



**THE
CONSTITUTION
OF
REAGAN MEMORIAL BAPTIST GIRLS SECONDARY SCHOOL
OLD STUDENTS' ASSOCIATION
(ROGA)
CANADA BRANCH**

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1. NAME AND HEADQUARTERS

The Association shall be called "Reagan Memorial Baptist Girls Old Students Association" (ROGA CANADA) and shall have its headquarters in Ontario, Canada

2. AIMS AND OBJECTIVES

The aims and objectives of the Association shall be: -

- a) To maintain a close association among the past students of Reagan Memorial Baptist Girls Secondary School, Lagos Nigeria (hereinafter called "the School") wherever they may be resident in Canada, and to foster the spirit of unity among them.
- b) To seek and maintain affiliation with other branches of ROGA
- c) To present a positive image and promote the interest and welfare of the School.
- d) To maintain interest, welfare and progress with all African institutions.
- e) To give financial assistance and other support for educational purposes to students of the School, subject to available funds, whenever this is considered necessary by the Association, its Executive Committee, and subject to meeting the following criteria Recommendation from the School Principal, 'A' grade Student or Compassion.
- f) To give welfare and financial support to all subscribing members, subject to available funds, whenever this is considered necessary by the Association or its Executive Committee; financial support from the Association shall be limited \$120 and /or any voluntary contributions by members to a maximum of \$250.
- g) To give welfare and financial support to subscribing members - such financial support will be subject to any funds which are raised on behalf of the affected member through voluntary contributions by members
- h) To provide moral support to members
- i) To encourage and foster among students of the School the spirit of competitiveness in all spheres of activities in the School by the award of trophies and prizes in the form of books, money, or otherwise.
- j) To support and undertake class and school reunions and other similar events celebrating the school, its students and its alumni.

3. MEMBERSHIP

- 3.1 Membership shall be open to any former student of the School (hereinafter called "Old Student") resident in Canada or who frequently visit Canada.
- 3.2 Every Old Student after admission into the Association shall complete and sign a membership form which she shall submit to the General Secretary of the Association or to her assistant.
- 3.3 The Members shall have the power to accept an application for membership of the Association, but the power to refuse admission to any person who is prima facie qualified for admission into the Association shall lie only with the Executives.
- 3.4 The Members shall have the power to refuse admission to, or if already admitted, to expel from the Association, any Old Student who was dismissed from the School on account of bad conduct or behaviour or who has been convicted of an offence involving moral turpitude (evil character or lack of integrity) or whose conduct or character is otherwise considered inimical to (tending to obstruct or harm) the good name of the Association; except if the person has been deemed and proven as being reformed. Any motion for the expulsion of a member under this provision shall not take effect unless it is supported by at least two-third votes of all the members present at the General meeting and who are eligible to vote.
- 3.5 Honorary members may be elected on the unanimous vote of the executive committee. These honorary members may include but not limited to distinguished members of the teaching staff past or present. An honorary member shall not have any voting right or hold office in the Association
- 3.6 At the discretion of ROGA Canada executives, the current principal of the School can be invited to attend and participate at a General Meeting of the Association where there is a deliberation on a project for the School and the input of the principal will be of value.

4. MATRON

- 4.1 The Executive Committee may nominate, for the approval of the General Meeting, a suitable person as the Matron/Patron of the Association. The nominated person/s shall abide by the School ethos.
- 4.2 The Matron/Patron shall provide support and guidance to the Association.
- 4.3 The Matron/Patron shall hold office initially for a period of two years from one Annual General Meeting provided that the Executive Committee may re-nominate

any person for the post of Matron/Patron any number of years in succession or otherwise.

5. OFFICERS OF THE ASSOCIATION

5.1 All Officers shall be members of the Executives Committees.

5.2 The following shall be the officers of the Association: -

- 1) President
- 2) Vice-President
- 3) Secretary General
- 4) Assistant Secretary General
- 5) Treasurer
- 6) Social Secretary
- 7) Assistant Social Secretary
- 8) Financial Secretary
- 9) Assistant Financial Secretary
- 10) Publicity Secretary
- 11) Assistant Publicity Secretary
- 12) Welfare officer
- 13) 2nd Welfare Officer
- 14) Project Manager (As when needed)
- 15) Whip
- 16) Legal Adviser

5.3 All past executives will automatically become ex-officio members providing a pool of experience.

5.4 Expectations of Servicing Officers

- a) Time Commitments: Officers are expected to attend all meetings and actively participate in decision making.

- b) Subscriptions: Officers are expected to pay their subscriptions. Where there are mitigating circumstances, such should be made known to the welfare officers.
- c) All appointed executives are expected to fully deliver on their roles and responsibilities and ensure they lead by example.
- d) All appointed officer shall receive no remuneration for acting as such.

5.5 All newly elected officers will be removed after a 6 month non-active without a valid reason.

5.6 **Conduct of General Members**

a) Members representing ROGA CANADA at Events, are expected to wear the Association's Sash.

6. DUTIES OF THE OFFICERS OF THE ASSOCIATION

6.1 The President shall: -

- a) Summon, through the Secretary General, all meetings of the Association whether Annual, General or Executive and preside over such meetings;
- b) Not have a vote at any meeting over which she presides but shall have a deciding vote in the case of a tie;
- c) Be ex-officio member of all sub-committees of the Executive;
- d) Present an address at each Annual General Meeting'

6.2 The Vice-President shall: -

- a) Assist the president generally in the discharge of her duties;
- b) Have the same rights and powers as the president while deputising for her.

6.3 The Secretary General shall: -

- a) Summon all meetings of the Association as advised by the President, whether general or Executive in the manner prescribed.
- b) Keep the minutes of all meetings, inclusive of texts and WhatsApp postings of the Association whether general or executive.
- c) Compile and present an annual report to the Annual General Meeting.
- d) Be generally in control of the activities of the assistant general secretary to whom she may delegate any of her duties;
- e) Be responsible for the day-to-day administration of the Association under the general directive of the Association;

6.4 The Assistant General Secretary shall: -

- a) Assist and deputise for the General Secretary in her absence.
- b) Generally, assist the general secretary in the performance of all her duties
- c) Keep an up-to-date record of all members details.

6.5 The Treasurer shall: -

- a) collect all monies of the Association and confirm the date on which it was received
- b) collect all monies of the Association and deposit them in the bank account of the Association within 5 working days of collecting such payments;
- c) Make payments on behalf of the Association as she may be directed by the Executive Committee or the General Meeting;
- d) Carry out in collaboration with all officers of the Association such publicity as shall enhance any financial projects upon which the Association may from time to time decide to embark;

6.6 The Social Secretary shall: -

- a) Take responsibility of the social activities of the Association under the general or specific directions of the Executive Committee.

6.7 The Assistant Social secretary shall: -

- a) Assist and deputise for the Social Secretary.

6.8 The Financial Secretary shall: -

- a) Be known to have an accounting qualification and/or experience.
- b) Keep an up-to-date account of all moneys received by the Treasurer and make her books available to the Executive Committee and all members at the end of each year or whenever called upon to do so.
- c) Provide a financial update to the Executive committee seven days before Executive meetings held each quarter.
- d) Prepare an annual financial report (incorporating balance-sheet) and submit her book to the Executive Committee by May and to the General meeting by May of each year.

- 6.9 The Assistant Financial Secretary shall; -
a) Deputise for the Financial Secretary in the absence of the latter;
b) Generally, assist the Financial Secretary in the performance of all her duties
- 6.10 The Publicity Secretary shall: -
a) Manage all publicity campaigns of the Association.
b) Promote the image of the Association to attract new members.
- 6.11 The Assistant Publicity Secretary shall: -
a) Have the same powers and rights as the publicity Secretary and therefore: -
b) Manage all publicity campaign of the Association.
c) Promote the image of the Association to attract new members.
- 6.12 The Welfare Officers shall: -
a) Address the concern of members of the Association
d) At their discretion to notify executive committee of any such support.

7. ELECTIONS

- 7.1 Subject to the provisions stated below, the election of all members of the Executive Committee shall take place at the Annual General Meeting every 2 years in July.
- 7.2 The Secretary shall be free within her power to nominate a person for the post of Assistant Secretary General.
- 7.3 The Electoral Board will be set up from the members present at the Annual General Meeting (AGM)
- 7.4 The Electoral board will then manage the nomination and voting mechanisms.
- 7.5 An officer cannot run for more than 2 terms in the same office but can be nominated and elected for another post.

8. THE EXECUTIVE COMMITTEE

- 8.1 The Administration of the Association shall be vested in the Executive Committee.

- 8.2 Meetings of the Executive Committee shall be held at least once per quarter and as at when the President may direct: Provided that the President shall summon the meeting of the Executive Committee to be held upon by any electronic medium which shall include at least 4 officers of the Association.
- 8.2.1 Subject to agreed changes by Executives, the Executive meetings shall be held on the 1st Saturday of the nominated month in each Quarter.
- 8.3 Notice of any meeting of the Executive Committee or a sub-committee at least seven days before the meeting is to take place to all members of the Committee.
- 8.4 A statement of accounts must be provided by the Finance team to Executives at least seven days before the scheduled meeting.
- 8.5 The quorum of the Executive Committee meeting shall be 4 members.
- 8.6 No decision shall be reached at an Executive Committee meeting unless a quorum is formed.
A quorum for sub-committee shall be 50% of the number of members of the committee.
- 8.7 The Executive Committee shall have power to co-opt any member of the Association as and when they consider it necessary to do so.
- 8.8 Ad-hoc Committees may be appointed at the General Meeting.
- 8.9 Any Executive wishing to resign shall give at least one month notice.
 - 8.9.1 The resigning Executive is required to email a Resignation letter to the President and
 - 8.9.2 Hand-over all ROGA Canada documents (electronic and hard copy) to the executives of the association (or agreed quorum) - this must be witnessed by Executives (or agreed quorum)
- 8.10 A resigning Executive will not be reinstated during the current term but may be nominated at the next election.

9. GENERAL MEETINGS

- 9.1 There shall be 4 General Meetings of the Association every year to be held on the third Sunday of the nominated month of the quarter starting from January of each year.
- 9.2 The Annual General Meeting of the Association shall be convened by July of each year.
- 9.3 Notice of a General Meeting or the Annual General Meeting shall be sent by email and or other electronic medium to all members of the Association at least 14 days before the Meeting is to take place.
- 9.4 Emergency General Meetings may be held as and when the Executive Committee may decide by an electronic request to all members.
- 9.5 A quorum at any General/Annual General Meeting shall be 6.
- 9.6 Only specific subjects for which an Emergency General Meeting has been summoned shall be discussed in such a meeting: Provided that on the request of at least two-thirds of all members present at the meeting and who are eligible to vote other matters may be discussed.

10. FINANCE AND SOURCE OF INCOME

- 10.1 The financial year of the Association shall be from 1st January to 31 December of any one year. The sources of income for the Association shall include: voluntary contributions by members, donations from individuals, Friends, Corporate Bodies and Groups in Canada or elsewhere as may be legitimately earned by the group and Annual dues of members of the Association.
- 10.2 Annual dues: Every member of the Association shall pay an annual subscription (pro rata from the date of joining the Association, in the Calendar year) of \$120.00 no later than 31 October of that year, or any amount so determined by the Executive Committee. No subscriptions shall be levied on Honorary Members.
- 10.2a Members struggling to pay subscriptions should approach the Finance or Welfare officers who will review each case and make a recommendation to the Executive committee.
- 10.3 The Executive Committee shall review and determine each year the annual subscription to be paid by all members of the Association and recommend their acceptance at the Annual General Meeting.
- 10.4 The Executive Committee or the General Meeting may make levies on, raise funds or ask for the voluntary contributions from all members of the Association for the lawful purposes of the Association.
- 10.5 Orders, cheques, or any other monies for withdrawal from the accounts of the Association shall be signed by at least two members of the three signatories to the account.

11. DECISIONS OF THE ASSOCIATION

- 11.1 Except as otherwise provided in this Constitution, all decisions of the Association or its Committees or Sub-committees shall be by simple majority vote.

12. BENEFITS

- 12.1 A financial member of the Association shall be entitled to benefits for reasons such as the celebration of milestones such as 40th, 50th 60th and other multiples of 10 milestone celebration, wedding of a child (one time only) and the death of a parent or spouse. A financial member can be presented with a gift or cash to a maximum amount of \$100 for any of the above stated.

13. AMENDMENT OF THE CONSTITUTION

- 13.1 This constitution shall be reviewed and amended every 4 years or as, when necessary, at a General Meeting of the Association provided that the following conditions are satisfied: -

- a) That the motion for such amendment shall be proposed and seconded in writing or electronic form by persons eligible to vote at the Annual General Meeting;
- b) That the motion which shall specify the desired amendment shall have been delivered to the General Secretary or the president at least 28 days before the date of the Annual General Meeting at which the proposed amendment is to be debated;
- c) That the notice of such an amendment shall be sent to all executive members at least 14 days before the date of the Annual General Meeting;
- d) That the proposed amendment is carried by two-third majority of the votes of all members present and eligible to vote at the Annual General Meeting.

DISSOLUTION:

14.1 In the event of dissolution or winding-up of the organization, all remaining assets, after the payment of liabilities, shall be distributed to one or more recognized charitable organizations in Canada.