

THE CONSTITUTION OF THE DENNIS MEMORIAL GRAMMAR SCHOOL ONITSHA OLD BOYS ASSOCIATION INC.

1. NAME

The Association shall be called DENNIS MEMORIAL GRAMMAR SCHOOL ONITSHA OLD BOYS ASSOCIATION.

2. AIMS AND OBJECTIVES

The Aims and Object of the Association shall be:-

- i. To establish and foster the interest of all Old Boys of Dennis Memorial Grammar School, Onitsha, in the affairs of their **Alma Mater**.
- ii. To foster the spirit of mutual love and peace among members, and to share one another's problems where ever and whenever possible.
- iii. To sustain and improve the school's best standard and tradition.
- iv. To inculcate the spirit of loyalty and oneness among members in the affairs of the school.
- v. To sponsor bursaries for needy students and scholarships for the brilliant ones in the school or elsewhere.
- vi. To endow the school with a Foundation Fund for the general development of the school and for the acquisition or erection of buildings, furniture and equipment.
- vii. To provide free exchange of ideas between the Association and any other association or organization of similar aims and objects.
- viii. To protect, aid, and assist the needy, the incapacitated and the aged members of the Association.
- ix. To create endowment trust or thrift funds for carrying out the forgoing aims and object properly.
- x. To create charitable funds or trusts for the poor and disabled and to aid other charitable organizations in Nigeria.
- xi. To own land and other property for the advancement of its social, literary, scientific, charitable and philanthropic purposes.

3. SUPREME AUTHORITY.

The Supreme Authority of **Dennis Memorial Grammar School Onitsha Old Boys Association** shall be exercised by the **General Convention of the Association** in the case of the affairs and business of the

Association throughout Nigeria and elsewhere, and by the General Meeting of a Branch in the case of the affairs and business of the Association in any Branch of the Association.

4. MEMBERSHIP

i. Membership of the Association is open to all ex-students of Dennis Memorial Grammar School

ii Registration of New Members:

- a. On graduation, every graduate is enjoined to register for membership of the Association through any Branch Union recognized by the Association.
- b. Old Boys in remote areas who are less than five in number and cannot relate with a registered branch should register directly with the DOBA Secretariat at Onitsha as distant members
- c. Every Old Boy shall be a member of the Branch Union wherein he registers with effect from the date of his registration notwithstanding his year of graduation and there shall be no penalty for late registration.
- d. Without prejudice to the provision of this constitution, nothing shall invalidate the transfer of membership from one Branch Union to another and such transfer terminates the membership in the transferring Branch Union.
- e. It shall be the responsibility of the Branch Unions to update annually their numerical strength with the National Secretariat as well as remit all National dues, subscriptions and levies collected from each member of the Branch Union on or before 31st December every year.

5. OFFICERS OF THE ASSOCIATION

The Association shall have the following officers who shall be elected at the Annual General Convention in an election years.

i. President-General

ii. 1st Vice President-General

iii. 2nd Vice President-General

iv. 3rd Vice President-General

v. Secretary-General

vi. Assistant Secretary-General

vii. Financial Secretary

viii. Treasurer

ix. Publicity Secretary

x. Social Secretary

6. ELECTION AND TENURE OF OFFICERS.

The officers of the Association as provided for in section 5 of this Constitution shall be **elected every three years by the General Convention in an election year**, provided that a bye-election shall be held at any time in the event of any office(s) being vacant to fill the same. An officer may serve a maximum period of 6 years (two terms) and shall be qualified for re-election to the same office after 3 year.

Election shall be by **secret ballot**, provided that the Convention may at its absolute discretion decide to the contrary and adopt the procedure of show of hand. Before any general election is conducted, the **General Executive Committee** stands dissolved by the President-General and the house shall appoint a Returning Officer whose duty it is to conduct the election.

7. FUNCTIONS OF THE OFFICERS

The functions of the officers shall be as follows:-

i. **PRESIDENT-GENERAL:**

The President-General shall preside over all meetings of the Association at which he is present. It is his responsibility to cause meetings to be summoned by instructing the Secretary-General accordingly.

ii. **1st Vice President-General:**

The 1st Vice President-General is the deputy to the President-General and shall act for him in his absence.

iii. **2nd Vice President-General:**

The 2nd Vice President-General is the deputy to the President-General and shall act for him in his absence and of the 1st Vice President-General.

iv. **3rd Vice President-General:**

The 3rd Vice President-General is the deputy to the President-General and shall act for him in his absence and in the absence of the 1st and 2nd Vice President-Generals.

v. **Secretary-General:**

The Secretary-General shall be responsible for the correspondence of the Association and shall summon meetings on the directive of the President-General and record minutes of the meetings. He shall generally be responsible for running the Secretariat of the Association, and shall take charge of documents, furniture, equipment, seal, and all stationery of the Association. He shall keep an impress of N30, 000 (Thirty thousand naira) at any time for disbursement on the business of the Association.

vi. **Assistant Secretary-General:**

The Assistant Secretary-General shall generally assist the Secretary-General in his functions and act for him in his absence.

vii. Financial Secretary:

The Financial Secretary shall collect all monies due to the Association. He shall pay over to the Treasurer monies collected on behalf of the Association within 14 days of collection. He shall keep record of the financial transactions of the Association.

viii. Treasurer:

The Treasurer shall keep the funds of the Association in an approved bank. He shall take custody of the Association's bank tellers, cheque books, savings accounts books, shares certificates and bonds if any. He shall pay into the bank all monies collected from the Financial Secretary within 14 days of collection. He shall also keep proper books of accounts of the Association.

ix. Publicity Secretary:

The Publicity Secretary shall be responsible for the publicity and public relations of the Association's affairs.

x. Social Secretary:

The Social secretary shall be responsible for every social activity of the Association, and all aspects of her entertainment at functions.

8. GENERAL EXECUTIVE COMMITTEE (GEC)

The General Executive Committee shall be composed of all the officers as specified in section 6 above, the immediate past President-General & Secretary-General and the incumbent Branch Presidents and Secretaries. It shall sit as often as necessary for the execution of the business of the Association. The Committee will be responsible for the day-to-day business of the Association and will refer to the General Convention only matters requiring its policy decision, or any other matter that cannot be resolved by it. The current Principal(s) of the school shall be ex-officio members. The committee shall meet not less than three times a year.

9. THE GENERAL CONVENTION

The Supreme Body of the Association shall be the General Convention to which every member is entitled to attend. The Convention shall meet once a year, but an **Extra-Ordinary** or **Emergency General Convention** may be summoned at any time as the occasion demands.

10. BRANCHES OF THE ASSOCIATION

The Association shall have Branches established in towns or areas where there are 5 (five) or more members. Such Branches shall *mutatis mutandis* be operated along the lines of the Association provided that the functionaries and activities are not inconsistent or at variance with those of this

Association nor the letters and spirit of this Constitution. Branches shall be registered with the General Secretariat and shall be subject thereto. **Students Wings of the Association** in Tertiary Institutions shall operate as affiliates of the Branches in their location.

11. STANDING ORDER FOR GENERAL CONVENTIONS AND EXECUTIVE COMMITTEE MEETINGS

i. The decisions of the General Convention and the General Executive Committee Meetings shall be determined by **Simple Majority Votes**. However, where there is tie, the **Chairman shall have a second or casting vote**.

ii. The quorum at the General Convention shall be 30 (thirty) members. The quorum for Executive Committee shall be one third of its membership.

iii. In the absence of the President-General and Vice President-General, where a quorum must have been formed, members present shall elect a member of the **GENERAL EXECUTIVE COMMITTEE** present to preside over the day's meeting.

12. TRUSTEES

i. The Trustees of the Association shall be appointed at the General Convention of the Association as stated in section 9 above from among members of the Association.

ii. Such Trustees shall be 3 (three) in number and shall be known as the **REGISTERED TRUSTEES OF DENNIS MEMORIAL GRAMMAR SCHOOL ONITSHA OLD BOYS ASSOCIATION**.

iii. The Trustees shall hold office for life.

iv. A Trustee ceases to hold office if he:

a. Resigns his office.

b. Ceases in any way to be a member of the association.

c. Becomes insane.

d. Is convicted of criminal offence involving fraud or dishonesty by a court of competent jurisdiction.

e. Is recommended for removal by a simple majority votes of members present at the General Convention of the Association, or

f. Ceases to reside in Nigeria.

v. A notice for the removal of a Trustee shall be made to the branches to be received, at least sixty days before the convention.

vi. Upon a vacancy occurring in the number of Trustees, the General Executive shall for the time being appoint another eligible member of the Association to fill the vacancy. The person so appointed shall

hold office until the following General Convention of the Association when the vacancy shall be formally filled in accordance with the provision of clause 12 (a) above.

vii. The Trustees shall have a seal. The said common seal shall be circle with Dennis Memorial Grammar School Badge in the center and the word "DENNIS MEMORIAL GRAMMAR SCHOOL OLD BOYS ASSOCIATION" written around the circle and further enclosed in a wider circle.

viii The common seal shall be kept in the custody of the Secretary-General, who shall produce the same whenever required by the Trustees.

ix. All documents to be executed by the Trustees shall be signed by each and every one of them and sealed with the Common Seal.

x. The Trustees shall hold the Certificate of Incorporation as a corporate body under the Company and Allied Matters Act, Laws of the Federation of Nigeria, 1990.

xi. The Trustees shall obtain and hold as Trustees of the Association and on its behalf all Certificates of Occupancy or other title documents of all lands acquired by the Association. Such documents shall be made known to the General Executive Committee.

xii. A register shall be kept of the names, particulars, and period of office of all Trustees of the Association.

13. FINANCE

i. The Finances of the Association shall be derived from the following:

- a. Annual subscriptions
- b. Special levies
- c. Funds raised through fundraising activities involving not only members of the Association but also members of the public
- d. Donations received from members, the public, the church and the Government
- e. Through any other legitimate activity that may be decided by the National Executive

ii. A mandatory Annual subscription of the sum of Two Thousand Naira (N2,000) shall be payable by each member of every recognized Branch Union for the benefit of the National Association.

iii. The General Executive Committee (GEC) shall have power to review the annual subscription from time to time.

iv. Recognized Branch Unions shall have responsibility to collect the annual subscriptions on behalf of the National Association and remit same to the National Treasurer on or before 31st December of the applicable year.

v. The funds of the Association shall be kept in the Association's name in any bank to be nominated by the General Executive Committee and may be invested in approved securities by the Trustees.

vi. The signatories to the Association's Bank Account shall consist of either the President General and the Secretary General or the President General and the treasurer in order to be a valid mandate for Bank transactions.

vii. No expenditure shall be incurred on behalf of the Association unless approved by GEC but in the event of an emergency, the President General and the other signatories or any one of them can authorize expenditure not exceeding One Hundred Thousand Naira within a period of one month and thereafter submit same to GEC for ratification.

viii. The Secretary General will hold an impress of not more than N30,000 at a time, which must be retired before further advance may be collected.

ix. The funds of the Association may be applied in granting bursaries to needing and or brilliant students as scholarship for secondary school education.

x. Appointment of Auditor(s):

a) Auditor or Joint Auditors shall be appointed by the Association at the National Convention.

b) The Auditor(s) shall hold office for a term of two years which is renewable for another term of two years only.

c) The Account Books of the Association shall be audited annually by the auditor(s)

d) The auditor(s) shall send audit query (ies) to the GEC for clarifications and thereafter present the audit report to GEC for information before presenting at Convention. Where audit report is in misalignment with GEC opinion, the auditor is at liberty to issue a minority report on the discrepancy.

14. WELFARE

A. The former Welfare/Death of Member provisions in the DOBA constitution have been repealed with effect from 31st day of December 2012.

i. Registered Branch Unions are enjoined to urge their members to subscribe to the new contributory welfare scheme herein instituted with effect from the 1st day of January, 2013.

ii. New subscribers shall make initial contribution of the sum of Five Thousand Naira in the first year of joining the scheme.

iii. Any member who subscribed to the now repealed scheme (old scheme), shall make a contribution of Two Thousand Naira to migrate to the new contributory scheme.

iv. Subsequently subscribers in the new scheme shall contribute One Thousand Naira per annum to service the scheme and qualify for more benefits.

B. Terms and Conditions

- i. Participants of the welfare scheme shall pay their subscriptions on or before the 31st day of March in the applicable year.
- ii. The inability of a participant to continue with participation in the scheme as provided for in paragraph (iv) above of this subsection shall invalidate previous contributions and void accruing benefits in the scheme.
- iii. Branch Unions shall remit the subscriptions made by their members to the Association on or before the 30th day of April in the applicable year for a subscriber to derive applicable benefit in the event of death.
- iv. A participant to the scheme shall be exempt from further contributions but nevertheless shall be entitled to his benefits on attainment of eighty years and or is stricken by infirmity of the body or mind which renders him incapable to fend for himself.

C. Management of the Scheme

- i. The funds accruing to the scheme shall be lodged into a dedicated savings Account in a reputable bank to be decided by the GEC and the mandate shall be as provided for in this constitution.
- ii. The General Executive Committee shall constitute from amongst its Old Boys members a three (3) man committee which must include the 3rd National Vice President who shall serve as the chairman of the committee to administer the scheme.
- iii. Notwithstanding the provision in subsection (ii) above, GEC shall have power to coopt into the committee any member(s) of the Association by reason of his (their) expertise in financial management.

D. Benefit at Death of Participant

- i. A participant in this scheme at death shall be entitled to a minimum sum of Fifty Thousand Naira
- ii. A further sum of Ten Thousand Naira shall be payable to a participant for every duly completed five (5) years in the scheme. The participant is only qualified for this additional Ten thousand if he has maintained an uninterrupted annual payment of one thousand naira.
- iii. Death benefit shall be payable to the wife of a deceased participant or to the next of kin nominated by him in his life time.

E. The Role of Branches upon the Death of a Dengramite

- i. Upon the death of a member, the branch should liaise with family and ascertain the date of burial.
- ii. The branch secretary will convey the information to the Secretary General and or President General

iii. The Secretary General will clear with the National Financial Secretary whether the deceased was up to date in the Association or not.

iv. If up to date, the National Secretary shall issue an obituary announcement to all the Branches of DOBA.

v. The Branch Secretary will clear with the priest on:

a) Singing of the Valedictory Funeral Anthem during the service

b) Reading an oration prepared by him on behalf of the President General

c) Laying a wreath at the grave side

d) Singing of the School Anthem

vi. On the burial day the Branch should arrange and label canopy with seats for the Old Boys.

vii. The Branch should arrange for copies of the order of funeral service

viii. Every Dengramite in attendance at burial will be attired in the school blazer

15. AMENDMENT

This constitution shall not be amended except at the General Convention on the approval of two-thirds majority of members present and voting, **provided** that at least three months' notice of the proposed amendment shall have been given to the Secretary-General and circulated to all Branches.

16. WINDING UP

(1) The Association shall consider winding up or dissolution if notice is filed by at least 50 members of the Association and deposited with the Secretary-General at least 3 (three) months before the convention. The General Convention shall by a two-thirds majority of all members on the roll of the Association consider and adopt or reject the motion.

(2) **If the motion is adopted:-** a liquidator shall be appointed by a **two-thirds majority** of all members on the roll of the Association. The liquidator shall take over all properties of the Association, including the documents in the possession of the Trustees, dispose and apply the proceeds for charitable purposes or transfer the same to Dennis Memorial Grammar School, Onitsha.

(3) The winding up exercise shall be completed by lodging the winding up notice with the Corporate Affairs Commission for removal of the name of the Association from the Register of Organizations Incorporated under the Act.

17. INTERPRETATION

In this Constitution:

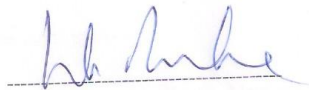
- i. **"Active and financial member"** means a member who regularly participates in the affairs of the Association and has attended at least one General Convention within the last 3 years and has met all his financial commitments to the Association for the last calendar year.
- ii. **"Alma Mater"** means Dennis Memorial Grammar School, Onitsha.
- iii. **"Association"** means Dennis Memorial Grammar School Onitsha, Old Boys Association.
- iv. **"Bankrupt"** means a person so declared by a court of competent jurisdiction.
- v. **"Court of competent jurisdiction"** means a court of record established by the Constitution of the Federal Republic of Nigeria.
- vi. **"Ex-Student"** means any student who has registered and has had his post primary or post secondary education at Dennis Memorial Grammar School, Onitsha.
- vii. **"General Convention"** includes Extra-Ordinary or Emergency General Convention.
- viii. **"General Executive Committee"** means the body responsible for the running of the general affairs of the Association.
- ix. **"Government"** means Government of the Federal Republic of Nigeria, a State Government or any other Government in the world.
- x. **"Insane person"** means a person certified to be of unsound mind by a registered Medical Practitioner.
- xi. **"Land"** means freehold or leasehold property or property held under a Certificate of Occupancy.
- xii. **"Liquidator"** means a person appointed either by operation of law or by members of the Association to undertake the winding up or dissolution of the Association.
- xiii. **"Trustees"** means the registered Trustees of Dennis Memorial Grammar School Onitsha Old Boys Association.
- xiv. **"Winding up or Dissolution"** means a final determination of the affairs of the Association.

18. COMMENCEMENT

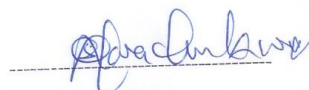
This Constitution shall be deemed to have come into operation on the

7th day of July 2013

Dated on the 1st day of June 2015



President-General



Secretary-General

