold any office of the Association. However, a member shall be disqualified from contesting or holding any elective position on the same grounds on which an elected officer would be removed as in Section 4.8 above.
- (b) Winning an election shall be by simple majority of votes cast as announced by returning officer.
- (c) Voting on virtual platform shall last for the duration of the meeting, after which it will be tallied and result announced by the returning officer only.
- (d) The electoral committee shall make available to the entire house for adoption the electoral guideline to be adopted by simple majority.
- (e) The electoral committee shall handle all issues related to the election. In the event of a conflict or an inconclusive election, the

electoral committee shall resolve the issue including but not limited to conducting a bye-election on the same day of the election.

## **ARTICLE V – BOARD OF TRUSTEES**

### **SECTION 5.1 – CONSTITUTING BOARD OF TRUSTEES**

This article provides for the group to constitute a board of trustees at any point in the future as will be agreed to by the general assembly. The membership of the board of trustees shall include at least one Executive Member and one Financial Member.

The Board of Trustees shall comprise the following financial members;

- a. The Group Chairman, shall be a member of the board for the period of his tenure in office as the Group Chairman
- b. Three Financial members, who must have good character reference from at least two other financial members and approved by members of the General Committee. Their tenure of office shall be for a period of 4 years.
- c. Financial Secretary/Treasurer, whose period in the Board, shall be for the period of his tenure in office or as may be directed by the Chairman of the board/Group Chairman.
- d. The board shall elect a chairman for the board which shall not be either of the Executive members in the board.

### **SECTION 5.2 - THE RESPONSIBILITIES OF THE MEMBERS OF THE BOARD OF TRUSTEES**

The responsibilities of the members of the board of trustees shall include but not limited to the following:

- (a) The chairman of the board committee shall administer the oath of office to incoming executives.
- (b) To create a Trust Fund Account different from the general ESUTEEE2001 account for the interest of Financial Members.
- (c) To Maintain and safeguard the contributed funds in the Trust Fund Account, for the benefit and interest of the beneficiaries, in

- the event of the death of a financial member or spouse of the financial member, in accordance with Section 6 of the bye-laws.
- (d) To use the funds in the Trust Fund Account for the purposes enumerated in section 5.2(b) **only**.
  - (e) All the Members of the Board shall give their signed written consent on virtual platform circulated among the members of the board, and communicated to the financial members before the withdrawal of any fund from the account.
  - (f) The withdrawal of funds from the account shall be by Bank Draft or cheque Only.
  - (g) There shall be 3 Joint Signatories to the Trust Fund Account from the members of the Board of which 2 of the signatories must be non-executive members in the Board.
  - (h) The personal interest of the Board of Trustees shall not conflict with that of the financial members' Beneficiaries.
  - (i) The Board members must make sure they understand and are up to date with the financial statements of the Trust Fund account.
  - (j) The Board members shall update the financial members through the Financial Secretary/Treasurer the financial statement of the Trust Fund Account on a quarterly period.
  - (k) The three (3) non-Executive members in the board of Trustees under Section 3.1(b) of the constitution shall be reviewing the performance of the Executive Committee of the Association on all other matters on periodic basis.
  - (l) The provisions of this Constitution shall be applicable to the Members of the Board of Trustees to the extent of its applicability.

## **ARTICLE VI – ASSETS AND LIABILITY MANAGEMENT**

### **SECTION 6.1 – ASSET MANAGEMENT**

At the appropriate time, the Group's fund shall be invested in money market instruments i.e. bank fixed deposit, treasury bills and other investible instrument as deemed fit by the executive members. This shall be subject to confirmation from the general house of the Financial Members.

## **SECTION 6.2 – LIABILITY MANAGEMENT**

To limit the group's liability, the group shall not, at any time, take loans for any project. All projects must be fully funded by the Annual subscriptions, levies and good will donations. The group shall also not offer loans. Member benefits shall be limited to the provisions as contained in this constitution and bye-laws.

## **SECTION 6.3 - BOOKS OF ACCOUNTS AND AUDIT:**

- (a) The Executive Committee shall cause proper books of account to be kept by the Association every financial year which shall run from January 1<sup>st</sup> of any given year to December 31<sup>st</sup> of the same year.
- (b) At the first general meeting of each financial year, the Association shall appoint an audit committee (who shall not be members of the Executive Committee to assist the association's AUDITOR) to audit the accounts of the Association.
- (c) The audit committee shall have access to all documents relating to the finances kept by officers of the Association and shall have power to demand any explanation from any officer, trustee or member of the Association concerned with the finances of the Association.
- (d) The audited account shall be presented by the Audit committee at the second general meeting of the Association in the financial year for discussion and approval.

## **ARTICLE VII – COMMITTEES**

### **SECTION 7.1 – CONSTITUTING COMMITTEES**

- (a) The general meeting or the Executive Committee may from time to time establish such standing committees or Ad-hoc committees as may be considered necessary for the purpose of achieving the objectives of the Association.
- (b) Every standing committee or Ad-hoc committees shall submit its proposals, recommendations and/or reports to the

Executive Committee or the general meeting as the case may be for consideration and approval after 14 days of establishing the Ad-hoc committee on a particular issue.

- (c) In any event that the committee was not able to complete the assignment at the stipulated time, the committee chairman, along with the committee secretary, shall request appropriate extension from the Group chairman who will consult with other executive members for approval.
- (d) When approved, the Group chairman shall inform the group of the extensions and clarify if there are changes in scope and provide the new timeline for the completion of the task.



## **SECTION 7.2 – SUBMITTING A COMMITTEE REPORT**

The chairman of the committee, along with the secretary, shall submit the report of the committee to the group chairman and Executive committee. The report shall be made available to any member upon request through the Group chairman.

## **ARTICLE VIII - AMENDMENT OF THE CONSTITUTION**

- (a) The proposals for the amendment of any clause or provisions of this constitution if not initiated by the Executive Committee shall be submitted in writing by at least five (5) of the financial members to the Executive Committee for deliberations.
- (b) The Executive Committee shall discuss the proposal and refer same to the General Meeting with its comments.
- (c) Notice of the proposed amendment shall be given at least one month before the general meeting at which the proposed amendment will be considered.
- (d) A general meeting of all or at least two-third of all financial members present must approve for any amendment of the constitution.
- (e) The amendment shall be adopted after an approval by at least two-third majority of those present (virtual or otherwise) and entitled to vote at the general meeting.

## **ARTICLE IX - LIQUIDATION AND DISSOLUTION**

### **SECTION 9.1 – ASSET LIQUIDATION**

In the event of the dissolution of the group, by majority vote of the ESUTEEE2001, all remaining assets (cash or properties) shall be donated to the Alma mater (ESUT EEE Department) as a good will project by the group in the names of the Group members.

## **ARTICLE X - ESUTEEE2001 BYE-LAWS, REGULATIONS AND STANDING ORDERS**

## **SECTION 10.1 - BYE-LAW:**

- (a) The Group shall from time to time, alter and revoke bye-laws for the internal management of the Association subject however to one Group meeting's notice being given to members.
- (b) All such bye-laws, until revoked shall be binding on all members of the Association as if they were contained in this constitution.
- (c) For the avoidance of doubt, the provisions of this constitution shall prevail over the bye-laws where there is a conflict.

## **SECTION 10. 2 - DISCIPLINE:**

- (a) Members are encouraged to settle disputes or quarrel in a brotherly manner.
- (b) Any member of the Association that has any civil dispute or quarrel with another member SHALL FIRST report the matter in writing to the Executive Committee through the secretary for adjudication. Any member who contravenes this rule shall be suspended from the Association.
- (c) On receipt of any such report, the Executive Committee shall summon an Emergency General Meeting of the Association where a five-man panel shall be set up to look into the dispute and make recommendations to the General meeting. The parties to the dispute will each nominate one member of the panel.
- (d) In any civil dispute between members, any decision taken by the panel and approved by at least three-quarters of members at a general meeting of the Association shall be binding on all parties without prejudice however to the right of any party to take the matter to Court. If the matter is not taken to Court by any of the parties, any party who fails to abide by or obey the decisions reached on the matter by the general meeting shall be suspended from the Association.
- (e) In the event of a fight or physical, verbal or emotional abuse by a member or members; or between members at or outside the group's general meeting and/ or virtual platform of the Association, the Executive Committee shall impose a mandatory fine of **₦10,000.00** (Ten Thousand Naira) or any higher sum as may be

determined by the General Meeting on the member(s) involved. Failure to pay the fine will lead to suspension of the defaulting member from the Association.

- (f) Where a criminal offence is committed against a victim member, the victim member reserves the right to report to the appropriate authority or to pardon the perpetrator of the crime against him.
- (g) Any member who is found by the Executive Committee to have misappropriated or misused the Association's money or other resources shall be suspended from the Association until the member makes restitution to the Association. If such restitution is not made within one month of becoming due, such member shall be suspended from the Association. If a member's suspension is lifted he shall pay immediately all dues, fines and levies that fell due to the association during the period of suspension.
- (h) Where a member is accused of any misconduct (including but not limited to THE USE OF OBSCENE OR VULGAR LANGUAGE, FOUL TALK, IMPUDENCE, POST OF INDECENT/GRAPHIC PICTURES, AUDIO OR VIDEO CLIPS) AT ANY FUNCTION OR PLATFORM (virtual or otherwise) of the association, the matter shall be referred to the Executive Committee which shall immediately set up a 3-man panel to investigate the alleged misconduct and recommend to the Group such disciplinary measures as it may deem fit.
- (i) Any member aggrieved by any decision of the Executive Committee or its Panel against him shall have the right to appeal to the group within one month of the decision being taken and communicated to him.
- (j) Any suspended or expelled member may be readmitted by the general meeting on proof that he has withdrawn the matter from the court, or that he has complied with or obeyed the order of the general meeting or the Executive Committee as the case may be and if he also:
  - a) Tenders an unqualified written apology to the Association and
  - b) Pays a fine of ₦10,000.00 (or higher sum) to the Association
  - c) Pays all accumulated subscriptions, dues, fines and levies.

(k) Any member who is suspended from the Association shall forfeit all the rights, privileges and benefits of membership of the Association during the periods of his suspension, unless he makes a request in writing that the matter be reviewed in accordance to subsection (l) below.

(l) However, any member who is expelled from the Association shall automatically forfeit all the rights, privileges and benefits of membership of the Association.

### **SECTION 10.3 - ABSENCE FROM OR LATENESS TO GENERAL MEETINGS**

(a) Any member who absents himself from three consecutive general meetings without good cause acceptable to the association shall automatically lose all rights, privileges and benefits of membership of the Association. The said rights, privileges and benefits shall be restored to the member only after he has made up by attending a minimum of three consecutive general meetings and paid all fines, dues, levies etc. PROVIDED he has not lost those rights, etc. or his membership by virtue of other provisions of the constitution. Any member who intends to be temporarily away from the activities of the Association (including the Virtual platforms) shall apply to the Executive Committee for the grant of leave of absence PROVIDED that the member shall ensure the continued payment of his subscriptions, dues, levies, etc. without any interruption.

(b) Any member who wilfully (as against accidentally) deletes himself from the Virtual platform, shall automatically be deemed to have resigned his membership. Such member may however re-apply in writing on the virtual platform for membership of the Association and may be re-admitted upon the fulfilment of all such conditions as may be imposed by the General meeting, and which may include meeting up with the payments of missed dues and levies during the period of his absence.

- (c) Any member who absents himself from any general meeting of the Association shall pay a fine as may be determined by the executive committee.
- (d) All apologies for absence or lateness from general meetings and other functions of the Association shall be to the Group Chairman or Secretary-General or Provost/Compliance Officer. Such apologies must be clearly stated at the commencement of the meeting.
- (e) The general meeting shall have power at any time to increase or reduce any of the fines payable by a member.

#### **SECTION 10.4 - FUNDS OF THE ASSOCIATION:**

- (a) Funds of the Association shall consist of annual dues/subscription, special contributions, donations, levies, fines etc. No Officer of the Association is authorised to secure any form of loan or facility whatsoever on behalf of the Association unless duly approved and authorized by the General Meeting as well as a Resolution of the Board of Trustees of the Association.
- (b) The annual dues, levies and fines shall be determined by the Executive Committee and approved by the General meeting from time to time.
- (c) Annual dues shall be **₦5,000.00**, and this amount is divided into 2 (two) parts; **₦2,000.00**, for yearly membership dues; and **₦3,000.00**, for yearly contributions/dues to be paid into a separate designated Trust Fund Account as created by virtue of Article V section 5.2(b) of this constitution to serve as the levies, in the event of the death of a financial member or the spouse of a financial member.
- (d) All intending financial members are expected to pay their dues within 8 weeks of the adoption of the Constitution and thereafter within the 1st quarter of a new year.
- (e) For a member to qualify as a financial member, the total sum of **₦5,000.00**, has to be paid in full within the specified period as mentioned in (d) above.

- (f) Subsequent applications within the first year the constitution came into effect, would not be treated as pioneer members and must observe a 6 months' probation period as financial members to qualify for any financial benefits (unless he agrees/chooses to pay all previous subscriptions/levies/dues/contributions accrued before he joined)
- (g) All monies collected on behalf of the Association by any Member or Officer of the Association shall be paid into the Association's designated Bank account in Nigeria within 72 hours of receiving/collecting such monies.
- (h) The signatories to the Associations Bank account shall be the Group Chairman, the Secretary General, and the Financial Secretary/Treasurer.
- (i) All disbursements of the Associations funds shall be approved by the General Meeting, or by the Executive Committee in the event of an emergency (except the trust fund account which shall remain the mandate of the Board of Trustees). However, any such approval by the Executive Committee shall be reported to the next General Meeting for ratification.

## **SECTION 10.5 - FINANCIAL MEMBERS RIGHTS, PRIVILEGES AND BENEFITS**

Financial Members shall be entitled to certain benefits from the group. **All Members** shall have the privilege of free advertisement of their products and services on the Groups preferred Social Media Platform on a first come, first served bases.

### **10.5.1 - BIRTHDAY CELEBRATION:**

Members shall post Birthday wishes to the celebrant(s) on our social media platform. Celebrant's picture shall be used as the display picture on the Group's preferred Social Media Platform (i.e., WhatsApp, Zoom etc or any other future new tech platform).

### **10.5.2 - MEMBERS WEDDING CEREMONY:**

The Group shall present a gift worth **₦20,000.00** OR the cash equivalent thereof to the Member(s). Members are entitled to this privilege only once.

### **10.5.3 - CHILD BIRTH:**

The Group shall present a gift worth **₦10,000.00** OR the cash equivalent thereof at the Naming ceremony/Child dedication. Members shall not enjoy this benefit more than 3 times.

### **10.5.4 - DEATH OF A MEMBER'S PARENT**

On the death of a financial member's parent, the Group Chairman, with the approval of the Executive Committee, shall impose a compulsory flat levy as may be agreed by the Executive Committee, with the option of discretionary donations from willingly members and the association shall give him a condolence purse of **₦30,000.00** only (₦20,000.00 for the member and ₦10,000.00 value of drinks for presentation at the table as the case may be).

## **SECTION 10.6 - DEATH OF A FINACIAL MEMBER OR SPOUSE OF A FINACIAL MEMBER**

- (a) Whenever a financial member/spouse dies, every effort should be made by any member who hears the news to contact the Group Chairman or the Secretary General without delay.
- (b) As soon as the news of the death of a member is communicated to the Group Chairman, or Secretary General as aforesaid, and if it is thereafter ascertained that the deceased member was a financial member, the family of the deceased member shall be contacted to ascertain the family's burial arrangements.
- (c) The Group Chairman in consultation with the Secretary General shall where necessary cause an emergency meeting of the Association to be held where the details of the burial arrangements shall be discussed.
- (d) The Association's participation in the burial of a financial member shall be limited to the following areas:
  - i. Sending a letter of condolence duly signed by the Group Chairman and the Secretary General with the official letter head of ESUTEEE2001 with appropriate seal to the family of the deceased financial member/spouse;
  - ii. Full participation by all members at the wake keeping/service of songs ceremony and church service in memory of the deceased member;
  - iii. All members available within Nigeria at the moment are expected to attend the burial ceremony of the deceased member in his/her home town at the expense of the Association.
  - iv. Presentation of the sum of **₦250,000.00 only** to the widow(er) of the deceased member (where (s)he is married) or his next of kin, provided he was a Financial member of the Association.
  - v. In the event of the death of a Spouse of a financial member, a Presentation of the sum of **₦250,000.00 only** to financial member's widow(er).
  - vi. The above sums of money shall be made available from the yearly contributions made by the financial members in the



Trust Fund Account in accordance with the provision of Article V Section 5.2(c) of the constitution.

- vii. Where the funds in the Trust Fund Account are insufficient to meet with the demand of the above entitlements, The Group Chairman shall by virtue of his power under ARTICLE IV Subsections 4.1.i and 4.1.ix of the constitution deem it fit to levy all the financial members in making up the relevant required funds.

## **SECTION 10.7 - INCAPACITATION OR HOSPITALIZATION OF A FINANCIAL MEMBER**

Where any financial member is afflicted by any illness or injury which partially or fully incapacitates him or he is hospitalized, the Association shall render such assistance as the general meeting may from time to time consider necessary depending on the circumstance of each case.

## **SECTION 10.8 – GROUP/GENERAL MEETING**

Meetings shall be on the Group’s preferred Social Media (e.g., WhatsApp) Platform and the members shall also meet for a reunion in a physical location as the Association deem fit.

- (a) The supreme authority of the Association shall be vested in the General Assembly/Convention, whose decisions on all matters affecting the Association shall be final and binding on all members.
- (b) The General meetings of the Association shall be held at least once every 2 months on virtual platform (or physical attendance as the case may be) to encourage wider participation.
- (c) An emergency general meeting to deliberate on specific issues may be summoned at such time and manner as the Group Chairman, the Executive Committee and/or the General meeting may decide.
- (d) Ten Financial members including an Executive member or Secretary- General present in person (or on the Virtual Platform in the event of a virtual meeting) shall form the **quorum**

- (e) Subject to the provisions of this Constitution, decisions at general meetings shall be by simple majority of financial members present (either on virtual platform or physically present); and voting shall be and by “YES” or “No”. The presiding officer shall also be entitled to a second or casting vote in the event of a tie.
- (f) Notification for meetings should be published at least 72 hrs ahead of such proposed meetings
- (g) Members are strongly encouraged not to share unrelated messages for up to 24 hours during a scheduled meeting to allow for participation on the topic being discussed without distractions.
- (h) The group’s general meeting/reunion shall be called by the Chairman, in conjunction with the Secretary of the Group.

## **ARTICLE XI - ORDER OF MEETINGS**

All general meetings (virtual or otherwise) shall follow the order below unless otherwise decided by the general meeting:

1. Opening prayer
2. Letters/invitations/Apologies
3. Minutes of the Last Meeting
4. Comments /Adoption of the Minutes
5. Matters Arising from the minutes
6. Top Issues (as will be put forward by the presiding officer)
7. AOB
8. Closing prayer
9. Vote of thanks to the Host (if not on a virtual platform)

## **CONSTITUTION AND BYE-LAWS DRAFTING COMMITTEE**

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### **James Ugwuogo**

Chairman Constitution  
Committee

### **Alago Ekene**

Secretary Constitution  
Committee

### **Akuoma Ugwu**

Member

### **Collins Oputa Esq.**

Member

### **Azubuike Njideka**

Member

### **Martin Ashiedu**

Member

### **Onyenali Chibuzor**

General Coordinator/ International  
Observer

### **Eze Chigozie Nelson**

Asst General Coordinator/  
Local Observer

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