



**CONSTITUTION
OF
EVA ADELAJA GIRLS' SECONDARY GRAMMAR SCHOOL
OLD GIRLS' ASSOCIATION UK**

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Table of Contents

Contents

ARTICLE 1 - NAME OF THE ASSOCIATION..... 3

ARTICLE 2 - AIMS OF THE ASSOCIATION..... 3

ARTICLE 3 - MEMBERSHIP 3

ARTICLE 4 - SECRETARIAT 4

ARTICLE 5 - MEETINGS OF THE ASSOCIATION 4

 5.1 THE QUARTERLY MEETING 4

 5.2 THE ANNUAL GENERAL MEETING 4

 5.3 EXTRAORDINARY GENERAL MEETING..... 5

 5.4 EXECUTIVE COUNCIL MEETING 5

ARTICLE 6: ORGANISATION OF THE ASSOCIATION 5

ARTICLE 7 - OFFICERS OF THE ASSOCIATION 6

ARTICLE 8 - OFFICERS’ RESPONSIBILITIES..... 6

ARTICLE 9 - INFORMATION TECHNOLOGY OPERATIONS..... 9

ARTICLE 10 - OVERSIGHT FUNCTIONS: INTERNAL AUDIT AND LEGAL ADVISE 9

ARTICLE 11 - ELECTORAL PROVISIONS10

ARTICLE 12 - BOARD OF TRUSTEES (BOT)12

ARTICLE 13 - DISCIPLINE.....15

ARTICLE 14 - SOCIAL EVENTS.....16

 14.1 - END OF YEAR GET TOGETHER16

 14.2 - UNIFORM16

 14.3 - INVITATION TO EVENTS16

 14.4 - EAGSGS OGA MERIT AWARDS17

ARTICLE 15 - CONSTITUTION AND AMENDMENT18

ARTICLE 16: INTERPRETATION18

ARTICLE 17: DISSOLUTION OF THE ASSOCIATION.....19

ARTICLE 18: COMMENCEMENT.....19

APPENDIX A20

ARTICLE 1 - NAME OF THE ASSOCIATION

The Association shall be known as EVA ADELAJA GIRLS' SECONDARY GRAMMAR SCHOOL (EAGSGS), OLD GIRLS ASSOCIATION UK hereinafter referred to as "the Association".

ARTICLE 2 - AIMS OF THE ASSOCIATION

- I. To promote the growth and progress of the Alma Mater and contribute to the excellent existence of the school for coming generations.
- II. To promote true friendship, comradeship, and assistance among all Old Girls.

ARTICLE 3 - MEMBERSHIP

- I. Membership of the Association shall be open to all those who attended the school as an enrolled student, and who shall have spent at least one academic year attending classes in

the school

- II. A Financial member shall be a member who has paid the Annual Subscription of the Association or such other sum as determined at the Annual General Meeting from time to time.
- III. The financial year of the Association shall be from January 1st to December 31st.
- IV. There shall be a £60 subscription annually, paid by members to the designated account of the Association.
- V. The annual subscription can be paid monthly, quarterly or yearly into the association's account. The association Treasurer should be informed on Payments of the annual subscription .
- VI. The Treasurer shall maintain and keep a proper and accurate record of annual subscriptions paid by members.
- VII. In the event of a request for donation/levy by the Association, every member shall endeavor to make their contributions promptly.

ARTICLE 4 - SECRETARIAT

- I. The National Secretariat of the Association, which shall also be its registered office shall be such a place as deemed fit.

ARTICLE 5 - MEETINGS OF THE ASSOCIATION

- I. Meetings of the Association are open to all old girls of EAGSGS OGA UK irrespective of whether they are financial members of the Association or not, provided where an old girl is not a financial member of the Association, she shall not have any voting rights.
- II. All meetings of the Association shall be by physical or virtual presence. No proxies shall be admitted.

5.1 THE QUARTERLY MEETING

- I. Regular meetings of the Association shall be held every 3rd Sunday of every quarter.
- II. Notices of the date, time and place of all meetings shall be circulated to members by the General Secretary via the Association's website and other electronic and/or social media platforms by which the Association disseminates information to members, no later than 4 (four) weeks before the date fixed for each meeting.

5.2 THE ANNUAL GENERAL MEETING

- I. The Annual General Meeting (hereinafter referred to as AGM) of the Association shall be held at a chosen venue with the approval of EXCO, and except in unforeseen circumstances, on the 3rd Sunday in March provided that in the event that date is unattainable, there shall not be a gap of more than fifteen (15) months between one AGM and the next.

- II. For every Annual General Meeting the General Secretary shall give members not less than twenty-one (21) days' notice.
- III. The quorum for the A.G.M shall consist of the President and or the Vice President, the General Secretary, Treasurer and one third (1/3rd) of the financial member
- IV. The members in the General meeting shall be the highest decision-making body of the Association.

BUSINESS OF THE AGM:

- a) Receive the Minutes of the last AGM/GM
- b) Receive and discuss reports from the President
- c) Receive and discuss reports from the General Secretary and the Treasurer/Financial Secretary, or any other Executive Officer as required. This shall include the audited Financial Report presented by the Financial Secretary/Treasurer to include a copy of the independent audit report
- d) Debate and pass resolutions on any policy matters affecting the Association and/or the School.
- e) Confirm and ratify newly elected members of Exco (as may be required)
- f) Conduct the appointment or replacement of a BoT or Exco member (as may be required)
- g) Only financial members shall be eligible to vote at the AGM
- h) Do any such other business as the Constitution enjoins or permits.

5.3 EXTRAORDINARY GENERAL MEETING

- I. The General Secretary in consultation with the President, may summon an Extra Ordinary General Meeting of the Association whenever necessary.
- II. The General Secretary in consultation with the President, shall summon an Extra Ordinary General Meeting of the Association within 14 days of the receipt
- III. For such Extraordinary General meetings, the General Secretary shall give not less than fourteen (14) days' notice.
- IV. The subject to be discussed at an EGM shall be stated in such notice.

5.4 EXECUTIVE COUNCIL MEETING

- I. The EXCO shall meet regularly as when required

ARTICLE 6: ORGANISATION OF THE ASSOCIATION

For the efficient and effective administration of its aims and objectives, the Association shall be structured as follows:

- I. **EAGSGS OGA UK Executive Council** ["ExCO"], headed by the President of the Association, which shall carry out the administrative functions of the Association on behalf of the members

1. The Executive Council (ExCo) shall be responsible for coordinating all activities of the Association.
2. Members of the ExCo shall be elected as provided for in this Constitution

ARTICLE 7 - OFFICERS OF THE ASSOCIATION

The Officers of the Association, which shall be made up of the members, listed below; shall be known as the Executive Council of the Association (ExCo). They shall be responsible for reviewing the rules and regulations, making policies for the Association and generally carrying out the day-to-day administration of the Association in accordance with the Constitution.

- I. **President**
- II. **Vice President**
- III. **General Secretary**
- IV. **Assistant General Secretary**
- V. **Social Secretary**
- VI. **Publicity Secretary**
- VII. **Treasurer/Financial Secretary**
- VIII. **Assistant Financial Secretary**
- IX. **One (1) Whip**
- X. **Two (2) Welfare Officers**
- XI. **Ex-Officio: Immediate Past President**

ARTICLE 8 - OFFICERS' RESPONSIBILITIES

1. RESPONSIBILITIES OF THE OFFICERS

- I. **THE PRESIDENT** shall:
 - a. Provide mature and effective leadership to the Association
 - b. Shall preside at all EXCO meetings, regular meetings, Annual General Meetings, Extra-Ordinary General Meetings and any other meetings of the Association
 - c. Direct and coordinate all other members of the EXCO in the performance of their duties.
 - d. Convene (where necessary) through the General Secretary of the Association and preside over Chapter meetings called for a specific purpose, provided that the meeting is authorised by a 1/3rd majority of members of the EXCO
 - e. Shall be the Association's spokesperson.
 - f. Shall submit quarterly reports of the activities of the Association to the Board of Trustees (BOT) and ensure that the aspirations of the Association are met and its projects are brought to fruition.
 - g. Be a co-signatory to the Association's accounts and sign all contracts on behalf of the Association

II. THE VICE PRESIDENT shall:

- a. The Vice President shall assist the President at all meetings of the Association.
- b. In the absence of the President at any meeting, the Vice President shall preside at all such meetings.
- c. Deputise for the President where necessary as directed by the President;
- d. Perform any duty assigned to them by the President, the Executive Council or the members in the General Meeting when the President is unable to perform.
- e. In the event that the president is incapacitated and unable to carry out her duties. The Vice President shall act in that capacity after 30 days.

III. THE GENERAL SECRETARY shall:

- a. On the directive of the President, convene all meetings of the Association.
- b. Be responsible for all correspondences of the Association.
- c. Carry out all administrative functions of the Association, including but not limited to handling correspondence to and from the Association, preparing agendas of meetings, promptly circulating all necessary information to members of the Association as directed by the President and/or the EXCO
- d. Record and keep accurate minutes of all meetings and ensure that minutes of meetings shall be made available for circulation to all members of the Association, irrespective of whether they attended the meeting or not, within two weeks of such meetings.
- e. Submit General and Special Reports of the activities of the Association at the Annual General Meeting or any other duly constituted meeting of the Association or whenever called upon to do so

IV. THE ASSISTANT GENERAL SECRETARY shall

- a. Assist the General Secretary in all her responsibilities and duties to the Association.
- b. Stand-in for the General Secretary in her absence.
- c. Carry out assignments delegated by the General Secretary;
- d. Assist the General Secretary in the performance of the duties outlined above;
- e. Act for the General Secretary whenever required.

V. THE SOCIAL SECRETARY shall

- a. Be responsible for the organization of all social activities undertaken by the Association. (article 13 refers)
- b. Always liaise with the President and the Secretary to make sure that all social activities undertaken by the Association are successful.
- c. Take custody of all social activities' materials.

VI. THE PUBLICITY SECRETARY shall

- a. Be responsible for projecting the image of the Association in a way to enhance its reputation.
- b. Ensure proper representation of the Association at social events including invitations by other Old Students' Associations
- c. Publicise all the Association's activities and maintain a positive image of the Association

in the eyes of the public

- d. Ensure that the Association's website and social media platforms report all EAGSGS UK OGA activities.
- e. Work with external stakeholder and organise external events
- f. Cascade information to members
- g. Source all material needed for event and function

VII. THE TREASURER /FINANCIAL SECRETARY shall

- a. Open and/or maintain the Association's bank accounts.
- b. Disburse funds as directed by the President.
- c. Ensure that the Association's bank books are properly reconciled, maintained and up-to-date
- d. Record Association's financial status and provide upon request or when required, all current balances of all accounts of the Association
- e. Prepare from time to time the list of members and their financial standing as regards their subscriptions, dues or levies.
- f. Prepare the annual Financial Report of the Association
- g. Implement the approved annual budget to give effect to the Association's financial goals and ensure the association's financial health
- h. Liaise with the Internal Auditor during the preparation of the Association's Accounts

VIII. THE ASSISTANT TREASURER/ FINANCIAL SECRETARY shall

- a. Assist the Financial Secretary in all her responsibilities and duties to the Association.
- b.
- c. Stand-in for the Treasurer/Financial Secretary in her absence.
- d. Deputize for the Financial Secretary when necessary.

IX. THE WHIP shall

- a. Be responsible for maintaining discipline while any meeting is in progress.
- b. Impose fines where necessary on any of the Association's members who misbehaves while any meeting is in session.

X. THE WELFARE OFFICERS (2) shall

- a. Be responsible for looking after the welfare of any of the Association's members especially when members are absent at meetings and seek them out.
- b. Make welfare calls every 2 months to all members
- c. Follow up on members who have become inactive over an unreasonable period.
- d. Send flowers to people when they are bereaved
- e. All welfare needs of any member shall be communicated in writing by any member of the Association whether she is the one in need or not, to the EXCO

XI. Ex-Officio

- a. The outgoing President of the Association, shall immediately after the swearing in, assume office as an ex-officio member of the incoming EXCO until a new Immediate Past President (IPP) emerges.

2. OBLIGATIONS OF THE EXCO

- a. It shall be the duty of each Officer to uphold the provisions of the EAGSGS OGA UK Constitution and their oaths of office by acting in good faith and in the best interest of EAGSGS OGA UK at all times.

3. AD-HOC COMMITTEES

Ad-hoc committee shall be advertise from time to time as deemed necessary for the discharge of its functions.

- a. There shall be the following Ad-Committee of the Association
 1. Disciplinary Sub-Committee
 2. Fundraising Sub-Committee

The **Disciplinary Subcommittee** shall be responsible for:

- All cases of indiscipline within the Association.
- Administration of any grievance or disciplinary matters relating to the conduct of all officers and members of the Association and the general enforcement of its rules and regulations

The **Fundraising Sub-Committee** shall be responsible for

- Fundraising activities and initiatives of the Association.

ARTICLE 9 - INFORMATION TECHNOLOGY OPERATIONS

I. The Information Technology (IT)

- a. Shall provide Technology support for the Association
- b. Consist of 2 x IT officers who will be responsible for the support and maintenance of Association website and any other digital platform used for collaboration(i.e. Zoom)
- c. Ensure website and other digital platform (i.e. Zoom) subscription are paid
- d. Ensure Data Security and compliance on all digital platform used by the Association
- e. The Publicity Secretary and Treasurer shall be given access to upload information into the Website

ARTICLE 10 - OVERSIGHT FUNCTIONS: INTERNAL AUDIT AND LEGAL ADVISE

1. The Internal Audit

- a. Shall provide independent assurance that the Association Account management is operating effectively.
- b. When an Internal Auditor is deemed necessary, the selection shall be open and the position advertised within members. The internal Audit time frame shall be set by the

EXCO

- c. The Auditor must be an Accountant and shall Audit the Association annual Account shortly before the expiration of the tenure of office of a set of Executive Council.
- d. The Financial Secretary/Treasurer shall present the accounts for the year to the Auditor with the following documents:
 - i. The statement of account of the Association for the period to be audited.
 - ii. The income and expenditure account for the period to be audited
- e. The Auditor shall present a well-written and properly endorsed audit report at the end of the exercise.

II. The Legal Adviser:

- a. Shall advise the Association on all legal matters and ensure compliance with the provisions of this constitution as well as all legal and statutory requirements governing the Association;
- b. Guide the EXCO and Interpret the provisions of the constitution when there is a dispute in accordance with the method stipulated in this constitution;
- c. Advise on any issue with a legal or statutory flavour to ensure compliance with the law
- d. When a Legal Adviser is deemed necessary, the selection shall be open and the position advertised within members. The Adviser's time frame shall be set by the EXCO

ARTICLE 11 - ELECTORAL PROVISIONS

I. ELECTORAL BOARD

- a. Shall consist of a minimum of 3 (three) and a maximum of 5 (Five) members
- b. Membership shall be advertised by the EXCO for the purpose of conducting the Association's elections.
- c. The appointment of the Electoral member in an election year shall be communicated to all members
- d. Members cannot stand for election nor participate by voting for any of the candidates.
- e. Shall have the power to make specific rules and guidelines for nomination of candidates and for the conduct of elections, provided that such rules and guidelines shall not be in conflict with any of the provisions made herein.
- f. Shall have the power to enforce provisions of this Article. It shall also have power to sanction all or any of the candidates who violate any of the provisions of this Article, including but not limited to disqualification from the electoral process.
- g. The Electoral BOARD shall issue the criteria for every elective position provided

II. PROCESS OF ELECTION

- a. Any member to be nominated for any positions, shall be a member of the Association with good character and has not been declared bankrupt.
- b. Contesting members shall be financial members of the Association.

- c. A prospective candidate can nominate herself; or be nominated by other members.
- d. Election shall take place at least a month before the end of the tenure of the serving Executive Council.
- e. The Electoral Board shall call for nominations by putting up a notice on the Association's website and other suitable online media. The notice shall contain the list and description of all the posts to be contested for.
- f. The Electoral Board will set up a schedule for the elections
- g. Candidate nomination and voting shall be conducted via a secure online platform procured by the Electoral Board.
- h. The online Nomination forms shall contain the contestants contact details, exit year group and a brief statement of Intent outlining the skills and experience they will bring to the post.
- i. Where there is a tie after the votes have been counted, a second round of online voting shall commence for that post until a winner emerges.
- j. Where there is no contestant for a particular post, the incoming EXCO shall have the power to appoint any eligible financial member of the Association to fill that post, provided that the appointment is immediately ratified by a 1/3rd majority of members present and voting at the next meeting of the Association.
- k. The Swearing in ceremony shall be conducted by the outgoing President of OGA UK, who shall immediately after the swearing in, assume office as an ex-officio member of the incoming EXCO.
- l. Any vacancy created by the resignation, removal or demise of an EXCO member shall be advertised within members.
- m. Any member so elected shall serve out the remainder of the term and shall be eligible to contest for that post and serve out a new 2-year term. She shall also be eligible for re-election subject to the two-term limit as stipulated by this constitution.(see clause IV below) This shall be the only exception to the rule that a member cannot occupy a post beyond the two-term limit prescribed by this constitution.
- n. All decisions relating to the elections generally shall be taken by the Electoral Board, who may, in their discretion, consult with the EXCO and/or the Board of Trustees, where appropriate.

III. CANDIDATE ELIGIBILITY FOR POSITIONS

- a. The President must be a financial member who has been active in the Association for not less than 5 years and who has demonstrated responsibility and capacity to be able to manage the Association.
- b. The Vice President must be a financial member who has been active in the Association for not less than 3 years.
Other officers must be financial members who have been active in the Association for not less than 2 years

IV. APPEAL AGAINST ELECTION DECISION

- a. Appeals against the decision of the Electoral BOARD in all matters relating to the

organisation and conduct of the elections including the declaration of the Results and handing out of corrective and disciplinary measures to all candidates, SHALL be made to the Board of Trustees (BOT) within three (3) days of the decision.

- b. The BOT shall, within 48 hours of the receipt of such Petition, deliberate on it and make its decision(s) known in not more than fifteen (15) days from the date of the petition. Such decision(s) SHALL BE FINAL

V. TENURE OF OFFICERS

- a. The tenure of office of an elected member of the Executive Council shall be for two (2) years (April-March) .Officers may be re-elected to the same office for one other term of two (2) years only. The officer may subsequently contest for and be elected to a post she has not previously held
- b. If the tenure of office of an officer is prolonged due to any unforeseen circumstances such as Pandemic or any event that prevents the election from happening in a particular election year , the election shall be fixed at the earliest convenient date to be agreed on by members.
- c. The tenure of office for all positions can be renewed after the first term.
- d. Extension of the 2 year tenure may be allowed in the event of any significant disruption that prevents the ExCO from performing their duties such as Pandemic or Disaster. Such extension is subject to the approval of the Board of Trustees or voting by a 1/3rd majority of members present and voting at the next Annual General Meeting or an Extraordinary General Meeting called for that purpose.

VI. HANDING OVER

- a. Detailed hand over notes shall be prepared by the outgoing Executive Council to the incoming Executive Council.
- b. It shall be mandatory for all officers of the Association to handover any of the Association's assets (including documents and records) in their possession to the incoming Treasurer not later than 7 (seven) days of the expiration of their tenure or exit from the post for any of the reasons stated in this constitution.All outstanding items paid for by members must be listed and handed over to the incoming Treasurer
- c. The handover/inauguration of new EXCO members shall take place at the Annual General Meeting.

ARTICLE 12 - BOARD OF TRUSTEES (BOT)

I. APPOINTMENT OF TRUSTEES

- a. There shall be appointed Trustees of **EVA ADELAJA GIRLS SECONDARY GRAMMAR SCHOOL OLD GIRLS' ASSOCIATION (EAGSGS OGA UK)** for the purpose of engendering sustainable growth and ensuring excellence of our Alma Mater and its maintenance for coming generations and protection of the interest of the Association for the benefit of its members.
- b. **EAGSGS OGA UK** shall have the power to appoint Trustees for the specific purposes herein set forth in this constitution, and the Trustees shall be appointed at a General Meeting of the Association with a simple majority of

- the votes of the members present or when the physical meeting cannot hold during due to a pandemic, a virtual meeting shall be applicable.
- c. The Trustees (known as the “THE BOARD OF TRUSTEES OF EVA ADELAJA GIRLS SECONDARY GRAMMAR SCHOOL OLD GIRLS’ ASSOCIATION UK” and hereinafter referred to as the Trustees) shall be five (5) in number.
 - d. To be eligible to be appointed as a Trustee, not less than three (3) out of the five (5) Trustees must have served GIRLS SECONDARY GRAMMAR SCHOOL now named EVA ADELAJA GIRLS SECONDARY GRAMMAR SCHOOL OLD GIRLS in the capacity of President, Vice President or Secretary and must have attended GIRLS SECONDARY GRAMMAR SCHOOL now renamed EVA ADELAJA GIRLS SECONDARY GRAMMAR SCHOOL; and belong to a Year Set that passed out of the School, not less than thirty-five (35) years from the date of the election.
 - e. Notwithstanding the requirement for eligibility in (d) above, up to two (2) of the five (5) Trustees need not have served either as President, Vice President or Secretary but must have attended GIRLS SECONDARY GRAMMAR SCHOOL now renamed EVA ADELAJA GIRLS SECONDARY GRAMMAR SCHOOL but must belong to a Set that passed out of the School not less than thirty five (35) years from the date of election provided that such person must be a distinguished and accomplished member with integrity and of good standing, who is willing to serve for the benefit of the Association.
 - f. At least one of the five (5) Trustees shall have either General Business, Banking, Finance, Accounting, or investment skills and exposures, to be eligible to be appointed as a Trustee.
 - g. The Trustees shall hold office for a maximum of two terms of 5 years each.
 - h. A Trustee shall cease to hold office if she:
 - i. Resigns her office
 - ii. becomes mentally incapacitated
 - iii. is officially declared bankrupt
 - iv. is convicted of a criminal offence
 - v. is found guilty of misconduct.
 - vi. is removed from office by a vote of no confidence by a majority of votes cast by members present at **any** General Meeting of the Association upon engaging in acts which are in conflict with the interest of the Association
 - vii. viii. acts capable of bringing the Association to disrepute which are inimical to the Aims of the Association.
 - i. Upon a vacancy occurring in the number of Trustees; the Executive Council (ExCo) shall recommend the nomination of another eligible person as replacement/substitute for the Trustee who shall be appointed at a General Meeting of the Association with a simple majority of the votes of the members present or when the physical meeting cannot hold a virtual meeting shall be applicable.

II. FUNCTIONS AND POWERS OF TRUSTEES

The functions and powers of the Trustees shall be as follows:

- a. The Trustees shall hold in trust, all investment belonging to the Association.
- b. The trustees shall approve all expenditure/claims above £5,000 from the EXCO
- c. The Trustees shall act as advisers to the Association.
- d. The Trustees shall elect one of their members as Chair for a 5 (five) year term renewable only once, provided that in the event of the Chair's demise or disqualification under Article 12:i&h, a meeting of the Trustees shall be held to elect another Chair.
- e. The Trustees shall meet at least twice a year and 1/3rd of the number of members of Trustees at any given time shall be sufficient to form a quorum at any time. The Chair shall preside at all meetings of the Trustees and in her absence, any other member may be elected to preside over the meeting. The Chair shall have a second or casting vote in all decisions taken by the Board of Trustees.
- f. The Sitting President of the Association shall be invited to such meetings.
- g. The Board is allowed to choose it's secretary for confidentiality. The Secretary to the Board of Trustees shall provide and keep a Minute Book in which shall be recorded all the Minutes of the Trustees' meetings.
- h. All matters brought before the Board of Trustees shall be determined by a simple majority of Trustees present and voting.
- i. The Trustees shall receive Quarterly Reports on the activities of the Association from the Association's President.

III. RESOLUTION OF DISPUTES

- a. In the event of any dispute and/or widespread discord within the Association, which impedes ExCo in the discharge of its functions and which is considered by the Trustees to be the detriment to the Association, the BOT shall employ Mediation and Conciliation mechanisms in the resolution of disputes as considered appropriate by them.
- b. BOT must resolve the dispute, be it within the members or members and the Executive, within a period which shall not exceed 30 days, from the date of first having Notice of the dispute or such extension of time as the Trustees shall have agreed in their sole discretion, which shall not be more than another 30 days.
- c. If the Trustees are unable to resolve the dispute that has arisen within the period prescribed above, then the Trustees shall invoke their powers as prescribed in this constitution, to suspend or dissolve the Executive Council.
- d. Upon the dissolution or suspension of the ExCo, the Trustees shall have the power to appoint a Caretaker Committee to run the Association for a period not exceeding ninety (90) days.
- e. The appointment of the Caretaker Committee shall be subject to ratification by a simple majority of the members at an Extra Ordinary or General Meeting to take place not later than 30 days from the dissolution of the ExCo.
- f. In the event of Dissolution of the Executive Council, the Caretaker Committee to be set up by the Trustees shall be responsible for ensuring that a fresh general

Elections of New officers are held as prescribed in this constitution.

IV. COMMON SEAL

- a. The Trustees shall have a Common Seal and the Common Seal of the Trustees shall have a “circular design with the crest/logo of the school in the center and the name of the Association written round it”
- b. The Common Seal shall be kept in the custody of the BOT.
- c. All documents to be executed by the Trustees shall be signed by at least three (3) of the Trustees and sealed with the Common Seal.

ARTICLE 13 - DISCIPLINE

- I. There shall be an independent Standing Disciplinary Committee , the committee will be advertised set on all media platform
- II. The Committee’s powers of administration shall be subject to relevant provisions of the Constitution and extend to all matters including the hearing and administration of any grievance or disciplinary matters relating to the conduct of all officers and members of the Association and the general enforcement of its rules and regulations
- III. The Standing Disciplinary Committee will consist of 3-5 members none of whom shall be a member of the Executive Council.
 - a. The Standing Disciplinary Committee shall determine appropriate processes to administer grievance and disciplinary matters
 - b. Any member of the Association whose activity, covert, overt and/or otherwise, contravenes the aims and objectives of the Association shall be subject to discipline
 - c. Decisions of the Committee shall be final.
- IV. The tenure of members of the Disciplinary Committee shall be four (4) years.

Disciplinary Procedure

- a. All cases of indiscipline shall be brought to the attention of the Disciplinary Committee of the Association either verbally or in writing.
- b. Upon receipt of a complaint, the Disciplinary Committee shall conduct an investigation to establish the facts of the case.
- c. The investigation may include taking evidence from relevant parties, including witnesses and the erring member, by any means including written statements, telephone, email or personal conversations.
- d. All cases of indiscipline brought to the attention of the Disciplinary Committee (DC) shall be deliberated upon; a conclusion on the appropriate sanction reached and carried out within 3 weeks.
- e. If more time is required to bring any investigation to a conclusion, this should be communicated to the erring member.

- f. It should be made clear to all parties that any such contact is an investigation and not a disciplinary meeting.
- g. The Disciplinary Committee will review matters, investigate and give the erring member adequate opportunity for “fair hearing”, and then make appropriate recommendations
- h. All disciplinary decisions must be communicated to the erring member either by telephone, Letter or text message

SANCTIONS

- a. Any member who commits any act of Indiscipline is liable to sanctions as determined by Disciplinary Committee.

ARTICLE 14 - SOCIAL EVENTS

14.1 - END OF YEAR GET TOGETHER

- a. There shall be an annual get together.
- b. A Committee shall be constituted to organise the Party
- c. The Treasure shall keep all records of spends

The Association shall celebrate the School’s Founder’s day annually. The following shall be guidelines for the programs of the Anniversary:

- a. Follow the itinerary laid out by the current school authorities, the association may organise its own programme to mark the day, this would include ThanksGiving service, Founder’s day dinner , symposium or any other activity can be added as deemed fit by the Association.
- b. Members may be levied towards the Anniversary Celebrations, if need be.

14.2 - UNIFORM

- a. There shall be a set of uniforms for members of the Association.
- b. The uniform shall consist of a Sash, a T-shirt, a Logo pin and any other as may be agreed upon by the general body.
- c. Members shall be responsible for the cost of their uniform.
- d. The Association’s uniform can be changed as the need arises and as agreed by the general body.
- e. Any of the uniforms shall be used at functions (School or member’s function) as advised by the Executive Council.

14.3 - INVITATION TO EVENTS

- a. If there is a formal Information/Invitation to an event, members of the Association shall appear in uniform or as requested by the celebrant.

- b. Monetary gifts by the Association to such event shall be:
 - i. Wedding of a financial member - One Hundred Pounds (£100)
 - ii. Wedding of a financial member's child - One Hundred Pounds (£100)
 - iii. Safe delivery of a child by a financial member - Fifty Pounds (£50)
 - iv. A landmark birthday (that is 30, 40, 50, 60 or any round figure year) anniversary of a financial member. - One Hundred Pounds (£100)
 - v. Loss of Parent(s) of a financial member - One Hundred Pounds (£100)
 - vi. In an unfortunate loss of a member or the spouse, donations shall be called for to support the deceased's family, in addition to the Two Hundred Pounds (£200) that would be given by the Association. A Bouquet of flowers and a card (£25) would also be given to the member by the Association

14.4 - EAGSGS OGA MERIT AWARDS

- a. There are two categories of awards – EAGSGS OGA Merit Awards and EAGSGS OGA Lifetime Awards
- b. The EAGSGS OGA Merit Award is the Highest Honour conferred on any individual by EAGSGS OGA
- c. The EAGSGS OGA Merit Awards and the EAGSGS OGA Lifetime Award are exclusive brands of the EAGSGS OGA UK
- d. Only EAGSGS OGA Merit Awards-given medallions can be worn at EAGSGS OGA National events
 - i. The EAGSGS OGA Merit Awards shall have the following categories:
 - ii. Service to EAGSGS OGA
 - iii. Service to Eva Adelaja Girls secondary Grammar School
 - iv. Service to the Country
 - v. Professional Excellence
 - vi. Academic Achievement
 - vii. The Executive Council may confer individual recognition or honours such as a "Lifetime Achievement Award" on any deserving Girl as it may deem fit from time to time. This shall be separate and distinct from THE EAGSGS OGA MERIT AWARD
- e. Members shall have the power to nominate an Old girls for an EAGSGS OGA Merit Award in any of the above categories provided such candidate worthy of an EAGSGS OGA Award.
- f. The EAGSGS OGA Merit Award and EAGSGS OGA Lifetime Award recipients shall henceforth be recognized on any official EAGSGS OGA publication with the appellation of their awards after their names. For EAGSGS OGA Merit Award recipients, the appellation shall be (EMR) and for EAGSGS OGA Lifetime Award recipients, the appellation shall be (ELR).

ARTICLE 15 - CONSTITUTION AND AMENDMENT

15.1: CONSTITUTION

- I. Each financial member shall be entitled to a copy of the Constitution and members shall study the Constitution thoroughly.
- II. The General Secretary shall bring a copy of the Constitution to every meeting, as reference may need to be made thereto.

15.2: AMENDMENT

- I. The Constitution may be amended in whole or in part but any such alteration, addition or amendment must be by a resolution passed by a simple majority of the members of the Association present and voting at any General Meeting of the Association PROVIDED that no amendment requiring statutory approval shall have effect without the consent of the appropriate authority.
- II. Any proposed alteration to this Constitution shall be notified to the Trustees through the General Secretary and shall be displayed over the signature of the Proponent on the EAGSGS website and any other official platform of the Association, at least fourteen (14) days before a General Meeting of the Association

ARTICLE 16: INTERPRETATION

In this Constitution, unless the context otherwise requires, the expression:

- I. **“Association”** means EVA ADELAJA GIRLS SECONDARY GRAMMAR SCHOOL OGA UK
- II. **“ OGA”** means OLD GIRLS ASSOCIATION
- III. **“EAGSGS”** means EVA ADELAJA GIRLS SECONDARY GRAMMAR SCHOOL
- IV. **“President”** means President, EVA ADELAJA GIRLS SECONDARY GRAMMAR SCHOOL OGA UK
- V. **“Secretary”** means General Secretary, EVA ADELAJA GIRLS SECONDARY GRAMMAR SCHOOL OGA UK
- VI. **“Executive Council”** (ExCO) means Executive Council of EVA ADELAJA GIRLS SECONDARY GRAMMAR SCHOOL OGA UK
- VII. **“School”** means “EVA ADELAJA GIRLS SECONDARY GRAMMAR SCHOOL
- VIII. **“BOT /Board”** means the Board of Registered Trustees of EVA ADELAJA GIRLS SECONDARY GRAMMAR SCHOOL OGA
- IX. **“EXCO Member”** (a.k.a “Officer”) means any member of the Executive Council of the EVA ADELAJA GIRLS SECONDARY GRAMMAR SCHOOL OGA UK.
- X. **"Ad Hoc Committee"** means any sub-committee formed for the purpose of carrying out specific tasks or objectives and shall be dissolved after the completion of such task or objective.
- XI. **“Ex Officio”** means a member holding a post in the EXCO or on an ad hoc committee on account of her position.

- XII. **"Financial Member"** means any member who has paid the annual subscription of EVA ADELAJA GIRLS SECONDARY GRAMMAR SCHOOL OGA and any dues and levies up to the current year.
- XIII. **"IPP"** means Immediate Past President of the Association at any given time
- XIV. **"Secretariat/Association's Secretariat"** means the registered office and headquarters of EVA ADELAJA GIRLS SECONDARY GRAMMAR SCHOOL OGA
- XV. **"Shall"** indicates a mandatory act
- XVI. **"This constitution"** means the recognised Constitution of EVA ADELAJA GIRLS SECONDARY GRAMMAR SCHOOL OGA at any point in time and any subsequent amendments thereto

ARTICLE 17: DISSOLUTION OF THE ASSOCIATION

If a meeting, by simple majority, decides that it is necessary to close down the association, it may call a Special General Meeting to do so. The sole business of this meeting will be to dissolve the association.

If it is agreed to dissolve the association, all remaining money and other assets, once outstanding debts have been paid, will be donated to the less privileged. The organization will be agreed at the meeting which agrees the dissolution.

ARTICLE 18: COMMENCEMENT

This constitution was adopted as the constitution of the EVA ADELAJA GIRLS SECONDARY GRAMMAR SCHOOL OGA UK on the 4th day of March 2023.

This constitution is supreme, shall have binding effect on all members of the Association and shall be deemed to have come into effect on the...4th day of March 2023.

APPENDIX A

The School Anthem shall be sung at the end of every meeting.

I. Foundation of Girl's Secondary
Bariga School is built on Thee
To Him who sits upon the Throne
The hymn of praise for ever rings
Let joyful praise, unceasing flow;
Laud, honor, might, to Him alone,
Omnipotent, we pray to bless,
Girl's Secondary Bariga School.

II. From age to age thus we proclaim,
The solid joy, lasting treasure;
Supreme, Eternal, Glorious,
In harmony or praise acclaim;
As brethren work with brethren,
Rooted, grafted from strength to strength,

Dear Lord, we pray Thy Spirit bless,
Girl's Secondary Bariga School.

III. Onward then in our battle more,
Let not fears of your course impede,
When Satan tempts us to despair,
Our lives are hid with Christ on High,
Head gently on each trustful child,
And stead faith, life's enterprise,
Good Lord we pray thy spirit bless,
Girl's Secondary Bariga School.