

THE CONSTITUTION

OF THE

NATIONAL OPEN UNIVERSITY

OF

NIGERIA

ALUMNI ASSOCIATION

(NOUNAA)

(As Amended November 2022)

TABLE OF CONTENT

THE CONSTITUTION

NATIONAL OPEN UNIVERSITY OF NIGERIA ALUMNI ASSOCIATION

Article 1: Name, Address, Slogan and Motto	1
Article 2: Aims and Objectives	2
Article 3: Membership	3
3.1 Full Membership:	3
3.2 Honorary Membership:	3
3.3 Membership Register:	3
Article 4: Administrative Structure of the Association	4
4.1 The National Body:	4
4.2 Standing Committees at the National Level	4
4.3 The State Branch:	4
4.4 The Overseas Branch:	
Article 5: Composition of the Organs	5
5.1 The General Assembly (National Congress)	5
5.2 Board of Trustees (BOT)	5
5.3 National Executive Committee (NEC)	6
5.4 National Advisory Council (NAC)	6
5.5 Standing Committees at the National Level	6
Article 6: The Organs of the Association	7
6.1 The Annual General Assembly (National Congress)	7
6.2 Board of Trustees (B.O.T)	9
6.3 National Executive Committee (NEC)	10
6.4 National Advisory Council (NAC)	15
6.5 Projects Monitoring and Implementation Committee	17
6.6 Education/Social Committee	17

Article 7: Officers of the Association at the State Level	18
Article 8: Appointed Officers of the Association	18
Article 9: Eligibility for Election	19
Article 10: Tenure of Office	20
Article 11: Election Procedures	20
Article 12: Discipline of Members	21
Article 13: Common Seal	23
Article 14: Removal from Office	23
Article 15: Resignation	24
Article 16: Finance	25
Article 17: Supremacy of the Constitution	26
Article 18: Ratification of Past Acts	26
Article 19: Amendment of the Constitution	27
Article 20: Special Clause	27
Article 21: Omnibus Clause	28

THE CONSTITUTION

NATIONAL OPEN UNIVERSITY OF NIGERIA ALUMNI ASSOCIATION

PREAMBLE

We, the Alumni of National Open University of Nigeria (NOUN), a non-profit and non-political organization, determined to foster a mutually beneficial relationship between NOUN and the members of the Alumni Association by building a network of friends and supporters, developing and enhancing the work of our collective desire by utilizing our resources and expertise available to the Association; do firmly and solemnly resolve to provide for ourselves a constitution and to be governed by the provisions therein.

ARTICLE 1: NAME, ADDRESS, SLOGAN AND MOTTO

- 1.1 The Association shall be called the “National Open University of Nigeria Alumni Association (NOUNAA), hereinafter called “The Association”.
- 1.2 The address of the Association shall be the Headquarters of the National Open University of Nigeria (NOUN), Plot 91, Cadastral Zone, Nnamdi Azikiwe Express Way, Jabi, Abuja, Nigeria.
- 1.3 The slogan of the Association shall be, “Great NOUN Alumni – Great!”
- 1.4 The motto of the Association shall be, “Upholding the vision of the National Open University of Nigeria (NOUN)”.
- 1.5 The Logo of the Association shall be the same with the University.

ARTICLE 2: AIMS AND OBJECTIVES

The aims and objectives of the Association shall be:

- 2.1 To promote the Standards, Prestige and the Good name of the University.
- 2.2 To encourage close relationship between the University Authorities, the Staff, the Students, the Association and the General Public.
- 2.3 To promote the unity, cooperation, welfare and interest of members of the Alumni, and to foster networking and communication among Alumni, Students and Staff of NOUN, through re-unions, business and social functions, research programs, projects, publications, jobs and career development activities.
- 2.4 To render assistance to the University in times of need, through individual and collective efforts.
- 2.5 To provide assistance to educational and other non-profit humanitarian organizations.
- 2.6 To explore co-operation with organizations that have similar aims and objectives within and outside the Federal Republic of Nigeria.
- 2.7 To institute a scholarship scheme and provide financial assistance to needy, but educationally outstanding Students.
- 2.8 To Encourage members to individually and collectively support teaching and other scholarly activities in the University.
- 2.9 To build and maintain links between members of the Alumni and NOUN by creating and maintaining reliable and up-to-date membership database to enhance effective communications between NOUN and its Alumni.
- 2.10 To serve as a forum for members to interact and exchange ideas and contacts for social, professional, academic and scientific purposes.
- 2.11 To promote Open and Distance Learning (ODL) in Nigeria and Diaspora.
- 2.12 To Purchase, let, lease, hire or otherwise acquire any real, moveable or immovable assets or any rights and privileges in any part of Nigeria which the Association may deem

- necessary or convenient for the promotion of its aims and objectives.
- 2.13 To organize from time to time, seminars, conferences, workshops, symposia, lectures and other similar activities for the articulation of common problems relating to the development of the Society.
 - 2.14 To undertake all such other steps that are lawful, necessary and conducive to the attainment of the ideals of the Association and the development of the Federal Republic of Nigeria.

ARTICLE 3: MEMBERSHIP

The following shall be deemed members of NOUN Alumni Association, under the various sub-titles based on the defined terms and conditions;

- 3.1 Full Membership;
These are members that are eligible to vote and be voted for into any elective office of the Association.
Such members include:
 - a. Diploma holders of NOUN
 - b. Bachelor's Degree holders of NOUN
 - c. PGD holders of NOUN
 - d. Masters Degree Graduates of NOUN
 - e. Ph.D Graduates of NOUN
- 3.2 Honorary Membership:
 - 3.2.1 This includes people who are recommended for membership by the National Executive Committee (NEC) on the basis of their creditable performance either for the University or the society. Recommendations for honorary membership must be approved by the General Assembly.
 - 3.2.2 Honorary members of the Association shall not be required to pay membership fees and shall have no voting rights at meetings of the Association.
- 3.3 Membership Register
The Association shall keep and maintain a register of members in soft and hard copies at all levels.

ARTICLE 4: ADMINISTRATIVE STRUCTURE OF THE ASSOCIATION

The Association shall have a three level administrative structure namely:

4.1 The National Body:

The National Body is the umbrella of the Association incorporating all other Branches and Chapters.

4.1.1 The National Body shall have the following Organs:

- i. The General Assembly
- ii. Board of Trustees (BOT)
- iii. National Executive Committee (NEC)
- iv. National Advisory Council (NAC)

4.1.2 Standing Committees at the National level

The National body shall have the following standing committees:

- i. Projects Monitoring and Implementation Committee
- ii. Education/Social Committee

4.2 The State Branch:

- i. State General Meeting
- ii. State Executive Committee (SEC)

4.3 The Overseas Branch:

The Overseas Branches refer to branches of the Association established in countries outside Nigeria.

4.3.1 An Overseas Branch shall be made up of members who are ordinary residents in a country other than Nigeria.

4.3.2 An overseas branch shall be referred to as branch of the Association in the country where it exists.

4.3.3 An overseas branch shall have the same organs as the state branch.

- 4.3.4 Members of an overseas branch shall be bound by the dictates of this constitution in similar manner as their counterpart resident in Nigeria.

ARTICLE 5: COMPOSITION OF THE ORGANS

- 5.1 The General Assembly (National, State and Overseas)
There shall be a General Assembly at all levels (National, State and Overseas) of the Association which shall be the Supreme Organ of the Association and whose decisions shall be binding on all other Organs of the Association. The General Assembly shall meet once in a year.
- 5.1.1 The composition of the National Congress shall include:
- i. All members of the National Executive Committee (NEC)
 - ii. All members of the Board of Trustees (BOT)
 - iii. All members of the National Advisory Council (NAC)
 - iv. All State Executives
 - v. 2 former National executives from each state Chapter.
- 5.2 Board of Trustees (BOT)
There shall be a Board of Trustees of the Association which membership and appointment shall be decided/made by the General Assembly. The BOT shall meet quarterly and whenever necessary. The Board shall consist of 9 members. Three of the positions shall be held by the Immediate Past President, the Immediate Past Secretary General and the Convocation Representative in Council if he is an alumnus of NOUN. The Three positions shall be ratified at the congress provided they are not found wanting. The remaining Trustees shall be nominated one each from the 6 geopolitical zones by delegates from the zone and ratified by the Congress in an election year.

5.3 National Executive Committee (NEC)

There shall be a National Executive Committee (NEC) charged with the responsibility of daily administration of the Association at the National Level. The NEC shall consist of twenty (20) National Officers namely:

- i The National President
- ii The Deputy National President
- iii The Secretary General
- iv Assistant Secretary
- v Six (6) National Vice Presidents (one from each geo-political Zone).
- vi National Treasurer
- vii Financial Secretary
- viii Public Relations Officer (PRO)
- ix Legal Adviser
- x Organizing Secretary
- xi Welfare Officer
- xii National Provost
- xiii Three Ex-officio

5.4 National Advisory Council (NAC)

The National Advisory Council (NAC) shall consist of Nine (9) members who have served as officers of the Association at the National level, with traceable record of efficient performance during their tenure. The Council shall meet on quarterly basis.

5.5 **STANDING COMMITTEES AT THE NATIONAL LEVEL:**

5.5.1 Projects Monitoring and Implementation Committee

Any project or social services undertaken by the Association must have a Design, Scope, Specification, Standard and Notable timeline or Expected date of completion. It shall be the official responsibility of the

Committee to supervise, monitor and ensure that the said project is undertaken according to specifications.

5.5.2 Education/Social Committee

Being an organization that exist within an academic environment, efforts shall be made to ensure that such interest is not lost on the members, with particular reference to Introduction of related activities such as Educative programs, Seminars, conferences etc. It shall be the duty of the Committee to initiate programs or activities that will further the course of knowledge in the society.

ARTICLE 6: THE ORGANS OF THE ASSOCIATION

6.1 The Annual General Assembly (National Congress, State and Overseas)

6.1.1 Twenty-eight (28) Days' Notice of the Annual General Assembly (National Congress, State and Overseas) shall be given to all members who are entitled to attend, vote and to be voted for at the Annual National Congress and the other levels.

6.1.2 A quorum shall be formed by fifty (50) and twenty (20) members present in person at the National Congress and State General Meetings respectively.

6.1.3 Decisions at Annual National Congress shall be determined by simple majority vote at all levels, except that any amendment of the constitution or passing of Vote of no confidence on the Executive Committee at any level shall require 2/3 majority of members present.

6.1.4 Any member may ask for an item to be included as a substantive item on the agenda of the Annual National Congress and the State General Meeting, provided such a proposal is notified to the Executive Committee through the Secretary at the respective levels, at least 28 clear days before the date of the Congress.

- 6.1.5 An Emergency General Meeting may be convened by the Executive Committee at the respective levels, or may be requested for by not less than Twenty (20) and Fifteen (15) financially active Members at the National and State levels respectively and the relevant Executive Committee shall convene the emergency general meeting within 28 days from, the date of receipt of such requisition for the purposes of discussing urgent issue of general interest of the Association at such particular level.
- 6.1.6 Where the Annual National Congress lack quorum, it shall be reconvened within two months with clear indication of agenda and venue for such meeting.
- 6.1.7 The National President shall be the Chairman of the National Congress while the Secretary General of the Association shall be the Secretary. The General Assembly shall hold its meeting on annual basis. It shall have powers to perform the following functions:
- i To receive and debate the National President's annual address at the National Level.
 - ii To receive, debate and accept or reject the audited accounts of the Association at the various levels, respectively.
 - iii To appoint the Auditors and authorize Executive Committee at the respective levels to fix the Auditors' remuneration, if any.
 - iv To review or approve fees, levies and penalties at the respective levels.
 - v To consider and approve all social and other activities of the Association at the respective levels.
 - vi To deliberate, consider and pass resolution on all matters referred to it by the Executive Committee at the respective levels.
 - vii To adopt or review the nominations from the NEC for appointment into the Board of Trustees, which shall include: the Immediate Past President, the

Immediate Past Secretary-General and the Convocation Representative in Council (if he is an Alumnus).

- viii To debate and appoint External Auditors based on provisions of the Constitution at the National level.

6.2 **Board of Trustees (B.O.T)**

The Board of Trustees shall:

- i. Be nine (9) in Number.
- ii. Hold in trust all moveable and immovable assets of the Association.
- iii. Have powers to sue and be sued on behalf of the Association.
- iv. Where necessary, recommend for disposal of any assets or property of the Association that is considered unmanageable.
- v. A Quorum for Meeting is formed where 2/3 majority is present or 5 Trustees.
- vi. Have powers to elect its Chairman and Secretary.
- vii. The Trustees may hold office for 4 years and may hold office for a second term of 4 years but a Trustee shall cease to hold office if he/she:
 - 1. Resigns his/her office, becomes insane, officially declared bankrupt, convicted of a criminal offence by a court of competent jurisdiction, or recommended for removal from office by majority Votes of Members present at the National Congress constituted for that purpose.
 - 2. Upon a vacancy occurring in the number of Trustees, a National Congress will be held to appoint another eligible person to fill such vacancy at the next General Assembly.
- viii. At any time in the life of this Association if it becomes impracticable or impossible for the NEC

to meet for the purpose of carrying out the Constitutional duties under this Association, it shall be the responsibility of the Trustees to undertake the running of the Association for a maximum period of three (3) months within which an election delegate congress shall be summoned for the purpose of putting in place a new Executive Committee for the Association.

6.3 National Executive Committee (NEC)

6.3.1 The National Executive Committee (NEC) is charged with the responsibility of day to day administration of the Association. Functions of the officers include:

6.3.2 The National President:

- i. To be the head of the NEC, Coordinate and supervise the activities of all other National Officers, as he/she is the Chief Accounting Officer of the Association.
- ii. He or she must be a person of integrity and responsibility that imbibes reasonable attributes of Intelligence and capable of providing the desired leadership of the Alumni Association.
- iii. To preside over all Executive meetings and including the emergency sessions of the NEC.
- iv. The President of the Association shall not be a staff of the University.
- v. To liaise with the National Secretary and convene meetings of the NEC and National Congress at the appropriate periods.
- vi. Has a deciding vote in the event of a tie on any matter at meetings or elections of the Association.
- vii. To present Annual Reports at the National Congress.
- viii. Be an “A” signatory to the Association’s Bank Accounts and has approving authority for all

expenditures and disbursement of funds of the Associations at the National Level.

- ix. To represent or delegate any member of the NEC or SEC to represent the Association at a National, State or International Forum to which the Association may be invited.
- x. To perform all such other duties as may be consistent with the office of the National President of the Association and/or may be determined by the National Congress, the Board of Trustees or the National Advisory Council from time to time.

B. The Deputy National President:

- i. To assist the National President in performance of his /her duties.
- ii. To perform all the duties of the National President in his/her absence.
- iii. To coordinate the activities of all ad-hoc Committee.
- iv. To be an “A” signatory to the Association’s bank accounts in the absence of the President.
- v. To perform all such other duties as are consistent with the office of Deputy Nation President of the Association and/or assigned to him/her by the President or the General Assembly.

C. The Secretary-General:

- i To be responsible for the effective management of the Association’s secretariat’s day to day affairs.
- ii Shall liaise with the Chairman to summon all National Congress and NEC meetings and draw up appropriate agenda for discussion.
- iii Shall be the chief Supervisor of all Secretariat Staff and temporary employees of the Association.

- iv To take records and custody of all National Congress proceedings. NEC books, fees and all retrievable electronic materials of the Association and shall provide all such records and materials for inspection or investigation whenever necessary.
- v He/she shall be a B' signatory to the Association's Bank Accounts.
- vi To perform all such other duties as are consistent with the office of National Secretary General and any other specific function assigned to him/her by the Association.

D. Assistant Secretary-General:

- i He shall assist the Secretary-General in the execution of his duties aforementioned herein and perform the functions of the Secretary-General In his absence.
- ii Shall perform such other functions as may be delegated by the Secretary-General and the NEC from time to time.

E. The National Vice Presidents:

- i To assist the Deputy National President in performance of his/her duties.
- ii To perform all the duties of the Deputy National President in his/her absence.
- iii To be the head of his/her zone and to coordinate and supervise the activities of all state branches under his/her zone.
- iv To represent the Interest of his/her zone in the national executive committee meetings.
- v To convene meetings of all the states in his/her zone in a venue convenient to all for purpose of information dissemination.

- vi To perform all such other duties as are consistent with the office of National Vice President and may be assigned with specific functions either by NEC or the National Congress.

F. The Treasurer:

- i To receive, on behalf of the Association all Cash, and Promissory Notes/ Cheques and ensure safe custody/prompt deposit of same into the Associations Bank Accounts.
- ii Keep proper Cash Book to reflect all cash received and disbursed by the Association.
- iii To be a “B” signatory to the Association’s Bank Accounts.
- iv Shall be in custody of the Associations impress Accounts of not exceeding an amount approved by the NEC at interval basis for purposes of daily administrative cost and minor expenditures.
- v To perform all such other duties as are consistent with the office of Treasurer of the Association and/or any specific functions assigned to him/her by the Association from time to time.

G. The Financial Secretary:

- i To keep records of all income and expenditure of the Association and to present books of Accounts for external auditors’ inspection at appropriate periods.
- ii To keep proper financial/accounting records of the Association and prepare the Annual Financial Statements.
- iii To perform all such other duties as are consistent with the office of Financial Secretary of the Association and to perform any other specific functions assigned to him/her by the Association.

H. The Public Relations Officer:

- i To gather and disseminate all vital information concerning the Association at all levels.
- ii To publicize all activities of the Association at all levels.
- iii To be the image launderer of the Alumni Association at all levels.
- iv To be a member of the Editorial Board in the event of production of any magazine or printed materials.
- v To perform all such other duties as are consistent with the office of Public Relations Officer of the Association and to perform any other specific functions assigned to him/her by the Association.

I. Legal Adviser:

- i Shall give legal advice to the Association.
- ii Shall be consulted by every officer acting or proposing to act with any third party on behalf of the Association.
- iii Shall interpret the provisions of this constitution whenever the need arises.
- iv Shall perform such other functions as may be delegated by the president from time to time.

J. The Organizing Secretary:

- i To organize and coordinate, all social activities for the Association
- ii To perform all such other duties as are consistent with the office of Organizing Secretary of the Association and to perform any other specific functions assigned to him/her by the Association.

K. The Welfare Officer:

- i It shall be the responsibility of the Welfare Officer to ensure that members' welfare is not compromised In any event. All consumable provisions made by the Association shall be entrusted onto his/her care for effective discharge.
- ii It shall be his/her duty to report inadequate provisions and make arrangements for makeup.
- iii Shall perform any other specific function assigned to him/her by the Association.

L. The National Provost:

- i To be responsible for the orderliness of Congress. NEC meetings and every other function organized by the Association.
- ii To politely call on any member(s) whose conduct runs contrary to expected behavior in a function of the Association for change.
- iii Shall report any member or officer whose ugly behavior is riot amendable in a function or meeting to the President or his/her Deputy for appropriate decision.

M. The Ex-Officio:

- i Shall serve as advisers to the Executive Committee based on experience.
- ii Shall perform such other specific duties or functions assigned to them by the Association.

6.4 National Advisory Council (NAC)

- i To receive in writing cases from dissatisfied members, officers. Complaints from any other organ of the Association in form of appeals, protest, complaint or petition either arising from decisions of the Disciplinary Committee or infringement on

its' mandate/function by any organ of the Association and conduct investigation.

- ii It shall be the duty of the NAC to advise the NEC, other organs of the Association, standing or adhoc Committees in the event of perceived violation of the Associations constitution, to make amends.
- iii Where dispute is noticed amongst the NEC members, BOT, any of the standing or adhoc Committees, the Council shall wade in and take all necessary steps to resolve such Issues or matters amicably.
- iv In the event of crises touching on the NEC or any other organ of the Association at the National or State level which the Disciplinary Committee may not be disposed to handle, the Council shall invite all such members of the NEC to state their positions in writing and there after consult all necessary provisions of the Constitution before taking any decision on the matter.
- v Irreconcilable issues or matter by the Council shall be forwarded to form an agenda in a joint meeting with the BOT for advice and where extremely necessary, put every machinery in motion to convene the emergency National Congress for final decision on the matter. This process shall be the last resort on the part of the Council to save the Association.
- vi Any officer of the Association recommended for prosecution by the Disciplinary Committee shall be forwarded to the NAC for proper evaluation/investigation and where inevitable shall forward same to the BOT for prosecution.

6.5 Projects Monitoring and Implementation Committee:

- 6.5.1 To ensure regular assessment and evaluation of level of work done by Project Contractors or Service delivery by the Association employees if done by direct labor process.
- 6.5.2 To ensure that resources mobilized for the said Project is actually utilized for the stated purpose.
- 6.5.3 To ensure that real/quality materials and skilled personnel are entrusted with the execution of the Association's projects.
- 6.5.4 To recommend for payment to Contractors or service providers based on milestones covered by such organizations or persons.
- 6.5.5 The Project Monitoring and Implementation Committee shall be responsible to the NEC and shall submit periodic Projects Report in clear and simple terms highlighting progress/level of work done and for the purpose of requisition for further payments by the Association to the Contractors on the Project.
- 6.5.6 To under any step or action considered necessary for effective discharge of its duties.

6.6 Education/Social Committee:

- 6.6.1 It shall be the duty of the Committee to initiate programs or activities that would bring all members of the Association together at reasonable intervals.
- 6.6.2 To Organize Seminars, Symposium, Sporting Events and Excursion to Historic or Tourism Centers in Nigeria or in Diaspora for purposes of making the members to be abreast with the global village activities and for me Interest of learning different trends available in other parts of the world.
- 6.6.3 To organize end of year dinner/awards, where prominent personalities, Corporate Organizations and distinguished members of the Association could be awarded Certificates for selfless service and contributions towards the development of NOUN Alumni Association and the University in general.

ARTICLE 7: OFFICERS OF THE ASSOCIATION AT THE STATE LEVEL

- 7.1 The Following Officers shall be Applicable at the State Level:
- i. State Chairman
 - ii. Vice Chairman
 - iii. Secretary
 - iv. Assistant Secretary
 - v. Treasurer
 - vi. Financial Secretary
 - vii. Public Relations Secretary
 - viii. Legal Adviser
 - ix. Organizing Secretary
 - x. Welfare Officer
 - xi. The Provost
 - xii. Three Ex-officio
- 7.2 All functions/duties performed by the various officers at the National level shall be applicable at both the state and overseas levels, except where such function/duty relates to a specific area of that particular level.

ARTICLE 8: APPOINTED OFFICERS OF THE ASSOCIATION

- 8a. **Patrons and Grand Patrons**
- Appointment of Patrons or Grand Patrons shall be the responsibility of the Annual General Assembly (National Congress) upon recommendations of a joint session of the Board of Trustees National Executive Committee and the National Advisory Council. Such persons shall include; Former Heads of State, former State Governors former or Principal Officers of the National Assembly, Former Chancellor/Vice Chancellor of the University,

distinguished members of the Alumni Association or notable people in the society.

8b. External Auditor(s)

The External Auditor so appointed shall be a professional Accountant and a current member of Institute of Chartered Accountant of Nigeria or the Association of National Accountants of Nigeria. It shall be the function of the National General Assembly (National Congress) to appoint External Auditors whenever necessary for the purposes of auditing the accounts of the Alumni Association.

8c. Adhoc Committees

This shall be a body of persons drawn from the Alumni Association constituted for administrative convenience of the National Executive Committee (NEC). The appointment of Adhoc Committees shall be given specific tasks to accomplish and thereafter ceases to exist after the submission of their reports.

ARTICLE 9: ELIGIBILITY FOR ELECTION

Eligibility to vote and to be voted for into any office of the Association shall be as follows;

- a. Only full members of the Association as contained in Article 3.1 above, are eligible to vote and to be voted for.
- b. Must have paid the prescribed Alumni registration fee during the graduation clearance exercise/process.
- c. Paid his or her Annual membership dues up to date and including that of the election year. The said amount is payable at all levels of the Association.
- d. Must not have been found guilty of any offence by the Disciplinary Committee of the Association or any other authorized organ of the Alumni.

- e. Must not have been convicted or presently standing a criminal charge before any Court of Law in Nigeria or In Diaspora.
- f. Must have a notable means of livelihood or sustainable employment.
- g. Must be a responsible and intelligent member of the Association capable of providing positive leadership if voted into an office.
- h. No current elective office holder in the University/Association shall contest any election until his/her current tenure of office expires or resigns 90 days prior to the date of election.
- i. Must be seen to be active in all activities of the association.

ARTICLE 10: TENURE OF OFFICE

- i. All members of National Executive Committee (NEC)/ State Executive Committee (SEC) shall hold office for Three (3) years but could be reelected for another term of Three years only in that particular position /office.
- ii. The Board of Trustees (BOT) and the National Advisory Council (NAC) shall hold office for four years each. Such members could also be reelected for another term and thereafter cease to function in any of the two organs.

ARTICLE 11: ELECTION PROCEDURES

- i. Elections at all levels shall be electronic, secret ballot or as may be determined by the Election Committee.
- ii. It shall be the duty of the National Congress to receive nominations from NEC not exceeding twelve (12) members for the purpose of constituting the National Election Committee of the Association during any election year.
- iii. The Committee so appointed shall have a Chairman who shall be the Chief Returning Officer.

- iv. It shall be the duty of the Committee to draw up guidelines for elections at all levels of the Association putting into consideration all the conditions stipulated in this document.
- v. All Aspirants for elective positions shall be screened and result published before elections are conducted.
- vi. All Aspirants for elective position into the office of the National Vice Presidents shall be voted for by delegates from their respective zones only.
- vii. The Committee shall have right to disqualify any member(s) whose credentials fall short of the prescribed eligibility conditions.
- viii. Any Aspirant(s) disqualified by the Committee based on constitutional provisions shall not be eligible for appointment into any Committee, Board or Council of the Association for that particular election year/tenure.
- ix. Electioneering campaign shall commence immediately the election committee is constituted and end after manifesto.
- x. A candidate shall be declared winner if he/she has the highest number of votes in elections at any level.
- xi. A bye-election to fill a position vacated by an officer shall be held at the next National Congress following the date such a position becomes vacant. The National Executive Committee may nominate any member of the Association to fill a vacancy in acting capacity until an election is held in accordance with the provisions of this constitution.

ARTICLE 12: DISCIPLINE OF MEMBERS

- i. There shall be established by the Association and its branches whenever the need arises, a committee known as the RULES AND DISCIPLINARY COMMITTEE which shall be charged with the responsibility of maintaining and enforcing discipline among members of the Association.
- ii. Each branch of the Association shall have power to exercise control over its members and may caution, suspend, impose a fine, or impose any other disciplinary sanction or

- punishment on any member whose conduct is in breach of this constitution or such rules or lawful directives which shall, in the opinion of the National and State Chapter executive committee of the association, attract sanction.
- iii. Before any disciplinary measure is taken against any member of the Association, the Rules and Disciplinary Committee shall give such a member at least seven (7) days' notice in writing to attend a meeting of the Rules and Disciplinary Committee, and such notice shall inform the member of the complaints or allegations against him. No member shall suffer any disciplinary sanction without first having an opportunity to appear before the rules and disciplinary committee to answer complaints or allegations made against him and to adduce any evidence in defense thereto.
 - iv. Where the Rules and Disciplinary Committee, at the conclusion of its proceedings, is of the view that the offending member should be sanctioned by the association, the committee shall make such recommendation to the national executive committee of the association or state chapter, as the case may be, which shall take a decision as to the appropriate punishment or sanction to be imposed on the offending member.
 - v. A member who is aggrieved by a decision of the NEC sanctioning him may appeal against such expulsion to the Board of Trustees (B.O.T), the decision of which shall be final and binding.
 - vi. Where a member of a branch of the association is sanctioned by the executive committee of such a state, he/she shall have a right of appeal to the national Vice President supervising the zone in which the state exists, the decision of which shall be final and binding.

- vii. Where a member of a chapter of the Association is sanctioned by the executive committee of such a chapter, he shall have a right of appeal to the national vice president supervising the zone in which the branch exists, the decision of which shall be final and binding
- viii. Nothing contained in this article shall preclude the Rules and Disciplinary Committee from instituting disciplinary proceedings against a member of the association in the manner set out in this constitution.
- ix. Non-attendance of meetings for three consecutive times, without a just cause, may lead to any sanctions which the National and State Chapter of the executive committee, as the case may be, shall deem fit to impose.

ARTICLE 13: COMMON SEAL

- 13.1 The Association shall have a common seal placed under the custody of the Secretary-General of the Association.
- 13.2 He/she shall produce same on demand by any legitimate organ of the Association for the purposes of authenticating any lawful article or documentation entered by the Association.
- 13.3 Any document bearing the seal of the Association shall be considered lawful and binding on all organs and levels of the Association.

ARTICLE 14: REMOVAL FROM OFFICE

Any elected officer of the Association shall be removed from office through the following processes:

- 14.1 Vote of no Confidence: A motion for a vote of no confidence maybe moved at the General Assembly against any member of the Executive Committee.
 - i. Any member intending to move a motion for a vote of no confidence shall do so in writing to the National Secretary in a period of one month prior to the National Congress, but where the motion relates

to the National Secretary, it shall be addressed to the National President.

- ii. The General Secretary shall then furnish a copy of the petition to the affected member at least for 21 days before he/she convenes a General Assembly to discuss the motion.
 - iii. Signatures of at least more than 29 of the members who are eligible to vote must second the motion.
 - iv. A member of the Executive Committee against whom the motion for vote of no confidence has been brought shall have a right to defend him/herself.
 - v. Any motion of a vote of no confidence shall be put to vote, and shall be determined by a two thirds (2/3) majority of all the eligible members.
 - vi. Where the motion for vote of no confidence is successful and if it had been moved against the National President or Chairman at any level, fresh elections shall immediately be conducted, but where it was against any other executive, then a by election for that post shall be called, and such officer shall serve to complete that particular tenure.
- 14.2 If the officer is insane and cannot perform his/her duties anymore.
- 14.3 If found guilty of conducting him/herself in a manner not expected of any member of the Association by the disciplinary Committee.

ARTICLE 15: RESIGNATION

- 15.1 Any Executive Committee member may resign by tendering his/her resignation to the General Secretary of the Executive Committee Expressing the intention to resign, with a one-month notice.

- 15.2 Where it is the General Secretary who would wish to resign, the notice shall be tendered to the National President or Chairman.
- 15.3 Where it is the President or Chairman who would wish to resign, the resignation shall be tendered to the General Assembly which shall discuss it and if accepted, then fresh elections shall be held.

ARTICLE 16: FINANCE

16.1 Revenue Generation: The Association shall generate revenue or income from the following sources:

- a. Membership registration fee paid during graduation clearance.
- b. Annual membership dues to be determined by the NEC from time to time.
- c. Donations from individual members, Corporate Organizations etc.
- d. From fund raising activities (Annual Dinner/Awards Ceremony and Project Launching etc).
- e. Gifts from prominent personalities, distinguished members of the Alumni, Corporate Organizations etc.
- f. Returns on Investment
- g. Royalty etc.

16.2 Revenue Sharing Formula:

For effective management of resources all Levels of the Association shall be entitled for allocation from the Association's fund. The following principles shall apply in terms of distribution;

- i. The National Executive Committee (NEC) – 60%
- ii. The State Executive Committee (SEC) – 40%

All the Statutory Organs of the Association shall have their separate Accounts for purposes of accountability and effective discharge of their functions.

16.3 Bankers:

Any organ of the Association is at liberty to nominate their bankers based on their services and available products convenient to such organ.

Allocation to the respective organs shall be made in Cheques as soon as the budget of the Association presented by NEC is approved.

16.4 Signatories to Bank Accounts

The signatories to Bank Accounts of the Association at all levels and organs shall be three, namely; the President/Chairman, Secretary and the Treasurer.

ARTICLE 17: SUPREMACY OF THE CONSTITUTION

17.1. This Constitution shall be Supreme and its provisions shall be binding on all Alumni members, individually and collectively.

17.2. Any Bye-Law or Regulations made by any State Branch of the Association that is inconsistent or in conflict with the provisions of this Constitution shall to the extent of such inconsistencies null and void.

ARTICLE 18: RATIFICATION OF PAST FACTS

All acts of the Association and its Interim Executive Committee, Prior to the date of adoption of this Constitution, are hereby ratified and affirmed.

ARTICLE 19: AMENDMENT OF THE CONSTITUTION

- 19.1 Amendment to the constitution shall require a two-third majority approval of members present at any GENERAL MEETING being convened with a notice of at least 30 days; such an amendment, which may be proposed by any member, shall be communicated to the Secretary at least one calendar month before the date of the General Meeting. The Secretary shall incorporate such proposed amendment(s) in the notice to members while convening the meeting at least 30 days before the day of the Meeting. No amendment shall be passed/ratified unless it is affirmed by a two third-majority vote of Members present and voting.

ARTICLE 20: SPECIAL CLAUSE

1. THE INCOME AND PROPERTY OF NATIONAL OPEN UNIVERSITY OF NIGERIA ALUMNI ASSOCIATION (NOUNAA) shall be applied solely towards the promotion of the objective of the body as set forth in this CONSTITUTION: and no portion thereof shall be paid or transferred directly or indirectly, by way of dividend, bonus or otherwise howsoever by way of profit, to the members of the Association.
2. PROVIDED that nothing herein shall prevent the payment in good faith, or reasonable and proper remuneration to any officer or servant of the Association in return for any service actually rendered to the Association:
 - a. With the exception of Member(s) of the NEC that may be designated for the day to day running of the Secretariat of the Association as approved by the NEC majority, no Member of the General Assembly (Congress) or Board of Trustees shall be appointed to any Salary Office of the Association or any office of the Association paid by fees; and

- b. No remuneration or other benefit in money or money's worth shall be given by the body to any member of such General Assembly (Congress) or Board of Trustees except repayment of out of pocket expenses or reasonable and proper rent for premises demised, or let to the Association or reasonable fees for services rendered.
3. If in the event of a winding up or dissolution of the corporate body, if there remains after the satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid to or distributed among the Members of the Association but shall be given or transferred to some other Association, having objectives similar to the objectives of the Association, such Associations to be determined by the members of the Association at or before the time of dissolution.
4. If effect cannot be given to the aforesaid provisions, then the remaining property shall be transferred to some charitable organizations.

ARTICLE 21: OMNIBUS CLAUSE

Where any issue or matter arise which is not directly or indirectly provided for in this Constitution, such issue or matter shall be dealt with at the General Assembly, and when any problem arises as to the correct meaning or interpretation of this Constitution, such interpretation as may be suggested by the General Secretary (after due consultations with relevant statutory bodies) shall be adopted. This Reviewed Constitution of the NATIONAL OPEN UNIVERSITY OF NIGERIA ALUMNI ASSOCIATION was presented by the Constitution Review Committee (CRC) and adopted at the National Congress of the Association held on Nov. 2022 at Abuja through a motion moved and seconded by