

**Igbobi College
Old Boys
Association
1994 Set –By-
Laws**

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The Igbobi College Old Boys Association 1994 Set

BY- LAWS

ARTICLE I - NAME

The name of this organization is **Igbobi College Old Boys Association 1994 Set** hereinafter referred to as *“ICOPA’94 Set”*

ARTICLE II – REGISTERED OFFICE

The Secretariat of the Association shall be entrusted to the residence of the General Secretary hereinafter referred to as “The Secretariat”

ARTICLE III - PURPOSE

The ICOPA’94 Set an affiliate of the Alumni Association of the Igbobi College Old Boys Association ICOPA, shares the School’s commitment to the advancement of education through commitment to the intellectual, social, physical and moral growth of each student in all facets of Igbobi College Community.

The purpose of the ICOPA’94 Set is to:

1. support the interests of and provide support structure to Igbobi College Yaba Lagos Nigeria;
2. represent ICOPA’94 Set interests, vision and ideals in the general Igbobi College Community;
3. promote the interests of Igbobi College Yaba Lagos Nigeria in local and international communities;
4. support ICOPA’94 Set interests in the ICOPA;
5. bring ICOPA’94 Set members into responsible and influential positions in ICOPA;
6. support ICOPA’94 Set interests in ICOPA programs;
7. inform members and the general public of the work, progress and needs of Igbobi College Yaba Lagos;
8. Identify, enable and encourage outstanding students to attend Igbobi College Yaba Lagos;
9. provide financial assistance to worthy and outstanding students of Igbobi College Yaba Lagos;

10. organize, attend and support social,intellectual,sporting,cultural and worthy functions of members of ICOBA '94 Set;

11. facilitate such social interaction among Old Igbobians as will ensure the continued reflection in their lives of the religion, moral and other noble ideals for which the College stands;

ARTICLE IV - MEMBERSHIP

The ICOBA '94 Set is composed of:

1. All Igbobi College Yaba Lagos alumni students who was at one time or the other a student in the 1994 Set who shall have spent at least one year attending classes in the College.

ARTICLE V - ADMINISTRATIVE FEE

An administrative fee shall be paid annually by an active member of ICOBA '94 Set in accordance with the procedures/directives established by the Executive Council.

ARTICLE VI - Association

The Executive Council of the ICOBA '94 Set shall be the highest governing body and shall be responsible for the administration, operations and management of ICOBA '94 Set. The Executive Council is composed of:

1. eight (8) officers who shall be elected from the membership of ICOBA '94 Set;
2. the elected eight (8) officers of the ICOBA '94 Set shall consist of:
 - a. chairman
 - b. vice chairman
 - c. general secretary
 - d. Assistant general secretary
 - e. treasurer
 - f. financial Secretary
 - g. director of public relations
 - h. director of socials
 - i. zonal coordinator North America Chapter (U.S.A, Cnanada and Mexico)
 - j. zonal coordinator Europe Chapter (All EU member countries and non EU countries in Europe)

Section B. Past chairmen of ICOBA Class '94 Set shall become life members of the Executive Council without the right to make motions or vote. If re-elected to the Executive Council, they shall have the rights of their elective position.

ARTICLE VII - OFFICERS

Section A. The officers of ICOBA '94 Set are:

- a. chairman
- b. vice chairman
- c. general secretary
- d. Assistant general secretary
- e. treasurer
- f. financial Secretary
- g. director of public relations
- h. director of socials,
- i. all zonal coordinators of each respective chapter.

Section B. The officers of the ICOBA '94 Set shall be elected at a general meeting or via electronic/virtual format meeting for a term of two (2) years.

Section C. The newly elected officers shall take office immediately following the close of the meeting at which they are elected.

Section D. The unexpired term of any elected officer or Executive Council member may be filled by the Chairman appointing another member he deems capable to hold such position.

ARTICLE VIII - DUTIES OF OFFICERS

Section A. The Chairman:

1. presides at all meetings of the Annual, Regular, Electronic or Virtual Format Meeting, Executive Council and Special Committee;
2. appoints the Chairman and members of all Special Committees;
3. is authorized to speak, represent and issue final statements on behalf of the ICOBA '94 Set
4. shall be a co-signatory with the treasurer to all accounts, cheques and monies of the association.

Section B. The Vice Chairman:

1. performs the duties of chairman in the absence, incapacity or disability of the chairman;
2. performs other functions as may be assigned to him by the chairman.

Section C. The Secretary General:

1. the Secretary General shall be the chief administrative officer of ICOBA '94 Set.
2. records the Proceedings of all meetings of the Annual or Regular Meeting, its Governing Board, and the Special Committee;
3. transmits the minutes in a timely fashion to the Chairman.

Section D.

Assistant General

Secretary.

1. performs the duties of general secretary in the absence, incapacity or disability of the general secretary.

Section E. The Treasurer:

1. monitors the finances of ICOBA'94 Set, the collection of administrative fees, other monies and contributions;
4. opens an account with a reputable bank, maintains and monitors bank account for ICOBA'94 Set.
6. shall be a co-signatory with the Chairman to withdraw and deposit monies into ICOBA'94 Set bank account.

Section F. The Financial Secretary

1. prepares periodic reports of the income, expenditures and balances in accounts opened and controlled by ICOBA'94 Set;
2. provides all other financial reports as directed by the Chairman.
3. renders account to the Annual or Regular General Meeting
4. prepares a budget and makes financial projections for ICOBA'94 Set

Section G. The Director of Public Relations:

1. writes notices and communiqués for the Annual, Regular or Electronic Meeting and Governing Board
2. sends newsletters, postings, bulletins and provides information about the activities of ICOBA '94 Set via hard or electronic medium to members of ICOBA '94 Set only.
3. he shall seek and obtain the approval of the Chairman prior to sending out press releases or statements to the general public.

Section H. Director of Socials

1. organises all social activities of ICOBA 94 Set
2. execute such activities as contained in (1) above under the general or specific direction of Executive Council or Chairman.

Section F. The Zonal Coordinators:

the zonal coordinators shall have same duties as the chairman limited to their respective zones except that they must report the outcome of their meetings and activities to the Chairman ICOBA '94 Set and they shall not exercise disciplinary powers over any member

ARTICLE IX – EXECUTIVE COUNCIL

Section A. The Executive Council:

1. advises and recommends policy to the ICOBA '94 Set for its approval;
2. executes action adopted by the ICOBA '94 Set at the Annual, Regular or Electronic Meeting;
3. determines which officers or individual members may be sanctioned for activities deemed as a misconduct and may expel such member by a simple majority vote of the Governing Board.

Section B. Any active member of ICOBA '94 Set is eligible for election or appointment to the Executive Council.

Section D. The Executive Council meets prior to Annual Meetings. Special meetings of the Executive Council may be called at such times as the Chairman may decide, or may be called upon written request to the Chairman by five members of the Executive Council.

Section E. A majority of the voting members of the Executive Council constitutes a quorum to do business at any meeting of the Board.

Section F. Elected members of the Executive Council are eligible to vote at meetings of the Annual, Regular or Electronic Meetings.

Section G. The Chairman shall be the presiding officer and Chairman of the Executive Council and all elected officers shall be members of the Executive Council.

Section H. The Executive Council shall have powers to suspend a member for misconduct for a period not exceeding six months (6 months). The members of the Executive Council shall vote and such vote shall be a simple majority if they deem a members action is a misconduct.

Section I. In the event that a member of the Executive Council is accused of misconduct, such member shall not participate in a vote to determine his suspension.

Section J. Upon the suspension of a member of the Executive Council, members of the Executive Council shall nominate another member they deem capable from members of ICOBA '94 Set to act in his capacity for the duration of the suspension.

ARTICLE X – BOARD OF TRUSTEES

The Board of Trustees of ICOBA '94 Set shall comprise of the Chairman, The General Secretary and a member who shall be a licensed legal practitioner.

The Board of Trustees shall provide advisory role for the Executive Council.

ARTICLE XI - SPECIAL COMMITTEES

The Chairman of the ICOBA '94 Set shall have powers to appoint such other committees as are found necessary to effect a particular task for the advancement of the association. Such committees shall be terminated automatically when their assigned tasks are completed, or at the discretion of the Chairman.

ARTICLE XII - MEETINGS

Section A. There shall be two Annual Meetings each year: one in May and one in December. The May meeting is considered the Annual Meeting. Elections shall be held at the Annual Meeting prior to the expiration of an existing term.

Section B. Special meetings may be called by the Chairman or by the Executive Council, and may also be called upon by the written request of thirty five (35) members of ICOBA '94 Set. The purpose, venue and date of the meeting shall be stated in the call notice and, except in cases of emergency, at least seven (7) days notice is required for the meeting.

ARTICLE XIII – FISCAL YEAR

The ICOBA '94 Set fiscal year shall be the calendar year.

ARTICLE XIV – DISSOLUTION

In the event of the dissolution of the ICOBA '94 Set, after payment of all debts, the funds/proceeds remaining in ICOBA '94 Set shall be given to Igbobi College Yaba Lagos for a scholarship endowment fund to top and outstanding performing students in either SSS2 or SS3.

ARTICLE XV - AMENDMENTS

Section 1. These bylaws may be amended at any regular meeting of ICOBA '94 Set by a simple majority vote, provided the proposed amendments have been included in the notice of the meeting or provided that notice to amend has been mailed via regular or electronic mail to the members at least 7 days prior to the meeting at which action is to be taken.

Prepared By: Adedayo O. Sotinwa, Esq.

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