

# **THE CONSTITUTION OF THE UNIVERSITY OF IBADAN HEALTH PROMOTION AND EDUCATION ALUMNI ASSOCIATION**

## **1. NAME:**

The Association shall be called “The University of Ibadan Health Promotion and Education Alumni Association” and its address shall be Department of Health Promotion and Education (HPE), faculty of Public Health, until otherwise changed. The national association shall have its headquarters in the same address in Ibadan, Oyo State. The Department of Health Promotion and Education, University of Ibadan is hereafter referred to as “the Department”

### **1.1 Mission, Vision and Goal statement**

Mission is to develop and strengthen ties between our alumni and “the Department” by providing diverse tangible benefits including career services, networking opportunities, special events and lectures, volunteer involvement, philanthropic commitments, and the opportunity to connect with and inspire students and graduates.

Vision is to create lifelong and enduring ties that foster an engaged and passionate community of alumni in support of “the Department” and each other.

Goal is to be a vital partner in the success of “the Department” through the meaningful engagement of alumni.

### **1.2 Core Values**

- Service to UI, Health Promotion and Education Department (HPE), the Alumni Association and all her constituents
- Commitment to our alumni, alumni traditions, and diversity of thought
- Excellence in all endeavors
- Inclusivity

## **2. AIMS AND OBJECTIVES:**

- i. To promote mutual understanding, co-operation, interaction, and fraternal relationship amongst graduates of the department.
- ii. To assist the Department in whatever way possible in its development to make it a world class standard and in its drive to establish and maintain a positive health promoting lifestyle amongst the public.
- iii. To advise the authorities of the department, the faculty and the University at large on academic matters in particular and on all matters relating to the well-being of all members of the alumni association.
- iv. To arrange seminars, conferences, and symposia on issues of public health concerns and provide a link between the health promotion specialists and the general public, where possible.

- v. To publish magazines, periodicals newsletters and other publications that will be useful for department and the academic community.
- vi. To establish and mobilize funds, receive donations, gifts, grants and bequests from members and the public for financing any of the above objectives, including but not limited to student's scholarship, research, maintenance of the department.
- vii. To carry out the various aims and objectives through establishment of standing committees when necessary, such committees shall include but not limited to the following:
  - (a) Special Duties (including issues related to logistics and protocols)
  - (b) Education and Research
  - (c) Publications
  - (d) Finance/Resource Mobilization
  - e) Development and Welfare
- viii. To carry out tasks, duties and responsibilities that are deemed to be in the best interest of the Department or otherwise incidental or conducive to the achievement of any of the above stated objectives.

### **3. MEMBERSHIP:**

Membership of the Association shall be open to:

#### **3.1 Regular Members**

A graduate of Master or Doctoral Degree of all course streams offered at the Department of Health Promotion and Education, Faculty of Public Health, University of Ibadan shall be a regular member of the Association.

#### **3.2 Honorary Members or Patrons**

Those persons who have rendered exceptional distinguished service to the institution or the Association or by virtue of their high ethical standing in the community or who have national recognition of distinction and are approved for such membership by the National Executive Committee or the general membership at the Annual General Meeting of the Association. They can be financial members but are not eligible to vote nor hold any office within the Association.

### **4. ADMISSION:**

Admission of eligible persons shall be by payment of a registration fee of N5,000 for induction or such other amount as may be determined from time to time by the National Executive Committee. Such payments shall be made directly into the National Association account.

### **5. STRUCTURE:**

#### **5.1 National Executive Committee**

- a) The National Executive Committee shall be the supreme authority of the Association
- b) The National Executive Committee shall consist of all elected National Officers, all current Chairmen of State branches of the Association, all past Presidents of the alumni association.

## **5.2 State or Local Associations**

- a) The National Executive Committee shall encourage and pursue the formation of the Association in every state of the Federation of Nigeria with the Federal Capital Territory being treated for this purpose as a state.
- b) There shall be one branch of the Association in each state with its secretariat at the State Capital or any location where the most members are domiciled.
- c) Every branch of the Association shall exist, function, and organize its activities in conformity with the National Association's Constitution. State chapters cannot create or operate a separate constitution.
- d) Any new branch of the Association would require to be formally launched to be recognized by the National Executive Committee.
- e) Every branch shall hold an Annual General Meeting 30-60 days before the Annual General Meeting of the National Association.
- f) Every branch shall make a return of its Officers that are elected at its Annual General Meeting and present the list of elected officer to the National Secretariat.
- g) Every branch shall elect its Officers in line with the National Constitution.
- h) Any National Officer resident in a state shall be ex-officio member of the branch's State Executive Committee.
- i) No member shall belong to more than one (1) branch at a time and every National Officer shall be a registered member of a branch in the federation.
- j) Every branch shall pay to the Association by way of annual subscription fifty percent (50%) of the total annual subscriptions paid by its branch members and such payment shall be made to the National Financial Secretary 30 days before the Annual General meeting.
- k) Every branch shall be financially self-supporting; therefore, every branch may raise fund, impose levies on its members or organize social activities to generate income for the running of its branch activities PROVIDED such fund raising is within the prevailing guideline of the National Executive at such time.
- l) Alumni members residing outside of Nigeria can constitute themselves into "local" branches by continent e.g. America, Canada etc. but must draw authority from the National association and be subject to all provisos defined in this section as applied to all state associations. Membership dues shall be paid into the national association account.

### **5.3 National Officers**

i) The National Officers of the Association shall be elected at the Annual Convention of the Association, which shall normally take place in the month of November. All qualified regular members shall be eligible to vote and be voted for provided they are financial members and duly registered and recognized in a branch; voting shall be by secret ballot.

ii) Every National Officer shall be elected for a term of TWO (2) years at the first instance and such Officer shall be eligible for re-election for another term of TWO (2) years. No Officer shall hold a particular office for more than four (4) consecutive years or two consecutive terms.

iii) The National Officers of the Association shall include:

- a) National President
- b) 1<sup>st</sup> & 2<sup>nd</sup> National Vice Presidents (a male and a female)
- c) National Secretary
- d) National Assistant Secretary
- e) National Financial Secretary
- f) National Treasurer
- g) National Social Secretary
- h) National Publicity Secretary
- i) National Internal Auditor
- j) Ex-officio Members
- k) Others as deem fit

### **5.4 Standing Committee**

a) Standing Committee shall be permanent, and their main function shall be the furtherance of the aims and objectives of the Association and as may be decided from time to time by the National Executive Committee. Each Committee shall comprise at least 5 members and shall be headed by a Chairman who shall be a member of the National Executive Committee.

b) The Standing Committee shall include:

- i. Special Duties Committee (including issues related to logistics and protocols)
- ii. Education and Research Committee (will be responsible for scientific workshop)
- iii. Finance/Resource Mobilization Committee
- iv. Publication Committee
- v. Development and Welfare Committee

c) Following the constitution of these committees, a Terms of Reference (TOR) will be drawn for each one to define their roles and shall specify tenure for tasks assigned as needed.

## **6. ELECTORAL SYSTEM**

i. There shall be an Electoral Committee appointed by the Executive Committee. The Electoral Committee shall advertise elective posts at least 30 days before the Elections. It

shall also address objections, screen candidates, and present a final list to the house. Members of the Electoral Committee shall appoint a Chairman who shall supervise the conduct of the election, among themselves.

- ii. All nominations must be received 14 days before the election and supported by at least two eligible financial members.
- iii. Voting shall be by secret ballot and each financial member shall be entitled to only one vote.
- iv. The members of the Electoral Committee shall not be eligible voters.
- v. In case of equality of votes, the voting for the particular office shall be repeated until a clear winner emerges.
- vi. In case of a National Officer position that is unopposed, such a nominee shall be returned to office provided s/he receives YES votes from at least 50% of voting members.
- vii. The position of the National President shall be subject ONLY to ratification as provided under Section 8(1) of this Constitution.

## **8. ELIGIBILITY FOR ELECTIVE OFFICE**

**8.1 NATIONAL PRESIDENT:** This position will be fully and openly contested by any interested and eligible member who meet the following criteria

- i. At least 10 years graduate of the Department.
- ii. Financial member with a consistent record of paying annual membership dues for at least five concurrent years
- iii. Regular attendance at alumni association meetings – attended at least 75% of association meetings convened in the last 2 years
- iv. Must be someone of high integrity and who commands respect from majority of members

**8.2. 1st NATIONAL VICE PRESIDENT:** Must be someone of high integrity who under any circumstances will be able to stand in for the National President. S/he must have the same qualification as the National President. In the event of temporary absence of the national president, the first national vice president shall step in to act in that capacity.

**8.3. 2<sup>ND</sup> NATIONAL VICE PRESIDENT:** As in 8.2 above. The 2<sup>nd</sup> national vice president shall step in to act as president in the temporary absence of the national president and where the 1<sup>st</sup> national vice president indicates unavailability to act instead.

**8.4. NATIONAL SECRETARY:** Must have a proven track record of administration. S/he must be an Alumnus with good oral and written communication, able to steer the secretariat independently with excellent organizational skills and strong attention to details.

**8.5. NATIONAL ASSISTANT SECRETARY:** Same as National Secretary

**8.6. NATIONAL FINANCIAL SECRETARY:** Must be a graduate of the department

**8.7. NATIONAL TREASURER:** Must be a graduate of the department.

**8.8. NATIONAL SOCIAL SECRETARY:** Must be an alumnus

**8.9. NATIONAL PUBLICITY SECRETARY:** Must be an Alumnus

**8.10. NATIONAL INTERNAL AUDITOR:** Must be an Alumnus of

**8.11. FOUR (4) EX- OFFICIO MEMBERS:** Must be an Alumnus of

## **9. NATIONAL EXECUTIVE COMMITTEE**

- i. The National Executive Committee shall comprise the following. (a). All officers elected at an Annual General Meeting of the Association (b). Four ex-officio members elected at the same Annual General Meeting (c). All the past Presidents of the Association (d). Every current Chairman of each State Branch of the Association.
- ii. The National Executive Committee shall hold office for a term of two (2) years, subject to a maximum of two terms and without prejudice to paragraph 9(iii) hereof.
- iii. Any office may become vacant by resignation or removal of the incumbent by the members passing a resolution, supported by a minimum of 70% of the members at the general meeting to that effect or at an extraordinary meeting of the Association called for that purpose.
- iv. In such case in (iii) above, the new Officer shall serve for the unexpired period of the former officer after which period he will resign with all other officers and may stand for fresh election at the next Annual General Meeting. The re- election of such an officer shall be considered his first term.

## **10. POWERS OF THE NATIONAL EXECUTIVE COMMITTEE**

The National Executive Committee shall have the powers to administer the affairs of the Association to the best of its judgment and ability, and shall:

- i. Exercise control over and manage the finances of the Association in such manner as it considers prudent.
- ii. Appoint representatives to attend meetings of other organization.

- iii. Express in such manner as it deems fit the view of the Association upon any matter of public interest.
- iv. Convene meetings of the Association and the National Executive Committee as it deems fit.
- v. Make all necessary arrangements for the Annual General Meeting and Scientific workshop.
- vi. Appoint Ad-hoc Committees as it deems necessary to deal with specific matters.
- vii. Subject to the approval by the AGM of the Association, the NEC may make such By-laws as are deemed appropriate towards the realization of the aspirations of the Association.

## **11. DUTIES OF NATIONAL OFFICERS:**

**11.1 NATIONAL PRESIDENT:** The National President shall be the Chairman of the meetings of the Association and shall:

- a) Preside over all the meetings including the Annual General Meeting of the Association and also the National Executive Committee
- b) Summon all meetings including the Annual General Meeting in accordance with the decision of the National Executive Committee
- c) Present the Annual Report of the Association at the Annual General Meeting
- d) Co-ordinate the activities of all other officers of the Association
- e) Conduct the affairs of all meetings in accordance with the constitution and the approved standing orders.
- f) Shall represent the Association at external event and thus, be the official face of the Association.

**11.2 1ST&2ND NATIONAL VICE PRESIDENTS:** The National Vice Presidents shall assist the National President and shall perform all the duties of the National President in his absence or any other duty or duties assigned to them by the National President.

**11.3 NATIONAL SECRETARY:** The National Secretary shall perform all the duties normally performed by the National Secretary of an organized body of persons including the following:

- a) Summoning on the instructions of the National Executive Committee, all meetings and the Annual General Meeting.
- b) Record and keep the minutes of the meetings
- c) Manage the secretariat of the Association
- d) The National Secretary shall always be elected from the State Branch where the Association's headquarters is situated.
- e) The National Secretary shall maintain a database of members comprising of demographic and contact information as deemed appropriate. The National Secretary shall maintain strict confidentiality regarding the aforementioned information. Said

information shall not be shared with any third parties without the express consent of the NEC in which case the intended use must be in furtherance of the goals of the Association and not for commercial purposes.

**11.4 NATIONAL ASSISTANT SECRETARY:** The National Assistant Secretary shall assist the National Secretary in the performance of all secretarial duties and shall at the request of the National Secretary or in the National Secretary's absence act in his place.

**11.5 NATIONAL FINANCIAL SECRETARY:** The duties of the National Financial Secretary shall be as follows:

- a) Receiving, recording and paying to the National Treasurer of the Association, all monies collected for the Association.
- b) Paying out and recording, all expenditures of the Association.
- c) Carrying out any decision or directive of the National Executive Committee on all matters relating to the finance or budget proposals of the Association.

**11.6 NATIONAL TREASURER:**

- a) Shall receive and record all monies collected from the National Financial Secretary
- b) Shall pay the Association's monies to its bankers.
- c) Shall prepare the Annual account of the Association for presentation at the Annual General Meeting after being duly audited.
- d) Shall collate lists of all financial members submitted by State Branch Treasurers and therefore compile a Voter's list of eligible financial members to be distributed for election purposes at the Annual General Meeting.

**11.7 NATIONAL SOCIAL SECRETARY:** Shall perform all the duties normally performed by a Social Secretary. In particular s/he shall manage all the social activities of the Association and may form Ad-hoc Committees in order to facilitate the execution of all social activities of the Association.

**11.8 NATIONAL PUBLICITY SECRETARY:**

- a) Shall ensure that all members of the Association are duly informed of every activity of the Association.
- b) Shall see that due and sufficient publicity is given to all the activities of the Association.
- c) Shall issue release on the approval of the National Executive Committee or the National President in emergency cases and such release must reflect the views of the Association.

**11.9 NATIONAL INTERNAL AUDITOR:** S/he shall ensure that proper books of account are kept by the Association and report to the Annual General Meeting from time to time. External audits of the association account shall be commissioned annually.

**11.10 EX-Officio Members**



Members that serve as ex officio members have all the rights and obligations of the excos that they serve with. This includes the right to discuss, debate, make decisions, count as quorum and vote. Ex-officio members are accountable for the duties Which is largely to ensure compliance with general such as the constitution and specific laws such as election bye laws or others applying to the association's operation, but also to members. Ex-officio members shall be expected to voluntarily step into vacant exco positions such as those created by impeachment or suspension of excos or of voluntary resignations or other natural causes until general or bye elections are completed to return a member to the vacant position.

## **12. REMOVAL/IMPEACHMENT AND RESIGNATION OF OFFICERS**

### **12.1 Impeachment**

1. Impeachment proceedings may be brought against any executive member who is proved to have exceeded his authority without justification, to have grossly abused his office or to have acted in such a manner as to either bring the name of the Association and the Department into disrepute or to hinder the achievement of the objectives of the Association.
2. The Executive member(s) facing impeachment proceedings shall be allowed to speak in his/her defense and/or call witnesses to speak in his/her defense.
3. An ad-hoc committee of three (3) members shall be appointed by the NEC at a meeting convened for this purpose with the most senior NEC member present at that meeting presiding, to investigate the matter
4. Committee outcomes shall be presented to the NEC and the general house, at a special meeting for ratification and affected Executive member is bound to abide by the resolutions.

### **12.2 RESIGNATION**

1. Any member of the Executive Committee may resign his or her position.
2. A member wishing to resign shall do this in writing addressed to the President. In the case of the President it shall be addressed to the NEC in care of the Vice-president.
3. The President on receipt of a resignation letter shall inform the National Executive Committee who shall deliberate on it and then inform the general house.
4. The General House and the National Executive Committee acting in concert may accept or reject the intended resignation.
5. Notwithstanding the preceding clauses, a Member of the NEC who inspite of the rejection of his resignation, insists on resigning, may be allowed to do so.

### **12.3 Conduct and Disciplinary Committee**

1. Every member shall comport himself/herself in a manner that is in consonance with the aims and objectives of the Association.

2. Each member shall contribute in any way possible to promote, uphold and defend the good image of the Association.
3. Any member of the Association may bring to the notice of the Executive any act or conduct by any member
4. An ad-hoc panel consisting of three fully paid-up members nominated by the Executive shall investigate the act or conduct complained about. The decision of the panel shall be subject to an appeal to the general house.
5. The Committee upon its findings shall be empowered to recommend to the Executive the appropriate disciplinary action to be taken. This may take the form of any of the following:-
  - i. Cautioning
  - ii. Writing an apology
  - iii. Payment of a fine
  - iv. Suspension
  - v. Any other form of disciplinary action deemed by the Association as appropriate depending on the gravity of the offence.

**13. MEETINGS:** For this constitution, meetings may be virtual or in-person

- i. There shall be at least one (1) Annual General meeting in the two years tenure of the National Executive.
- ii. There shall be annual Scientific workshop preceding Annual General meeting
- iii. The Annual General meeting and Scientific workshop shall be held on such day in October/November of every year as may be determined by National Executive Committee provided that the National Executive Committee may postpone the holding of the meeting and workshop for not more than four (4) weeks in the event of some unforeseen circumstances making it impracticable to hold it in the specified month.
- iv. The annual events must be given publicity at least at the minimum of 4weeks before time the event will take place.
- v. The National Executive Committee shall meet as occasion demands provided, at least fourteen (14) days' notice is given, except in emergency cases.
- vi. One-third of the elected members of the National Executive Committee including either the National President/Vice President and the National Secretary / Assistant National Secretary shall form a quorum for the National Executive Committee Meeting.

- vii. An emergency meeting may be convened by the National Executive Committee or by 50 or more financial members of the Association giving at least 2 weeks' notice.
- viii. A minimum of one-third financial members shall form a quorum at any General meeting of the Association including the Annual General Meeting.
- ix. In any General Meeting only financial members shall be entitled to vote or be voted for.

#### **14. FINANCE:**

- a) **REGISTRATION FEE:** A registration fee of N5,000 shall become due and payable in accordance with Article 4 above. This is one-off at registration to become a member of the Association
- b) **ANNUAL SUBSCRIPTION:** Each member shall be obliged to subscribe N10,000 annually or an amount as may be determined by the National Executive. Every member shall be required to commence payment of annual subscriptions the year after induction.
- c) **SPECIAL SUBSCRIPTION:** Each member may be called upon to pay a special levy in aid of approved projects. Donations may also be received from members of general public through organized activities decided upon by the National Executive Committee.
- d) **ACCOUNT OPENING AND MANAGEMENT:** The bank of choice will be determined by a majority vote of a NEC meetings and authorization to open an account stipulated in writing either in the minutes of such meetings or as a related correspondence.
  - a. **Signatories:** The account shall have a minimum of three signatories at every point in time. These signatories shall be the current President, Treasurer and the Secretary or Ex-Officio member.
  - b. **Process for changing signatories:** An official letter will be drawn and documented to notify signatory change either because of change in occupancy of signatory positions or other. The official letter transmitted to the bank must include these reasons and filed in association records accurately.
  - c. **Withdrawal of funds:** For any withdrawal request to the bank, the president and one other of "two" signatories must append their signatures to such bank documents authorizing same. This implies that the instruction to the bank will be "President and any other to sign".

#### **15. LEGAL**

- i. The association shall be registered with the Alumni body of the College of Medicine, University of Ibadan.
- ii. The Association shall be registered with Corporate Affairs Commission (CAC)

## **16. RATIFICATION AND AMENDMENTS TO THE CONSTITUTION:**

**I. Ratification:** The constitution shall be deemed to come into effect when it is adopted by at least 70% of members through a YES/NO vote during a general meeting of the association. Members will be notified that such a meeting is convened for the purpose of ratifying the constitution and attendance at such a meeting must meet the minimum requirement for a quorum.

**II. Amendments:** Sections of the constitution shall be deemed amended upon meeting the following criteria

- That the need for any such amendment is clearly defined and ratified by at least 70% of members at a general meeting
- That a special duties committee is constituted to propose a draft of amended language and clauses and present same to the general meeting for review and ratification
- The section will be deemed amended upon ratification by at least 70% of members through a YES/NO vote during a general meeting of the association. Members will be notified that such a meeting is convened for the purpose of amending the constitution and attendance at such a meeting must meet the minimum requirement for a quorum.
- Amended sections will be documented and filed as an addendum to the constitution
- Any earlier versions of the Association that is amended shall be deemed repealed

**17. WINDING UP:** If in the event of winding up or dissolution of the Association, 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 donated for charitable purpose to be determined by members of the Association.

## **18. COMMENCEMENT**

This Constitution shall be deemed to have come into effect upon a majority vote bringing it into effect by the general house at an AGM. **Add effective date DD/MM/YYYY**