

CONSTITUTION

Methodist Girls' High School, Yaba, Lagos, Nigeria Old Girls Association, UK, Ireland, and Europe

Article I. Name and Purpose

Section 1

Name

The name of this Association shall be called: 'Methodist Girls' High School, Old Girls Association, UK, Ireland and Europe' (A K A MGHS OGA UKIE). Hereafter referred to as the Association. This is a not-for-profit organisation for educational purposes only.

Section 2

Address

The registered address of the Association shall be the address of the incumbent President.

Section 3

Aims and Objectives

1. To promote interaction, beneficial relationships friendship, support and networking opportunities for former students of Methodist Girls' High School (MGHS), Yaba, Lagos, Nigeria.
2. To work in partnership with the MGHS Global body (Nigeria) to support the development and advancement of current students of MGHS Yaba to promote the ethos and mission of excellence of the school
3. To work in partnership with the MGHS Global body (Nigeria) to assist with the transformation of MGHS Yaba, on such projects as the maintenance, repairs, restoration, and improvements to MGHS Yaba.
4. To establish an effective synergy with other established Methodist Girls' High School (MGHS) Alumni Associations globally.
5. To establish an effective synergy with other Nigerian Alumni Associations and participate in events.
6. To achieve such further objectives as the Association may determine from time to time.

Article II. Membership

Section 1

Membership is open to any student who attended Methodist Girls' High School (MGHS), Yaba, Lagos, Nigeria and resides in UK, Ireland, or Europe.

Section 2

Membership

- 2.1 An individual shall be deemed to be a member of the Association if she has paid her membership fees in full, have set up a standing order for the Association year (1 January – 31 December) or who has been granted a waiver for that financial year by the Welfare Secretary on recommendation by the Executive Committee (ExCo) due to extenuating circumstances
- 2.1.a For the avoidance of doubt any old student who is not a financial member of the association (i.e. fully paying member) and has not been granted a waiver by the Welfare Secretary shall not qualify to vote or be appointed as an officer
- 2.2 Every member after admission into the Association shall be required to complete a membership form for the Association's database.
- 2.2.a Details required will include: member's name, address, email, phone number, school entry and/or school leaving year, along with a recent picture
- 2.3. All members shall operate within the Association in good faith abiding with the codes of conduct and without conflict of interest.

Benefits of membership

The key benefits of membership of the Association are:

- The right to become an Executive Member of the Association subject to winning an election into office.
- Discounted fees for events organised by Association
- Representation of the Association at other Alumni events in an official capacity, if asked to do so by the Executive Team
- Voting rights for elections of the Association, and decisions made at Alumni meetings including the Annual General Meetings or Special General meetings
- Nomination of candidates for elections
- Standing as candidates for elections
- Right to network gathering or other social activities when the society is officially informed of the member's plan.

Please note: No member shall be entitled to any refund of dues upon severing connection with the Association

Article III. Executive Committee and Officers

Section 1

The Executive Committee

The affairs of the Association shall be administered and represented by the Officers of the Executive Committee.

The Officers shall support the vision of the Association, by promoting and carrying out the aims and objectives of the Association as contained in this Constitution.

To be eligible for Office a person shall be of good character and law abiding.

The new Officers of the Executive Committee shall be elected at the Annual General Meeting (AGM) for a term of two years.

The roles on the Executive Committee are purely on a voluntary basis, no officer is to receive a salary, fee or compensation for services conducted for or on behalf of the Association.

The Officers of the Executive Committee shall be:

1. President
2. Vice president
3. Secretary
4. Deputy Secretary
5. Social Secretary
6. Deputy Social Secretary
7. Financial Secretary
8. Treasurer
9. Welfare & Membership Secretary
10. Deputy Welfare & Membership Secretary
11. VP2 Diaspora

Section 2

President

The role of the President is to provide a vision and strategic direction for the Association in line with the Associations' objectives. Duties include but are not limited to:

- Have oversight and accountability for the Association and the Executive Committee.
- Sign and execute authorised contracts or other obligations on behalf of the Association.
- Represent the Association at the MGHS Global body, MGHS sets, other MGHS Alumni Associations, Nigerian Schools Alumni Associations and such other relevant bodies or functions.
- Work in collaboration with the other executive officers and call for an emergency Annual General Meeting (AGM) when required to decide on matters that may be urgent.
- Preside as Chair at the Executive Committee meetings and Annual General Meeting.

Section 3

Vice President

The role of the Vice President is to provide a vision and strategic direction for the Association in line with the Associations' objectives. Duties include but are not limited to:

- Attend Executive Committee meetings and preside as Chair at the Executive Committee meetings and Annual General meeting if the President is unable to attend.
- Perform the duties of the President in her absence or her inability to act. Should the office of the President be vacated, the Vice President shall succeed to the position.
- Perform such other specific duties that the Executive may confer on her at the start of each term

Section 4

Secretary and Deputy Secretary

The role of the Secretary is to support the vision of the Association and duties include but are not limited to:

- Give notice of meetings of the Executive Committee, Annual General Meeting and special meetings.
- Record accurate minutes of meetings and distribute in a timely manner.
- Work in collaboration with the other executive officers in keeping accurate records, correspondence and contracts concerning the Association.

Section 5

Social Secretary and Deputy Social Secretary

The role of the Social Secretary is to support the vision of the Association and duties include but are not limited to:

- Have responsibility for the planning, publicity and execution of all social functions and events of the Association as directed by the Executive Committee.
- Have responsibility for the Association's attendance and/or participation at social functions and events organised by the MGHS Global body, MGHS sets, other MGHS Alumni Associations, Nigerian Schools Alumni Associations and such other relevant bodies or functions as directed by the Executive Committee.

Section 6

Deputy positions

The roles of the Deputy Secretary and Deputy Social Secretary are to support and assist the Secretary in the duties of that position and to attend all Executive Committee meetings. The Deputy Secretary shall take on the responsibilities of the Secretary in her absence or her inability to act. Should the office become vacant, the Deputy Secretary shall succeed to that position.

Section 7

Financial Secretary

The role of the Financial Secretary is to support the vision of the Association and duties include but are not limited to:

- Arrange for an audit of the accounts of the Association at regular intervals or as directed by the Executive Committee.
- Collect the Association's Bank account statement.
- Work with the Treasurer to maintain records of all funds received by the Association.
- Make a full report of the financial affairs of the Association at the end of each fiscal year, after the books have been duly audited.
- Provide financial updates at meetings of the Executive Committee and at the Annual General meeting of the Association.

Section 8

Treasurer

The role of the Treasurer is to support the vision of the Association and duties include but are not limited to:

- Receive and account for all monies due to the Association.

- Carry out regular bank reconciliations (or when required)
- Make payment into the designated account of the Association within 72 hours
- Keep an accurate record of all receipts and disbursements on behalf of the Association.
- Work with the Financial Secretary and report on all funds received by the Association and provide updates at meetings of the Executive Committee.

Section 9

Welfare & Membership Secretary and Deputy Welfare & Membership Secretary

The role of Welfare & Membership Secretary is to support the vision of the Association and duties include but are not limited to:

- Manage welfare and membership issues arising within the Association, as directed by the Executive Committee.
- Keep an up-to-date database of the Membership and the contact details of Set Representatives and other relevant stakeholders.
- Be the point of contact for welfare concerns (this includes such issues as neglect, distress, bereavement, festive celebrations or achievements) and membership queries.

Section 10

Deputy position

The role of the Deputy Welfare & Membership Secretary is to support and assist the Welfare & Membership Secretary in the duties of that position and to attend all Executive Committee meetings. The Deputy Welfare & Membership Secretary shall take on the responsibilities of the Welfare & Membership Secretary in her absence or her inability to act. Should the office become vacant, the Deputy Welfare & Membership Secretary shall succeed to that position.

VP2 Diaspora

MGHS OGA UK, Ireland and Europe will run her election for the post of VP2 Diaspora, who shall be the representative of the Association on the global forum. She shall be a member of ExCo.

- Acts as the representative of the Association on the global forum and feeds back to the Association.
- Participates in all Executive meetings

- She will have voting rights and MUST be resident In UK.

Section 11

Resignation/Termination

Any Executive wishing to resign should give 1 month notice

- The resigning Executive is required to email a Resignation letter to the President and,
- The resignation is subject to acceptance, following an exit conversation (verbal or in writing) with the President or Vice-president to persuade a withdrawal or delay in resignation, or to ascertain specific cause of resignation (such information will be documented to provide the Association with informed opportunity to improve).
- Hand-over all the Association's documents (electronic and hard copy) to the executives of the association (or agreed quorum).
- Any executive who has completed at least one full term (without resigning) shall be deemed 'Ex-Officio' and invited to Executive meetings as/when necessary, with the option to decline attendance.
- An officer who is deemed nonperforming (i.e., does not attend meetings or carry out duties allocated to her) shall be invited for a capability review by the President and 3 other Executive officers on her performance. She will then be set specific targets which will be reviewed again in three months; should the officer be deemed nonperforming; she will be recommended for removal by a two thirds majority vote by the members of the executive committee and shall cease to hold office.
- If the post of an incumbent officer becomes vacant the Executive Committee will co-opt a member of the Association to carry out those duties until the next elections.

Article IV. Committees

Section 1

The Executive Committee shall have power to set up and appoint members to sub-committees or working groups e.g., for organising events, electoral, fund-raising or publicity as the Executive Committee deems necessary.

Section 2

The remit of work of each sub-committee or working group shall be agreed by the Executive Committee. The sub-committee or working group shall provide a report of activities and decisions to the Executive Committee.

Article V. Procurement and Contracting

Section 1

The Executive Committee has the power to appoint suppliers/make procurements and that in the event of such, cost effective procurement shall take priority.

Any member who wishes to tender for a service or supplier contract must be a fully subscribed financial member of the association.

Any procurement process for vendors/suppliers must be transparent and in accordance to guidelines set by the executive committee. Where a member of the executive committee is submitting a tender for services as a vendor/supplier, she must disclose her interest to all other vendors submitting tenders and the subcommittee tasked with appointing the vendor where applicable.

She must then be excluded from any decision-making process concerned with the appointment of successful tender.

Section 2

Signatory Authorization on Legal Documents

The signatories to the Association Bank account shall be the following officers:

- 1) President
- 2) Treasurer
- 3) Secretary

The Officers are empowered to sign and execute all documents and instruments issued by the Association in the name of the Association.

At least two Officers' signatures shall be required to make payments from the Association Bank Account.

The Officers may not receive financial payment or profit because of their position on the Association.

The Officers may be reimbursed for any expenditure on behalf of the Association only after submitting a receipt to the Treasurer and payments made according to processes agreed by Executive Committee

The Association shall keep full, up-to-date accounts of its finances.

Article VI. Meetings

Section 1

The Fiscal year of the Association shall be from 1 January to 31 December.

Section 2

The Executive Committee shall meet at least four times a year or as deemed necessary to meet the aims and objectives of the Association. Meetings of the Association, including sub-committee or working group meetings may be held in person or by way of telephone or video conference.

Section 3

All Executive Committee officers must be notified of all Executive Committee meetings. An officer who is unable to attend a meeting must inform the President or Chair of the meeting prior to the date of the meeting and provide any required updates.

Section 4

Five members or half of the current membership of the Executive Committee shall constitute a quorum for Executive Committee meetings and special meetings of the Association. For the Annual General Meeting twenty members shall constitute a quorum.

Section 5

A decision of the Executive Committee, the Annual General Meeting or a Special Meeting shall be approved if agreed by a simple majority of members eligible to vote and present at the meeting.

Section 6

The Executive Committee may at any time seek advice from an advisor who is not a member of the Committee to assist with the aims and objectives of the Association. The Executive Committee may agree for the advisor to attend part of the Executive Committee meeting, but he/she is not entitled to vote.

Article VII. Elections

Section 1

The Executive Committee may set up a working group to organise the nominations and elections on to the Executive Committee.

Section 2

A candidate for office shall be a person who attended Methodist Girls' High School (MGHS), Yaba, Lagos, Nigeria, shall reside in UK, Ireland and Europe and be a person of good character and law abiding.

- To be eligible to contest for a post, the member MUST have paid dues for the last two years

- To be eligible to vote or nominate a candidate for election, the member must have paid dues for the last two years
- A member on a fee waiver would also be eligible to vote and contest

Section 3

An Officer who has completed a two-year term on the Executive Committee may be re-elected for a further two-year term for the same post.

Section 4

Election voting shall be by secret ballot or by way of electronic voting.

Section 5

Officers shall be duly elected if they receive a simple majority of the votes cast by persons eligible to vote. In the event of a tie there shall be a re-run of the ballot for that position.

Section 6

The result of the election of new officers to serve on the Executive Committee shall be announced to the membership at the next Annual General Meeting

Article VIII. Adoption of the Constitution

Section 1

The initial adoption of the constitution shall be agreed by a two-thirds majority vote cast by members present and eligible to vote at the Annual General Meeting.

Article IX. Amendments of the Constitution

Section 1

The provisions of this constitution shall be amended, repealed, or added to by a two-thirds majority vote cast by members present and eligible to vote at the Annual General Meeting or members present at a special meeting of the Association called for that purpose.

Section 2

Amendments to the constitution shall be proposed by a two-thirds majority vote of members of the Executive Committee.

Section 3

All proposed amendments to the constitution shall be submitted in writing to the Secretary who shall give at least 5 working days' notice before the Annual General Meeting or a special meeting of such proposed amendment.

Article X. Membership Fees and Other Monies

Section 1

Annual Membership Fee: The amount of fees for membership of the Association shall be set and made payable at such time as shall be determined by the Executive Committee. The Annual Membership Fee shall be £35 per annum.

Section 2

Members of the Executive Committee shall pay their Annual Membership fees on the commencement of their term of office.

Section 3

The Association Bank Account: All bank accounts shall be in the name of the Association. The signatories for the Association Bank account shall be any two of the following: The President, Financial Secretary and Treasurer, who shall sign for the withdrawals and transfer of funds.

Section 4

Members shall from time to time be asked to contribute towards events that shall be held at designated places decided by the Executive Committee

Financial members up to date with payments shall be eligible to vote at the AGM, provided that a member shall be eligible if she attends and pays all outstanding subscriptions on the day/at the venue of the AGM

Article XI. Cessation of Membership

Section 1

An Officer shall cease to hold office if she resigns as an Executive Committee member.

Section 2

An Officer shall cease to hold office if she ceases to be a person of good character, solvent and law abiding and is recommended for removal by a two-thirds majority vote of the members of the Executive Committee.

Article XII. Dissolution

Upon the dissolution or other termination of the Association, the balance of the assets, after the payment, or provision for payment, of its debts and expenses of dissolution, shall be transferred to an agreed successor. If there is no such successor organisation then the funds and assets shall be remitted to the school for

the benefit of the current students of Methodist Girls' High School, Yaba, Lagos, Nigeria at that time.

Schedule 1

CODE OF CONDUCT

MGHS OGA UKIE encourages the free and sociable conduct of its meetings and recognises the spirit of joy, energy, excitement, cheerfulness, and the return to childhood behaviours resulting from reminiscing about school days.

The Association welcomes varied or differing opinions and discussions that continue to enable the Association to fulfil its objectives. It is understood that not all opinions will be agreed or accepted by all; hence decisions are made based on a majority vote.

The Association recognises that deliberations at meetings may be charged with passionate expressions of opinions; with this in mind, all members are required to act in accordance with the principles outlined in this document.

Members are required to respect one another; any harassment or abuse of members will not be permitted; such unacceptable behaviour includes (and is not limited to):

- Abusive or insulting words or coercive or controlling behaviour
- Writing threatening, abusive or insulting communications
- Slandorous or malicious communication
- Abuse of the Association's mailing list; using her distribution list without consent of the Data Controller (Executive team).

To enable the appropriate behaviours, members are required to abide by the following principles of the Association's code of Conduct

The code of Conduct is based on the **Nolan principles of public office** outlined below:

1. 1.1 Selflessness

Members should act solely in terms of the Association and public interest.

1.2 Integrity

Members must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

1.3 Objectivity

Members must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

1.4 Accountability

Members are accountable to the Association for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

1.5 Openness

Members should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

1.6 Honesty

Members of the Association should be truthful.

1.7 Leadership

Members should exhibit these principles in their own behaviour and treat others with respect. They should actively promote and robustly support the principles and challenge poor behaviour wherever it occurs.

Summary

This code of conduct establishes the principles for all MGHS OGA UKIE members to adhere to; however, it may not cover every issue that may arise. The code encourages trust and respect from its members and non-members involved in our activities.

Enactment

The constitution shall come into effect on 26 February 2022

Executive's Name and Position: Folake Segun - President

Signed: F.Segun

Executive's Name and Position: Mosun Adeniyi - General Secretary

Signed: K M Adeniyi

Member's name: Busola Adesanya-Yusuf

Signed: B Adesanya-Yusuf

Member's Name: Jisola Ogunmekan

Signed: J Ogunmekan

GLOSSARY OF TERMS IN THE CONSTITUTION

- **Alumni** - any student who attended Methodist Girls' High School (MGHS), Yaba, Lagos
- **Constitution** - how the Association operates, and the procedures followed.
- **Articles** - the rules governing the Constitution.
- **Annual General Meeting** - An annual meeting of the Association to review and discuss matters including the constitution, election of officers, the budget, the accounts.
- **Special Meeting** – A meeting of the Association to discuss an urgent matter arising.
- **Quorum** - the minimum number of members present for a meeting to take place.
- **Minutes** - a written record of the meeting.
- **Simple majority** – fifty-one per cent of the votes
- **Secret Ballot** – voting is confidential.
- **Electronic voting** – voting online using software such as Survey Monkey.
- **Advisor** - a person asked to give advice on specific issues and who is not a Member of the Executive Committee. The Advisor has no voting rights at the Executive or other Committee meetings.
- **Dissolution** –The end or termination.
- **Subscribing Member:** - members who must have paid at least 6 months subscription within the current calendar year, and/or have a record of full payment for the previous year.
- **GDPR:** General Data Protection Regulation is a Regulation of the European Union that protects natural persons (called data subjects) regarding the processing and free movement of their personal data.
- **Data Controller:** the person (executive) which, alone (or depending on the organization and personal data processing activity), in collaboration with others, defines what needs to happen with the member's personal data (and also collects personal data). *The controller determines how and why personal data is used, as long as this of course happens in a GDPR compliant way.*
- **Data Processor:** the person who processes members' personal data (uses them to send emails, or sends email to those on the mailing list, or messages to those on the WhatsApp text group) on behalf of the Data Controller.
Processors (and sub-processors or anyone working for processors) can never process personal data on behalf of controllers except when they have clear instructions regarding the processing of those data.

Both the processor and controller can be held individually liable in event of GDPR infringements that could lead to GDPR fines.

- **Data Subject:** the individuals whose data is being collected/processed e.g., members, Principal, MGHS Students, sponsors, etc.
Personal Data: is any data (name, age, email, address, phone number, gender, etc.), owned by an individual not owned by the controller or data processor.
- **Data Protection Act 1998 (DPA):** The Act allows members of the public to know what information is held by the association about them and to gain access to this information.

Members of the public have the right to view any emails, records or notes made about them. Please be cautious when documenting (or receiving) any conversation or information about a member, alumni, or sponsor!