

**CONSTITUTION
OF
AJAOKUTA STEEL COMPANY
LIMITED STAFF COMPREHENSIVE
SECONDARY SCHOOLS OLD
STUDENTS ASSOCIATION
(ASCSSOSA)KOGI STATE, NIGERIA.
(Incorporated as Trustees under
the Companies and Allied Matters
Act, 2020, RC No. 54001)**

Table of Contents

1. Preamble	3
2. Name of the Association	3
3. Motto, Slogan & Logo	3
4. Short Title & Binding Force of the Constitution	4
5. Aims and Objectives	4
6. Membership	5
o Registration	5
o Annual Dues	5
o Association's Account	5
7. Rights & Obligations of Members	6
8. Conduct and Discipline of Members	8
9. Benefits of Financially Up-to-Date Members	9
10. Offices of the Association	9
11. Functions of the Officers of the Association	11
12. Establishment, Tenure & Composition of Executive Committees	22
13. Qualification and Election of the Executives	23
14. Board of Trustees	25
15. Functions of the Board of Trustees	25
16. Committees	26
17. Meetings	30
18. Quorum	34
19. Funds	34
20. Financial Guidelines and Accountability Procedures	34
21. Miscellaneous	36
22. Byelaws	36
23. Amendment Of The Constitution	36
24. Adoption of Constitution	38

PREAMBLE

We, the alumni of Ajaokuta Steel Company Limited Staff Comprehensive Secondary Schools Old Students Association, Ajaokuta, Kogi State, Nigeria, both within and outside the Federal Republic of Nigeria, unite to establish this association with the aim of fostering fellowship and meaningful interactions among ourselves. We also seek to consolidate our efforts and resources for the advancement and betterment of our Alma Mater and the broader community. Thus, we hereby enact and adopt this constitution for the governance of our association.

NAME

The Association shall be known as the **"Ajaokuta Steel Company Limited Staff Comprehensive Secondary Schools Old Students Association" (ASCSSOSA)** (hereinafter referred to as **"the Association"**). It is duly incorporated as Trustees under the Companies and Allied Matters Act, 2020, with Registration Number RC 54001.

MOTTO, SLOGAN & LOGO

1. The motto shall be **Integrity, Unity, and Advancement**.
2. The slogan shall be **ASCSSOSA** with **Unity for Advancement** as the response.

COMMENCEMENT

This Constitution shall be cited as the ***Constitution of the Ajaokuta Steel Company Limited Staff Comprehensive Secondary Schools Old Students Association (ASCSSOSA)*** and shall take effect from the **1st day of October 2025**, being the date of its adoption by the General Assembly at Ajaokuta, Kogi State.

SHORT TITLE & BINDING FORCE OF THE CONSTITUTION:

1. This constitution shall be called the constitution of **ASCSSOSA**. ("Hereafter referred to as the constitution").
2. This constitution shall be binding on all members and organs of the Association as its supreme rules are provided in all matters of general policy affecting the headquarters, sets, and all chapters.
3. ASCL Staff Comprehensive Secondary Schools 1, 2, 3, or as it may be in the future, hereinafter referred to as "Schools."

AIMS AND OBJECTIVES:

1. To promote interaction among ex-students of ASCL Staff Comprehensive Secondary Schools.
2. To promote the welfare and progress of all ex-students of ASCL Staff Comprehensive Secondary Schools in particular and of Nigerians in general.
3. To harness resources for the development and growth of our Alma Mater.
4. To undertake and participate in projects that will be of benefit to the association, secondary schools, and society at large.
5. To promote research and public enlightenment programs on health, educational, or other development issues for the society.
6. To collaborate with sister organizations, and public or private institutions at all levels towards actualization of the objectives of the association.

MEMBERSHIP:

All students who graduated from any of Ajaokuta Steel Company Limited Staff Comprehensive Secondary Schools, Kogi State of Nigeria, or anybody who attended the institution at one time or the other, across diaspora, sets, and national are eligible for membership of the association.

REGISTRATION:

Full membership of the association is actualized upon the payment of the registration fee of one thousand naira (~~₦~~1,000) or as (sum) may be reviewed from time to time.

ANNUAL DUES:

All members of the association are required to pay an annual dues fee of ₦3,000 (Three Thousand Naira) which is subject to review by the executives to maintain their membership status.

ASSOCIATION'S ACCOUNT:

1. **Account Establishment:** The "**Association**" shall establish and maintain a regular bank account in the name of the Association to manage its financial affairs.
2. **Authorized Signatories:** The following officers of the Association are authorized signatories for the association's bank account and may conduct financial transactions on behalf of the Association:
 - a) President
 - b) Financial Secretary
 - c) Treasurer
3. **Financial Oversight:** The Treasurer shall be responsible for overseeing the Association's finances, including monitoring account balances, approving expenditures, and maintaining accurate financial

records.

4. **Transaction Approval:** All financial transactions, including withdrawals, deposits, and payments, must be approved by at least one authorized signatory as specified above.
5. **Compliance:** The Association shall comply with all applicable banking regulations, financial reporting requirements, and internal control procedures related to the operation of its bank account.
6. **Banking Authority:** The Association's bank account shall be held at a reputable financial institution chosen by a simple majority of the National Executive Council at a meeting of that Council.
7. **Amendment and Review:** This Association's Account Clause may be amended or revised by a **third majority vote** of the National Executive Council (NEC).

RIGHTS & OBLIGATIONS OF MEMBERS:

A. Rights:

1. A member shall have the right to contest for any post and vote and be voted for or may be involved in the selection or appointment of its leadership as may be spelled out in the constitution.
2. A member shall have the right to resign his/her membership at any time provided such a member does so in writing to the association through the General Secretary.
3. A member shall, on the payment of the registration fee, subscription or levy be issued a receipt.
4. Every member shall have the right to attend the general meetings of the association and shall for this purpose be entitled to be given notice using any medium that the association or its relevant organ or officer may elect to employ at the material time.
5. A member who is financially up to date and is regular at meetings and

functions of the association shall be entitled to always enjoy the support of the association.

6. The association through the chapters and sets executive committee as well as in liaison with the welfare committee shall be responsive to the ill fates and fatalities experienced by any member of the association (who is financially up to date) as considerably as deemed required.
7. In the event of celebrations and felicitations by a member (who is financially up to date), the association upon formal notification or due invitation to her shall take part as considerably as deemed required.
8. Any financially up-to-date and committed member who is relocating finally from a city where a chapter exists, shall be entitled to a send forth and a gift from that chapter. Also, a member relocating from one chapter to another chapter shall be provided with a status report.

B. OBLIGATIONS

1. Every member shall register with the association and upon registration be issued a membership card.
2. Every member shall pay all subscriptions, dues, levies, and other contributions demanded from them or pledges made by them to the association without unnecessary delay.
3. Every member is expected to attend all general meetings and other programs of the association.
4. Every member is required to always show a high degree of commitment to the association and must not be involved in any act of commission or omission that will impede the smooth operation of the association or will in any way bring the name of the association or the Alma Mater to disrepute.

CONDUCT AND DISCIPLINE OF MEMBERS

A. CONDUCT

1. Members whether at meetings, functions of the association, or in their various callings and dealings outside the association's functions and meetings shall conduct themselves reasonably and responsibly depicting the high standards expected of all.
2. All members are to observe fully the Rules of Proceedings at the association's meetings and functions as may be drawn up or adopted by the association.
3. All members shall maintain a favorable disposition towards one another, and any dispute involving members where it is not a heinous criminal offense or capital offense shall first be resolved by the association, and no member is allowed to undertake any form of prosecution whether in the court, police, or other similar agencies without the prior notification and due consultation with the association.
4. All members shall be punctual at all meetings and functions of the association.

B. DISCIPLINE

1. Any member who engages in misconduct, whether during association meetings or events, or outside of association functions, which could potentially bring disrepute to the association or its members, **OR**
2. Any member who flagrantly violates the provisions of this constitution or acts in any way to undermine the smooth operation of the association, **OR**
3. Any member who misappropriates, embezzles, or deliberately withholds the association's fund(s), property or assets, **OR**
4. Any member found engaging in despicable acts, whether through deliberate action or negligence, that tarnishes the reputation of the

association or its members in the eyes of the public, will be considered guilty of misconduct and will be subject to disciplinary action.

5. No member shall be sanctioned unless he has been afforded a reasonable opportunity to defend or explain the reason(s) for his action or inaction before the association or its appropriate organ(s) provided that a member who misconducts himself during meetings or functions of the association may be summarily sanctioned thereat.
6. The Association or its Trustees or Executive may make Regulations for the Disciplinary procedure to be used to sanction erring members of the association.

BENEFITS OF FINANCIALLY UP-TO-DATE MEMBERS

1. The association may provide periodic awards to appreciate highly committed members who have contributed immensely to the association.
2. The association may run educational, insurance, or other social assistance or welfare schemes for the benefit of the members and their families.
3. The association shall prioritize the welfare of financially up-to-date members in all circumstances.

OFFICES OF THE ASSOCIATION

- A. National Executive Committee (NEC):** The association shall have a National Executive Council comprising of the following offices: -
- a. President.
 - b. Vice President.
 - c. General Secretary.
 - d. Assistant General Secretary.

- e. Financial Secretary.
- f. Treasurer.
- g. Legal Adviser.
- h. Welfare Secretary.
- i. Publicity Secretary.
- j. Ex-Officios.
- k. Internal Auditor.
- l. Director of Socials.

B. Chapters Executive Committee (CEC): All chapters of the association shall have an Executive Committee comprising of the following officers:

- a. Chairman.
- b. Vice Chairman.
- c. Secretary.
- d. Assistant Secretary.
- e. Financial Secretary.
- f. Treasurer.
- g. Welfare Secretary.
- h. Publicity Secretary.
- i. Legal Adviser.
- j. Provost.
- k. Internal Auditors.
- l. Director of Socials.

C. Set Executive Committee (SEC): All sets of the association shall have an Executive Committee comprising of the following officers: -

- a. Chairman.
- b. Vice Chairman.

- c. Secretary.
- d. Assistant Secretary.
- e. Financial Secretary.
- f. Treasurer.
- g. Welfare Secretary.
- h. Publicity Secretary.
- i. Legal Adviser.
- j. Director of Socials.

FUNCTIONS OF THE OFFICERS OF THE ASSOCIATION

A. NATIONAL EXECUTIVE COUNCIL (NEC)

i. The President:

- a. Shall be the Chief Executive of the Association and preside over all National Executive Council (NEC) meetings and congresses of the association.
- b. Shall be responsible for the day-to-day running of the association and ensure that all decisions of the National Executive Council (NEC) meetings are implemented.
- c. Shall with the Financial Secretary and the Treasurer sign all documents for withdrawal of or authorization of use of funds from the bank or treasury.

ii. Vice President:

- a. Shall in the absence of the president deputize him.
- b. Shall also perform any responsibility assigned to him by the president.

iii. The General Secretary:

- a. Shall be the chief scribe of the association and summon all NEC meetings after consultation with the president.

- b. Shall keep records of minutes of all meetings and correspondence of the association.
- c. All official correspondence to the NEC shall be addressed to the President through the General Secretary.
- d. Shall be a signatory to all documents with the president of the association that will be dispatched.

iv. Assistant General Secretary:

- a. Shall act in the absence of the General Secretary or where the need arises.
- b. Shall also perform any responsibility assigned to him by the General Secretary.

v. Treasurer:

- a. Shall be responsible for the safekeeping of the association funds.
- b. Shall pay into the association's account, funds received on behalf of the association within (3) days of receipt of such funds (weekends exempted).
- c. Shall in conjunction with the financial secretary record all financial transactions of the association.
- d. Shall be a signatory to the association's bank account.
- e. Shall submit the association's bank Passbook and the cheque book to the Financial Secretary for vetting quarterly and when the need arises.
- f. Shall be in custody of the association's bank passbook, cheque booklet, and payment vouchers.
- g. He shall always ensure while filing any cheque leaf, the cheque stamp must be in correspondence with the file to reflect the account paid with the cheque leaf.

- h. The purpose of payment, the person in whose favor the cheque was drawn, and the date on which the cheque was drawn.

vi. The Financial Secretary:

- a. Shall collect all dues accruing to the association.
- b. Shall issue receipts for all funds received.
- c. Shall hand over the entire amount collected to the treasurer within three (3) days of the receipt of same or where the need arises deposit same into the association's account and thereafter transit proof to the treasurer.
- d. Shall keep all receipts of moveable properties of the association.
- e. Shall be a signatory to the association's bank account.

vii. Publicity Secretary:

- a. Shall promote the image of the association.
- b. Shall handle all publicity activities of the association.
- c. Shall liaise with all mediums of information as spokesman of the association as shall be directed by the president or the approval of the executive.

viii. Welfare Secretary:

- a. Shall see to the welfare of all members.
- b. Shall handle matters on refreshments during meetings.
- c. The welfare secretary shall chair the welfare committee.

ix. External Auditor:

- a. Shall be an independent member of the association.
- b. Shall be a registered member with at least 5 years' experience in any of the financial/accounting bodies i.e. ANAN, ICAN ACCA, or Forensic Auditing.

- c. Will undertake the auditing of the association's financial dealings, records, and accounting transactions.
- d. Will conduct audits of the association's financial reports or records as submitted by the financial team.
- e. All audited reports shall be submitted to the Congress.

x. Internal Auditor:

- a. Shall be a member of the association.
- b. Shall have at least 5 years' experience in any of the financial/accounting bodies i.e. ANAN, ICAN ACCA, or Forensic Auditing.
- c. Shall be responsible for the monitoring of the financial dealings, records, and accounting transactions of the association.
- d. Shall carry out regular auditing of the association's financial report or records as will be submitted by the financial team.
- e. All audited reports shall be submitted to the Congress.

XI. Legal Adviser:

- a. Shall be a legal practitioner duly called to the Nigerian Bar.
- b. Shall have at least 5 years of post-call experience.
- c. Shall provide general legal advice to the association, ensure overall compliance with legal requirements, and address any legal issues affecting the association.
- d. Shall be the secretary of the disciplinary committee.
- e. Shall preside or direct proceedings of the legal team from time to time when one is created.

XII. Ex-Officio Members:

- a. The ex-officio members shall be made up of the past presidents.
- b. They will serve as guides to the executives.
- c. Upon invitation, they shall have meetings with the executives.

XIII. Director of Socials:

- a. **Event Planning:** Organizing and planning social events such as parties, gatherings, networking events, and other activities aimed at fostering relationships and engagement among members.
- b. **Budget Management:** Managing the budget allocated for social events, including sourcing sponsorships, negotiating contracts with vendors, and ensuring that events stay within budgetary limits.
- c. **Coordination:** Coordinating with other committees or teams within the association to ensure that social events align with the overall goals and objectives of the association.
- d. **Promotion and Marketing:** Promoting social events to members through various channels such as social media, newsletters, and other communication platforms to ensure maximum participation.
- e. **Logistics and Operations:** Overseeing the logistical aspects of social events, including venue booking, entertainment, transportation, and other operational details.
- f. **Member Engagement:** Encouraging active participation and engagement of members in social activities, gathering feedback, and incorporating suggestions for improvement.
- g. **Compliance:** Ensuring that social events comply with the association's policies, regulations, and legal requirements, including health and safety standards.
- h. **Evaluation:** Conducting post-event evaluations to assess the success of social events, gather feedback from participants, and identify areas for improvement in future events.

B. CHAPTER EXECUTIVE COMMITTEE (CEC)

i. CHAIRMAN

- a. Shall be the Chief Executive of the Chapter and preside over all Chapter

Executive Council (CEC) meetings and congresses of the Chapter.

- b. Shall be responsible for the day-to-day running of the chapter and ensure that all decisions of the Chapter Executive Committee (CEC) meetings are implemented.
- c. Shall with the Secretary and the Treasurer sign all documents for withdrawal of or authorization of use of funds from the bank or treasury.

ii. VICE CHAIRMAN

- a. Shall in the absence of the chairman deputize him.
- b. Shall also perform any responsibility assigned to him by the chairman.

iii. SECRETARY

- a. Shall summon all chapter meetings after consultation with the chairman.
- b. Shall keep all records of minutes of all meetings and correspondence of the chapter.
- c. All official correspondence to the CHEC shall be addressed to the President through the Secretary.
- d. Shall be a signatory to all documents with the chairman of the chapter that will be dispatched.

iv. ASSISTANT SECRETARY

- a. Shall act in the absence of the secretary or where the need arises.
- b. Shall also perform any responsibility assigned to him by the Secretary.

v. FINANCIAL SECRETARY

- a. Shall collect all dues accruing to the chapter.
- b. Shall issue receipts for all funds received.
- c. Shall hand over the entire amount collected to the treasurer within

three (3) days of the receipt of same or where the need arises deposit same into the chapter's account and thereafter transit proof to the treasurer.

- d. Shall keep all receipts of moveable properties of the chapter.
- e. Shall be a signatory to the chapter's bank account.

vi. TREASURER

- a. Shall be responsible for the safekeeping of the chapter's funds.
- b. Shall pay into the chapter's account, funds received on behalf of the chapter within (3) days of receipt of such funds (weekends exempted).
- c. Shall in conjunction with the financial secretary record all financial transactions of the chapter.
- d. Shall be a signatory to the chapter's bank account.
- e. Shall submit the chapter's bank Passbook and the Cheque book to the Financial Secretary for vetting quarterly and when the need arises.
- f. Shall be in custody of the chapter's Bank Passbook, Cheque booklet, and payment vouchers.
- g. He shall always ensure while filing any cheque leaf, the cheque stamp must be in correspondence with the file to reflect the account paid with the cheque leaf.
- h. The purpose of payment, the person in whose favor the check was drawn, and the date on which the cheque was drawn.

vii. WELFARE SECRETARY

- a. Shall see to the welfare of all members.
- b. Shall handle matters on refreshments during meetings.
- c. The welfare secretary shall chair the welfare committee of the chapter.

viii. PUBLICITY SECRETARY

- a. Shall promote the image of the chapter.
- b. Shall handle all publicity activities of the chapter.
- c. Shall liaise with all mediums of information as spokesman of the chapter as shall be directed by the chairman or the approval of the executive.

ix. PROVOST

- a. He shall coordinate members and ensure orderliness during meetings.

X. DIRECTOR FOR SOCIALS

- a. **Event Planning:** Organizing and planning social events such as parties, gatherings, networking events, and other activities aimed at fostering relationships and engagement among members.
- b. **Budget Management:** Managing the budget allocated for social events, including sourcing sponsorships, negotiating contracts with vendors, and ensuring that events stay within budgetary limits.
- c. **Coordination:** Coordinating with other committees or teams within the association to ensure that social events align with the overall goals and objectives of the association.
- d. **Promotion and Marketing:** Promoting social events to members through various channels such as social media, newsletters, and other communication platforms to ensure maximum participation.
- e. **Logistics and Operations:** Overseeing the logistical aspects of social events, including venue booking, entertainment, transportation, and other operational details.
- f. **Member Engagement:** Encouraging active participation and engagement of members in social activities, gathering feedback, and incorporating suggestions for improvement.
- g. **Compliance:** Ensuring that social events comply with the association's policies, regulations, and legal requirements, including health and safety standards.

- h. **Evaluation:** Conducting post-event evaluations to assess the success of social events, gather feedback from participants, and identify areas for improvement in future events.

C. SET EXECUTIVE COUNCIL (SEC)

i. CHAIRMAN

- a. Shall be the Chief Executive of the Set and preside over all Set Executive Council (SEC) meetings and congresses of the set.
- b. Shall be responsible for the day-to-day running of the set and ensure that all decisions of the Set Executive Council (SEC) meetings are implemented.
- c. Shall with the Financial Secretary and the Treasurer sign all documents for withdrawal of or authorization of use of funds from the bank or treasury.

ii. VICE CHAIRMAN

- a. Shall in the absence of the chairman deputize him.
- b. Shall also perform any responsibility assigned to him by the Chairman.

iii. SECRETARY

- a. Shall summon all set meetings after consultation with the chairman.
- b. Shall keep all records of minutes of all meetings and correspondence of the set.
- c. All official correspondence to the SEC shall be addressed to the President through the Secretary.
- d. Shall be a signatory to all documents with the chairman of the set that will be dispatched.

iv. FINANCIAL SECRETARY

- a. Shall collect all dues accruing to the set.
- b. Shall issue receipts for all funds received.
- c. Shall hand over the entire amount collected to the treasurer within three (3) days of the receipt of same or where the need arises deposit same into the chapter's account and thereafter transit proof to the

treasurer.

- d. Shall keep all receipts of moveable properties of the set.
- e. Shall be a signatory to the set's bank account.

v. TREASURER

- a. Shall be responsible for the safekeeping of the set's funds.
- b. Shall pay into the set's account, funds received on behalf of the set within (3) days of receipts of such funds (weekends exempted).
- c. Shall in conjunction with the financial secretary record all financial transactions of the set.
- d. Shall be a signatory to the set's bank account.
- e. Shall submit the set's bank Passbook and the Cheque book to the Financial Secretary for vetting quarterly and when the need arises.
- f. Shall be in custody of the set's Bank Passbook, Cheque booklet, and payment vouchers.
- g. He shall always ensure while filing any cheque leaf, the cheque stamp must be in correspondence with the file to reflect the account paid with the cheque leaf.
- h. The purpose of payment, the person in whose favor the check was drawn, and the date on which the cheque was drawn.

vi. WELFARE SECRETARY

- a. Shall see to the welfare of all members.
- b. Shall handle matters on refreshments during meetings.

- c. The welfare secretary shall chair the welfare committee of the set

vii. PUBLICITY SECRETARY

- a. Shall promote the image of the set.
- b. Shall handle all publicity activities of the set.
- c. Shall liaise with all mediums of information as spokesman of the set as shall be directed by the chairman or the approval of the executive.

VIII. DIRECTOR OF SOCIALS

- a. **Event Planning:** Organizing and planning social events such as parties, gatherings, networking events, and other activities aimed at fostering relationships and engagement among members.
- b. **Budget Management:** Managing the budget allocated for social events, including sourcing sponsorships, negotiating contracts with vendors, and ensuring that events stay within budgetary limits.
- c. **Coordination:** Coordinating with other committees or teams within the association to ensure that social events align with the overall goals and objectives of the association.
- d. **Promotion and Marketing:** Promoting social events to members through various channels such as social media, newsletters, and other communication platforms to ensure maximum participation.
- e. **Logistics and Operations:** Overseeing the logistical aspects of social events, including venue booking, entertainment, transportation, and other operational details.
- f. **Member Engagement:** Encouraging active participation and engagement of members in social activities, gathering feedback, and incorporating suggestions for improvement.
- g. **Compliance:** Ensuring that social events comply with the association's policies, regulations, and legal requirements, including health and safety standards.
- h. **Evaluation:** Conducting post-event evaluations to assess the success

of social events, gather feedback from participants, and identify areas for improvement in future events.

ESTABLISHMENT, TENURE & COMPOSITION

NATIONAL WORKING COMMITTEE AND EXECUTIVE COMMITTEES

- i. There shall be Executive Committees (ECs) which are:
 - a. National Executive Committee (NEC), which shall be made up of all the elected National Officers.
 - b. Chapter Executive Committee (CHE) made up of all the elected officers of the chapters.
 - c. Set Executive Committee (SEC) made up of all the elected officers of the sets.
- ii. The National Working Committee (NWC) shall be made up of the National Executive Committee (NEC), the Chairmen and Secretaries of Sets and Chapters and this will be the highest decision-making body of the Association.
- iii. The Executive Committees members shall hold office for a term of Five (5) years and no member shall hold any office consecutively for more than two (2) terms.
- iv. Any vacancy in the executives during their tenure shall be a casual vacancy and may be filled by a bye-election conducted in the next Executive Committee meeting preceding the date of the casual vacancy.
- v. The EC comprises the following offices: President (Chairmen), Vice President (Vice Chairmen), Secretary, Assistant Secretary, Financial Secretary, Treasurer, Publicity Secretary, Provosts, Legal Adviser, Director of Socials and Internal Auditor.

QUALIFICATION AND ELECTION OF THE EXECUTIVES

A. QUALIFICATION

Any aspirant aspiring to serve on the executive committee must fulfill the following criteria:

- a) Membership and Financial Status:
 - a. Must be a registered member of the association.
 - b. Should be financially up to date with all dues, fees, and levies.
- b) Active Participation:
 - a. Must have physically or virtually participated in the national, set, or chapter activities.
 - b. Regular attendance at meetings and functions of the association is required.
- c) Previous Engagement:
 - a. Must have discharged any previous assignments given by the association dutifully and diligently.
- d) Time Requirement:
 - a. Within a span of 3 years, the aspirants should have attended at least one Annual General Meeting (AGM) either physical or virtual, especially for National Offices.

B. ELECTION

- a) An Electoral Committee consisting of five (5) members shall be constituted through nomination by the Council. The Chairman of the Electoral Committee shall be from the most senior graduate of the Alma Mater, so nominated.
- b) The Electoral Committee shall be independent of the National Executive Committee (NECO) and shall make its guidelines for the election subject only to a review by the National Executive Council.

- c) Any qualified member who wishes to contest for any of the elective offices shall obtain a nomination form from the electoral Committee at a price to be stipulated by it.
- d) Accreditation shall be done on presentation of membership card duly signed by the authority concerned.
- e) Election into any office shall be by open-secret ballot. A winner shall be declared if he/she has a simple majority.
- f) No member shall contest for or hold more than one office at a time.
- g) An officer who resigns his/her office or is removed, expelled, or incapacitated shall have his office declared vacant within a period of at least 14 days and a bye-election shall be conducted to replace the officer as soon as practicable as the case.
- h) In the case of dissolution of the executive council before the election of new members, the electoral committee runs the affairs of the association for two months and then stands dissolved upon an election being conducted.
- i) In the case of the inability of the electoral committee to conduct an election within two months, it stands dissolved and exactly one month after the dissolution of the failed electoral committee, the NEC will meet to constitute another electoral committee to act in accordance with the provisions of Sections a-h above with regards to election matters.
- j) Any candidate not satisfied with the outcome of an election shall within seven (7) days of the election, petition to the Trustees whose decision on it shall be final.
- k) This Section shall not apply to the Ex-Officio members of the Executive Council.

BOARD OF TRUSTEES

- A.** The association shall have a Board of Trustees (herein called the "Trustees") made up of not less than five (5) and not more than nine (9) in number.
- B.** The trustees shall hold office for a period of six years and nomination of the BOT members shall be via the sets and or chapters level and there will not be more than one representative from a set or chapter at a time.
- C.** A trustee shall cease to hold office if he:
 - a. Resigns from office.
 - b. Is dead.
 - c. Becomes insane.
 - d. Is declared bankrupt.
 - e. Is convicted of a criminal offense involving dishonesty, fraud, or any heinous crime such as rape, culpable homicide, armed robbery, etc. by a Court or Tribunal of competent jurisdiction. Provided that where he is formally charged for any offense (s) he shall be temporarily suspended as a trustee of the association pending the just determination of the trial by the court or tribunal.
 - f. Is recommended for removal by a vote of two-third ($2/3^{\text{rd}}$) of the trustees upon receiving a complaint and after investigation of any alleged act of misconduct/misdeed to the association and the recommendation is approved physically or virtually by a vote of not less than two-third ($2/3^{\text{rd}}$) of the registered and financially up to date members of the association.

THE FUNCTION OF THE BOARD OF TRUSTEES SHALL BE:

- a. Advisory
- b. Hold periodic meetings with the National Executive Council, Chapter Executives, and Set Executive from time to time as they deem fit to

- discuss the progress of the association.
- c. Mediate in resolving disputes which may arise from time to time.
 - d. They can sue and be sued on behalf of the association.

COMMITTEES

A. STANDING COMMITTEES: The standing committee shall comprise of the following:

i. Welfare Committee

- a. It shall comprise of five (5) members with the national welfare secretary as its chairman same shall be applicable to sets and chapters.
- b. It shall be responsible for overseeing the general welfare of members.
- c. It shall ensure that all qualified members get their benefits promptly as the case may be.

ii. Publicity & Mobilization Committee

- a. It shall comprise of five (5) members with the national publicity secretary as its chairman.
- b. It shall be responsible for mapping out ways to improve and sustain attendance at the association's meetings and functions.
- c. It shall support the publicity secretary in all matters of publicity where necessary as the case may be.
- d. It shall design and carry out effective mobilization of members and the public to attend and participate in the activities of the association.

iii. Education Committee

- a. It shall comprise of at least five (5) members from different sets or chapters with a chairman ratified by the general meeting.
- b. It shall be the think-tank or intellectual bulwark of the association and shall design necessary programs that will stimulate the interest of members, the school, the steel company, and the public in the activities of the association.
- c. It shall collaborate with the other organs of the association to assist the executive committees in the implementation of such programs.

iv. Disciplinary Committee

- a. It shall comprise of five (5) members with the Legal Adviser as its secretary.
- b. It shall have a chairman who must be a respected and reputable senior member of the association.
- c. It shall be responsible for all disciplinary matters except those provided for in Pg. 24, 3(e) BOT of this constitution.
- d. It shall have the power to recommend penalties ranging from expulsion, suspension, fine, warning, etc. on erring member(s) subject to the ratification of the general meeting.
- e. It shall be bound to follow the procedure provided by the association or as contained in the constitution and rules of the National body in carrying out its functions.

vi. Electoral Committee and Electoral Appeal Committee

A. Composition: The members of the electoral committee shall be comprised of a minimum of five (5) members which membership shall cut across sets and chapters and they must be persons of proven integrity/character.

B. Tenure: The Committee members shall serve for a period as shall

be determined by the executive committee and renewable where the need arises from time to time subject to ratification by the council.

C. Responsibilities: The Committee shall be responsible for the following:

- a. Planning and organizing all aspects of the electoral process, including voter registration, candidate nomination, ballot preparation, and polling.
- b. Ensuring the integrity, transparency, and fairness of the election process.
- c. Establishing and enforcing election rules and procedures in accordance with the association's constitution and relevant laws or regulations.
- d. Referral of any dispute or complaints related to the electoral process shall be brought not later than 48 hours after the conduct of the election to the electoral committee who shall in turn refer same to the electoral appeal committee through its secretary not later than 72 hours.
- e. Overseeing the virtual and physical counting of votes, verifying results, and announcing the outcome of the election.
- f. Providing reports and documentation of the election proceedings to the Secretariat for record keeping.
- g. Meetings: The Committee shall convene regular meetings to plan, coordinate, review election-related activities, and address specific issues or challenges regarding the election when the need arises.
- h. Decision-Making: Decisions of the Committee shall be made by consensus or, if necessary, by majority vote. The chairperson shall have the authority to exercise a casting vote in the event of a tie.
- i. Independence: Committee members shall act impartially and independently in carrying out their duties, free from undue influence or bias.

D. Electoral Appeal Committee:

- a. The electoral appeal committee shall be an independent body made up of 3 members of proven integrity.
- b. The committee shall be constituted alongside the electoral committee but for the sole purpose of resolving and reconciling all disputes or complaints from the electoral committee with regard to pre and or post-election matters.
- c. The decision of the electoral appeal committee shall be final and binding on all parties.
- d. The committee shall resolve all pre and or post-election disputes brought to it within 72 hours of receipt of the same through its secretary and not more than 2 weeks inclusive of the date of the complaints and the period of the election.
- e. The electoral appeals committee shall be dissolved alongside the electoral committee as the need arises.

vii. Project & Maintenance Committee

- A. **Formation:** The Maintenance Committee shall be established to oversee and manage maintenance-related activities.
- B. **Membership:** The Committee shall consist of a chairperson, a representative of schools, and members appointed by the executives based on their expertise, experience, and willingness to serve. Membership shall include representatives from various sets or chapters of the association.
- C. **Tenure:** The committee's tenure shall be determined by the appointing executive and subject to renewal by the incoming executives.
- D. **Responsibilities:** The Committee shall be responsible for the following:
 - a. Identifying maintenance needs and priorities within the

premises/building/area.

- b. Overseeing the implementation of maintenance activities, including repairs, replacements, and upgrades.
- c. Monitoring the performance of maintenance contractors and service providers.
- d. Ensuring compliance with relevant safety, health, and environmental regulations.
- e. Reporting maintenance issues and progress through the executive committee to NEC.
- f. Recommending budget allocations for maintenance purposes.
- g. To ensure that the association's equipment, machinery, and other assets are always kept in good working condition.

E. **Meetings:** The Committee shall convene regular meetings as deemed necessary to discuss maintenance-related matters, review progress, and make decisions. Meetings may be held at predetermined intervals or called by the chairperson as required.

B. AD-HOC COMMITTEES

Ad-hoc Committees may be set –up when necessary, by the general meeting or executive committee to address specific matters that may arise and not otherwise provided for in this constitution.

MEETINGS

The meetings of the association shall include:

A. Annual General Meeting

- a. The association shall hold an annual general meeting(hybrid) which shall be held in the last quarter of every year, the meeting shall propose new policies, budget and activities of the association and ratify all previous decision as have been

taken by the NEC after due consultation.

- b. The AGM of the association shall be open to all members who can attend it (including members in diaspora) either Virtually or Physically at the location/venue to be announced by the National Executive Committee preferable at Ascl Staff Comprehensive Secondary School Ajaokuta.
- c. The notice for the annual general meeting including the agenda, secretariat bundle and all necessary information with regards to the meeting shall be sent by the secretariat to all concerned members through their sets and or chapters and shall also be in the public domain via relevant social media platforms not later than 30 days before the date of the arrival of the said AGM.

B. National Executive Council Meeting

- a. The association shall hold its National Executive Council Meeting (NEC) (Virtual, Physical, or Hybrid) quarterly each year.
- b. The National Executive Council meeting shall be held either virtually or physically at any time to be determined by the Executive Council. Where the same is to be a physical meeting, it shall be done on rotational basis taken into cognizance the geopolitical setup of the particular set or chapter to host that meeting, and modalities as to time and venue shall be decided by NEC.
- c. The NEC meeting shall be attended by the National Executive Committee members, the Chairmen and Secretaries of Sets and Chapters, the Chairmen of committees set up by the National Executive Council, and members that shall be co-opted by the president in consultation with his executives.
- d. Every member attending the NEC meeting including the National Executive Committee members, the Chairmen and

Secretaries of sets and chapters, the Chairmen of committees set up by the National Executive Council and those co-opted by the president in consultation with his executives shall each have a vote.

C. **Executive Committee Meeting**

- a. The mode/type, time and or venue of the executive committee meeting shall be determined by the executive committee members same shall be communicated to every member of the executive committee with agenda and other matters by the secretary of the association in consultation with the president.
- b. The Executive Meeting shall hold at least once a month and shall be summoned by the President (chairman) or where the need arises, may be requisitioned by at least one-third (1/3rd.) of the members delivering their request to the President (chairman) or at the secretariat who shall then oblique the holding of the meeting as requested or within one (1) week of the said requisitioning.

D. **Extra-Ordinary General Meeting**

- a. The Extra-Ordinary General Meeting shall be held whenever it is exigent for the association to meet outside the appointed time for the general meeting.
- b. The Extra-Ordinary General meeting may be summoned by the president (chairman) or the executive who shall cause the relevant officers to issue notices and publicize the meeting, OR by at least twenty (20) members who are regular at meetings and financially up to date forwarding a request in writing (either electronically or hard copy) containing the principal agendum/agenda for the meeting and signed by each of them

to the president through the secretariat who SHALL then summon the meeting within 14 days of the delivery of same to him or at the secretariat of the association.

- c. Decision of Extra-Ordinary General Meetings shall have binding force like any other meeting of the association.
- d. Where the President (chairman) fails to call for a meeting within 14 clear days, the meeting SHALL hold without exceeding 21 days immediately after the delivery of the request that is, following the expiration of the 14 days as allowed by the president above.
- e. For the purposes as stated above where the President (chairman) and Vice President (Vice Chairman) of the association are not present at any general meeting or Extra-Ordinary General Meeting or Executive Meeting, the members present having formed a quorum shall appoint any person from their number to preside over the meeting and shall for the purpose exercise all the powers of the President (chairman).

E. General Meeting (Chapters/Sets)

- ❖ The general meeting of chapters and sets shall be held either virtually or physically in the manner or mode that shall be most convenient or acceptable in line with the peculiarities of such sets and chapters.
- ❖ No member(s) shall disclose the minutes of the meeting without the permission of the association.

QUORUM

- a. At least one-third (1/3rd.) of the registered members virtually or physically attending that meeting shall form a quorum at the general meeting of the association.
- b. At least one-third of the total registered members of the association in that particular year shall form a quorum at the Extra-Ordinary general meeting of the association.
- c. At least one third (1/3rd.) of its members shall form a quorum at the executive meeting.
- d. At least three (3) members of a standing committee shall form a quorum at its meeting.

FUNDS

The funds of the association shall come from the following sources: -

- a. Registration fees.
- b. Annual subscription fees.
- c. Money acquired from fundraising activities.
- d. Money donations, gifts and levies.
- e. Any other legitimate source.

FINANCIAL GUIDELINES AND ACCOUNTABILITY PROCEDURES FOR ASSOCIATION OPERATIONS

- a. The association shall deposit all its money with an approved banker to be approved by the executive council.
- b. All membership registration and annual subscriptions shall be remitted

to the association account through the National executive council (NEC) by all chapters and or sets.

- c. The signatories of the association's account at chapters, sets and national levels shall be the Chairman/president, the Financial Secretary and the Treasurers.
- d. However, the mandate shall be the Chairman/President with either of the financial secretaries or Treasurers.
- e. Any two of the above signatories, must sign and withdraw money from the association's account after due consultation with the members of the Sets and or Chapter Executive Committee/National Executive Council.
- f. All cash, cheque, books of account of the association shall be audited quarterly by an internal auditor.
- g. All receipts collected from the financial secretary must be dully signed by both the payer and the receiver which is the financial secretary and the official stamp of the association stamped on it.
- h. An external auditor shall audit the account yearly, which will complement the internal audit.
- i. The auditor's reports shall be submitted to the council/congress for its consideration, approval or otherwise quarterly, yearly or as the case may be.
- j. Any member or officer who misuses or embezzle funds of the association, haven been proved guilty and substantiated with evidence both in facts and figures shall be suspended from the association for a period of one year from the day of paying back the amount misused.
- k. One who embezzled having been so found by the constitutionally

defined bodies and processes, in addition to the one-year suspension, such a member shall be banned from contesting any office for a period of five years.

MISCELLANEOUS

- a. The executive council may for the purpose of carrying into effect the provisions of this consultation form an ad-hoc committee and invite any person(s) for such purpose(s).
- b. Auditors shall not be part of the executive council.
- c. This constitution shall be subject to any amendment at the annual general meeting if two-thirds of those present voted in favor of the amendment.

BYELAWS

- a. The Association's National Headquarters shall be located in **Ajaokuta Steel Company Limited** and the National secretariat located within the headquarters of the Association.
- b. Sets and or Chapters of the association shall be operative in any town or city where a minimum of twenty (20) Ex-students of the school reside. The association shall also be recognized as a formed diaspora membership which shall comprise at least 10 members.
- c. Sets and or Chapters will hold their meetings physically or virtually on such days, times, and periods in the month or quarterly as shall be convenient for them.
- d. The association will hold its annual general meeting once a year.
- e. No member shall speak in any council / congress meeting without being acknowledged by the provost.

- f. The fine for lateness to any meeting shall be ₦500 or as (sum) may be reviewed from time to time.
- g. The fee for absenteeism without reasonable excuse or permission shall be ₦1000.
- h. The annual due shall be ₦3,000 or as (sum) may be reviewed from time to time.
- i. No case involving members shall be reported to the Nigeria Police without prior notification to the association, except in cases of capital offenses or criminal offenses against the state."

AMENDMENT OF THE CONSTITUTION

- a. This Constitution may be amended, varied, or repealed at a General Meeting of the Association.
- b. Any proposal for amendment shall be submitted in writing to the General Secretary at least 30 days before the date of the General Meeting at which it is to be considered.
- c. The proposed amendment shall be circulated to all members not less than 14 days before the meeting.
- d. An amendment shall be deemed adopted if it is approved by at least a two-thirds (2/3) majority of the members present and voting at the General Assembly.
- e. No amendment shall be made that is inconsistent with the aims and objectives of the Association or with applicable laws regulating incorporated trustees (where relevant).

ADOPTION OF THE CONSTITUTION

This Constitution of the **Ajaokuta Steel Company Limited Staff Comprehensive Secondary Schools Old Students Association (ASCSSOSA)** represents our collective commitment to unity, progress, and development. It stands as the guiding document for all actions, decisions, and activities carried out by the association, ensuring that our shared vision and objectives are upheld by every member.

We, the members of **ASCSSOSA**, pledge to uphold the principles of transparency, accountability, and integrity in all our endeavors, in accordance with the provisions of this Constitution. Any amendments to this Constitution shall be made through the processes stipulated herein, to ensure that the association continues to evolve and serve the interests of all its members.

In recognition of our shared heritage and commitment to the future, this Constitution shall serve as the foundation for fostering strong connections, mutual support, and continuous development within the **ASCSSOSA** community. Together, we will strive to honor the legacy of our alma mater and contribute meaningfully to the advancement of society.

We, the undersigned, being members of the ***Ajaokuta Steel Company Limited Staff Comprehensive Secondary Schools Old Students Association***, do hereby adopt this Constitution as the governing document of the Association.

This Constitution was duly considered, approved, and adopted by the General Assembly of the Association on the **1st day of October 2025**, at Ajaokuta, Kogi State, Nigeria, and shall come into force from that date.

Signatories:

For and on behalf of the Association

1. President:

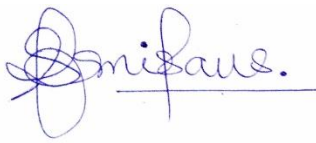
Name: Akoji Alex Yusuf

Signature: 

Date: 1st October, 2025

2. **Secretary:**

Name: Stanislaus C. Nonso Nwadike Esq.

Signature: 

Date: 1st October, 2025

3. **Treasurer:**

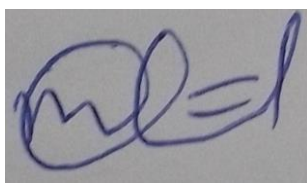
Name: Addi Sunday Usman

Signature: 

Date: 1st October, 2025

Witnessed By (Board of Trustees):

1. Name: Ajani Mulikat Olubukola

Signature: 

Date: 1st October, 2025

2. Name: Engr. Oyeyipo David

Signature: 

Date: 1st October, 2025