



The By-Laws of
Ibadan Grammar School Old Students' Association North America, Inc.
(IGSOSANA)

Article I – Name

- Section 1** The name of the Association shall be: Ibadan Grammar School Old Students' Association North America.
- Section 2** IGSOSANA is a 501(c)(3) United States organization recognized by the IRS as being tax-exempt by virtue of its charitable programs to Ibadan Grammar School, Molete, Ibadan and shall abide by all the federal requirements to continue to maintain this status.
- Section 3** The abbreviated name shall be: IGSOSANA.
- Section 4** IGSOSANA may, at its pleasure by a vote of two-thirds (2/3) of its membership body, change its name.

Article II - Purposes

The following are the purposes for which IGSOSANA is organized:

1. Promote the objectives of Ibadan Grammar School Old Students' Association, IGSOSA.
2. Raise funds for the support of the school and active members.
3. Promote students and teachers exchange programs.
4. Assist in all aspects of education, and support the Government in the provision of quality education including hiring of teachers when there is a deficiency.
5. Promote the interest and welfare of Ibadan Grammar School and current students.
6. Award of University Scholarships to promising Ibadan Grammar School students in their pursuit of higher education.
7. Perpetuate ties of affection and esteem formed in Ibadan Grammar days and among old students.
8. Increase the active participation of all old students in the Association.
9. Strengthen the functions and affairs of the Association.

Article III – Parliamentary Authority

The parliamentary authority for IGSOSANA shall be the latest version of Robert's Rule of Order.



Article IV – The Geographic Regions

- Region 1** Maine, New Hampshire, Vermont, Connecticut, Massachusetts, Rhode Island, New York, New Jersey, Pennsylvania.
- Region 2** Delaware, Maryland, District of Columbia, Virginia, West Virginia.
- Region** Mississippi, Alabama, Florida, Georgia, Tennessee, Kentucky, South Carolina, North Carolina, and the Caribbean.
- Region 4** Illinois, Indiana, Minnesota, Michigan, Ohio, North Dakota, South Dakota, Wisconsin.
- Region 5** Kansas, Nebraska, Iowa, Missouri.
- Region 6** New Mexico, Oklahoma, Louisiana, Texas, Arkansas.
- Region 7** Montana, Wyoming, Utah, Colorado, Washington, Oregon, Idaho, Alaska, California, Nevada, Arizona, Hawaii, Mexico, Central America.
- Region 8** Canada
- Region 9** Caribbean

Article V – Membership

- Section 1.** **Membership** in this Association shall be open to all former students of Ibadan Grammar School residing in North America and the Caribbean.
- Section 2.** **Associate Membership:** Any former teacher, principal, or staff member of Ibadan Grammar School, who was not a former student but who resides in North America and the Caribbean, can be an Associate Member. Furthermore, any old student, regardless of residency, can become an Associate Member.
- Section 3.** **Active Member:** Any member who has paid his/her dues in the last two consecutive years will be regarded as active and be classified as Member-in-good-standing.
- Section 4.** **Inactive Member:** Any member who has defaulted in the payment of his/her dues in the last two consecutive years shall become an Inactive Member without voting rights. Such a member shall revert to being an Active Member once all



owed dues have been paid.

Section 5. Honorary Member: Honorary Membership may be conferred upon any person who the Association feels has contributed through outstanding service, financial or estate contribution. Such persons shall be invited by two-third votes of the Executive Council of the Association.

New Honorary Members shall be recognized at the Annual General Meeting or General Convention of the Association and they shall be exempted from all dues or Fines.

Section 6. Privileges of Membership:

- a) Active Members shall have privileges of voting, holding office, serving on committees, and serving as chairpersons of committees.
- b) Honorary Members shall have all the privileges of membership except those of holding office and voting for officers.
- c) Associate Members shall have all the privileges of membership except those of holding office and voting for officers.

Section 7 Conduct:

- a) Members shall respect and treat one another in a cordial and respectful manner.
- b) Members shall stay committed to the life of the organization through, but not limited to, attendance, payment of dues and other levies.
- c) Members shall abide by the rules governing the organization.
- d) Members shall use the social media platforms with dignity and respect. They must follow the IGSOSANA rules of engagement provided regularly on the platforms.
- e) Members who violate the IGSOSANA guidelines for example bullying, going against the organization's best interest, rudeness, etc. shall be subject to disciplinary action as outlined in Section 8 of this Article.
- f) **Group List:** Members Shall not copy/crop the list of names of others on any social media platform for purposes unrelated to IGSOSANA.

Section 8. Membership Disciplinary Actions:

- a) The President/Chairman of the Executive Council shall constitute a Disciplinary Committee (DC) made up of three members, one of which shall be a member of the Executive Council. The Disciplinary Committee shall have the power to investigate and recommend disciplinary measures, including censure, suspension and expulsion, upon any member of the Association and send its recommendations to the President.



- b) A member may be disciplined when sufficient cause exists for such a measure. Such causes are but not limited to the following:
- i) failure to discharge the duty as an officer
 - ii) gross misconduct;
 - iii) fraud or misappropriation of resources of the Association;
 - iv) misrepresentation of the Association;
 - v) unseemly conduct or misrepresentation unethical behavior.
- c) The Chairman of the DC (who is appointed by the President) shall issue:
- i) a notice of intention to proceed;
 - ii) a recital of the charges or accusations;
 - iii) a request for rebuttal of the charges or accusations.
- d) The Disciplinary Committee must ensure a fair, impartial hearing at which the accused member must be given the opportunity to respond to the charges against him or her.
- e) The Executive Council will consider the recommendations of the DC and shall be deemed to have complied with due process of the law after it has determined that the actions taken:
- were devoid of bad faith;
 - complied with the By-laws of the Association; and
 - complied with the principles of natural justice.

The officer(s) proffering charges shall not sit in a hearing on the matter of expulsion of a fellow member.

Section 9 Removal of a Council Member:

- a) An Executive Council member may be removed from office when sufficient cause exists for such removal. Such causes are not limited to those described in Section 8(b) of this Article.
- b) An Executive Council Resolution Removing a Council member which describes in detail the offense committed and signed by at least five (5) EC members must be presented at the Annual General Meeting of the Association and voted upon. Such Council member stands removed from office by two-thirds majority of members present at the said AGM.

Section 10 Dress Code:

- a) Members shall be formally dressed for Business Meetings (such as AGM). Blazers, ties for men and scarves for women (preferably IGS blazers/ties and scarves) must be worn during business meetings.
- b) Members shall also be formally dressed for Gala Nights. The attire must be a full Nigerian or full Western outfit.
- c) Infractions to the rules in Sections 10(a) and 10(b) above may be fined at the discretion of the President.





Article VI – Dues & Fines

Section 1 Dues:

- a) The amounts and contributions of annual dues shall be established at the AGM (Annual General Meeting) held before the Association's fiscal year and can be changed only by that same body.
- b) The fiscal year of the Association begins 1st of January and ends 31st December of the year under review.
- c) Annual dues may be paid in three installments but the last installment must have reached the Association's coffers by June 30th of the fiscal year in question.
- d) Annual dues shall not be refundable.
- e) Delinquency: When a member's dues have been delinquent for a period of thirty days, the Treasurer will send renewal notices to delinquent members by e-mail. The notice shall inform the member that if dues/levies remain unpaid by August 31st the membership shall automatically revert to Inactive Member. Active Membership can only be restored as specified in Article V Section 4.
- f) Annual Dues may be reviewed every two (2) years, and any change must be agreed to by two-thirds of the active members that are present at the Annual General Meeting (AGM) both electronically or physically.

Section 2 Hardship Waiver for Annual Dues

- a) To request a waiver for Annual Dues, due to illness, disability, or other extraordinary circumstances beyond an active member's control, he/she shall contact the Financial Secretary or Welfare Director who will review each case on a case-by-case basis and bring it to the attention of the Executive Council who will review and make the final decision on approval or disapproval.
- b) The Financial Secretary shall keep a record of members whose dues are waived or to be waived and the dates that such requests were made by the member.
- c) Waivers will be reviewed annually.

Waivers shall be granted only in the following circumstances:

- i) Unexpected Illness
- ii) Loss of Job
- iii) Disability
- iv) Extraordinary Financial Hardship

Waivers may include:

- i) 50% Discount (can only be granted two (2) times in the life of a member)
- ii) 100% Discount (can only be granted one (1) time in the life of a member)



The criteria for removal of a waiver shall be but not limited to:

- i) Departure/Removal of the member from IGSOSANA, our WhatsApp Forum and/or email mailing list.
- ii) Positive change in the member's financial circumstances.
- iii) Missing 2 consecutive quarterly or executive meetings (unless incapacitated)

During the waiver period, an active member shall continue to be deemed active if they continue to meet the meeting attendance requirements unless they are incapacitated and unable to attend meetings virtually.

Section 3 Member Assistance / Benefits:

- a) Full benefit of assistance shall be given to active members in good standing only
 - i) **Loss of a member:** Gift of five hundred dollars (\$500) plus any additional amount raised by IGSOSANA from members (through the Welfare Department only), to the family of an active member who has passed on.
 - ii) In the event that IGSOSANA sets up a **Life Insurance Scheme benefit** for members with \$1000-\$10,000 payout upon death, a premium payment of no more than \$5/month benefit will be paid on behalf of an active member that is participating in the program.
 - iii) Family of active members who are enrolled in the Life Insurance Scheme will not receive the \$500 as stated in Section 3 a (i) of this Article. They will only receive the payout from the Life Insurance Scheme.
 - iv) **Unexpected Sickness or Disability of a member:** With the consent of the member, any amount raised by IGSOSANA from members (through the Welfare Department only), to an active member.
 - v) **Inactive members** shall not have any formal benefit or assistance as described above.
 - vi) **Inactive members** participating in the Life Insurance Scheme will pay their own full premium out of pocket.
 - vii) **Family members** of active and inactive members participating in the Life Insurance Scheme will pay their own full premium out of pocket.

Section 4 Fines:

- b) The President may impose fines for violation of camaraderie/parliamentary procedures, tardiness or any other infraction upon any member after consultation with other members of the Executive Council.
- c) Upon the first infraction, the amount imposed shall not be less than five (5) US dollar and no more than twenty (20) US dollars.



- d) The President shall retain the discretion to impose an appropriate fine upon any member, including ejection from the meeting, after the first infraction.

Article VII – Executive Council

- Section 1** The President of the Association, by virtue of the office, shall be the head of the Executive Council hereinafter referred to as [EC].
- Section 2** The management of the affairs of the Association shall be vested in the Executive Council.
- Section 3** The EC is responsible for the overall policy and direction of the Association, and it shall delegate responsibilities as it deems fit.
- Section 4** The EC may have up to twenty-two (22) members, spread over the nine Geographic Regions, but no fewer than nine (9) members. The EC shall receive no compensation other than reasonable expenses.
- Section 5** The EC shall meet at least once a quarter, at an agreed upon time and place (including virtual meetings).
- Section 6** At EC meetings, five members shall constitute a quorum.
- Section 7** The EC may make such rules and regulations covering all its meetings as it deems necessary.
- Section 8** The President of the Association (with the approval of at least five EC members) may fill any vacant positions. All members will be notified and the person or persons so appointed shall function in acting capacity until confirmation by two-thirds majority of members present at the following AGM. Other members shall be given the opportunity to compete for any vacancy on the EC if they wish to do so. Such members may inform the President of their desire or recommend another member to serve the interest of the Association. If there is a challenger or challengers, the standard electoral procedure outlined in these By-Laws shall be used for that election.
- Section 9** **Composition of the Elected Executive Council**
The Council shall comprise the following offices –
- i) President
 - ii) Vice President
 - iii) General Secretary
 - iv) Assistant General Secretary
 - v) Treasurer
 - vi) Financial Secretary



- vii) Publicity Secretary
- viii) Social Secretary

Section 10 Ex-Officio Members of Council

The EC President shall co-opt or draft up to ~~a maximum~~ of four members in-good-standing (one of which must be an Immediate Past President) to serve as Ex-Officio Members of Council.

Section 11 Appointments & Removals

- a) The following appointments (when required) shall be made by the EC and such officials shall serve on the Council for only two years unless they are reappointed for a further term of two years. No officer shall serve for more than four years in the same office at a stretch –
 - Chairperson Convention Organizing Committee
 - Director, STEM
 - Director Regional Chapter (one per region)
 - Director, Welfare & Membership
 - Director, Fundraising & Endowment
 - Special Adviser, Finance
 - Special Adviser, Technology
 - Special Adviser, Legal
 - Special Adviser, Corporate Affairs
 - Chairperson Electoral Committee
- b) Each Director / Chairperson shall submit names of chosen committee members to EC for Approval.
- c) The EC shall remove any Director / Chairperson and replace him/her with another appointee at any time if the director or chairperson has completed their tenure, or if, in its opinion, such Director / Chairperson is not performing or for any other reason whatsoever.
- d) The new Director / Chairperson shall appoint his or her own members to the new Committee subject to approval by EC.

Section 12 Ad Hoc Committee

The EC shall have power to establish Ad Hoc Committees and nominate members to serve on such Committees.

Section 13 Advisory Council



The executive council shall appoint five (5) active IGSOSANA members of good character who have had at least 7 years' history of good service in the association to an Advisory Council.

1. The Advisory Council shall serve as an advisory board by assisting the association in making appropriate decisions that will keep the association in line with its objectives.
2. They shall also help the association to gain new insights and help to resolve problems or explore new opportunities by stimulating high quality conversation.
3. The Council shall seek to ensure the best interest of the organization and all stakeholders in all types of decisions.

Every five (5) years, the Advisory Council' composition shall be reviewed, and replacements recommended to the general house by the executives.

A member of the Council shall serve until such a time he/she is replaced by the Executive Council or due to death, incapacitation, resignation, removal due to improper conduct, or any other reason considered necessary to advance and preserve the objectives of IGSOSANA.

Article VIII – Duties of Officers

Section 1 President

- a) The President shall be the principal officer of the association and shall delegate duties to all other officers as is necessary.
- b) In general, he/she will be held responsible for the conduct and affairs of the association.
- c) The President has ultimate responsibility for the operations of the organization.
- d) shall preside at all meetings and serve as Chair of the EC.
- e) shall present an Annual Report at each AGM.
- f) shall ensure that all books, reports and certificates required by law are properly kept or filed.
- g) shall have the power to nominate advisers to the EC.
- h) Required Skills: Exceptional leadership and managerial skills; Must be a visionary with excellent motivational skills; Ability to delegate effectively and supervise others; Good team spirit and a good sense of fair play.

Section 2 Vice President



- a) shall, in the event of the absence or inability of the President to exercise the functions of his/her office, take up the role of acting President with all the rights, privileges and powers as if duly elected President.
- b) Any other function as assigned by the President
- c) **Required Skills:** Same as President.

Section 3 General Secretary

- a) shall keep the minutes and records of the Association.
- b) shall file any certificates as required by statutes of federal, state or municipality governments.
- c) shall serve notices to members.
- d) shall be the custodian of the records and seal of the Association.
- e) shall present to the membership or the EC any communication addressed to the Association.
- f) shall attend to all correspondence of the Association.
- g) **Required Skills:** Good writing skills; Good IT skills with proficiency in MS Word, PDF, and Excel.

Section 4 Assistant General Secretary

- a) shall, in the event of the absence or inability of the General Secretary to exercise the functions of his/her office, become acting General Secretary with all the rights, privileges and powers as if duly elected General Secretary.
- b) Any other function assigned by the General Secretary or the President
- c) **Required Skills:** Same as General Secretary.

Section 5 Treasurer

- a) shall collect all dues, fines and deposit them in the Association's account within three days of receipt.
- b) shall keep custody of all monies or securities belonging to the Association.
- c) shall cause monies to be deposited in a regular business bank or trust company.
- d) shall provide the EC with the Association's monthly bank statements and Year-to-Date (YTD) financial statements.
- e) shall provide the President with all financial documents upon such request.
- f) shall work closely with the Financial Secretary to render financial reports of the preceding fiscal year at each Annual General Meeting (AGM). If the reports are required by statute to be audited, then an audited report must be presented, otherwise, the financial reports approved by the board must



be presented. These reports must have been received by active members at least four weeks before the AGM.

- g) shall, in conjunction with the Financial Secretary, present an audited report of the Association at the AGM.
- h) **Required Skills:** Good IT skills with proficiency in MS Excel, Word, PDF; Accounting/Book-keeping background is also desirable.

Section 6 Financial Secretary

- a) shall work closely with The Treasurer to handle the book-keeping and produce quarterly financial reports for the Association. These reports must include details of contributions (incomes) and expenditures of the Association. Shall also produce Year-to-Date (YTD) summary of current fiscal year financial reports.
- b) Must have a working knowledge of Microsoft Excel program or another computer worksheet program.
- c) Shall, in conjunction with the Treasurer, render the financial reports of the preceding fiscal year at each AGM. If the reports are required to be audited by statute, then an audited report must be presented, otherwise, the financial reports approved by the EC can be presented. These reports must have been received by active members at least four weeks before the AGM.
- d) shall render (at stated periods as the EC shall determine) a written account of the finances of the Association and such report shall be available at all meetings.
- e) shall, in conjunction with the Treasurer or Secretary, file all taxes as required by the statute of a non-profit organization.
- f) **Required Skills:** Same as Treasurer.

Section 7 Publicity Secretary

- a) shall handle all publicity on behalf of the Association.
- b) shall be responsible for publishing the Convention brochure.
- c) shall be responsible for all social media publicity including Facebook, Twitter, Instagram, WhatsApp and other social media tools as applicable.
- d) **Required Skills:** Good IT skills with proficiency in publishing software and social media tools.

Section 8 Social Secretary

- a) shall plan and implement Board-approved social programs for the Association.
- b) shall automatically be a member of any Local Organizing Committee set up by Council.



- c) shall serve as Master of Ceremony for all social functions organized by the Association.
- d) shall compile and keep the history of IGS, photographs, videos and brochures.
- e) **Required Skills:** Excellent sociable skills; Good public speaking capabilities.

Section 11 Regional Director

- a) shall be the main contact for the Region he/she represents.
- b) shall direct and manage all regional activities.
- c) An EC member (except the President) shall automatically be the Regional Director for his or her region. If there are more than one member from a region in the EC, one of them shall be appointed with the consent of the other.
- d) For regions with no representative in the EC, a Regional Director shall be appointed by the President subject to the approval of the majority of the EC.
- e) **Required Skills:** Excellent leadership and management skills.

Section 10 Chairperson Convention Organizing Committee

- a) the **Convention** Organizing Committee (COC) which he/she heads shall be responsible for organizing and managing the Convention of the Association.
- b) shall appoint/co-opt members who may be within or outside the locality of the organizing committee but whose addition would be beneficial to the convention.
- c) Such members appointed or co-opted in (b) above may include active members recommended by the Executive Council based on their convention planning experience or institutional knowledge.
- d) shall present the COC Convention programs including venues, accommodation, transportation, budget and others to the EC for consideration and approval.
- e) shall coordinate all Convention activities and shall be answerable to the EC.
- f) **Required Skills:** Ability to lead/motivate people and manage events successfully.

Section 11 Director STEM

- a) shall appoint/co-opt such members as would be willing to serve with him/her in the STEM Directorate.
- b) shall prepare and manage an EC-approved IT Strategy for IGS.



- c) shall prepare and present long-term and short-term Science & Technology programs for IGS.
- d) shall be responsible for the management and implementation of STEM (Science, Technology, Engineering and Mathematics) programs of the Association.
- e) **Required Skills:** Excellent IT knowledge and a good background in Science & Technology. Must be able to coordinate and lead a team.

Section 12 Director, Fundraising and Endowment Directorate (FED)

- a) shall appoint/co-opt such members as would be willing to serve with him/her on the Fundraising and Endowment Directorate as well as the Finance & Investment Board (FIB) subject to the approval of the Executive Council (EC)
- b) shall preside over the activities of the Fundraising and Endowment Directorate (FED)
- c) shall preside over the activities of the Finance & Investment Board (FIB) with respect to the Endowment.
- d) shall report to EC on all matters pertaining to fundraising and endowment.
- e) **Required Skills:** Ability to raise funds, manage funds and provide visionary ideas and leadership.

Section 13 Director, Membership/Welfare Directorate

- a) shall appoint/co-opt such members as would be willing to serve with him/her on the Membership/Welfare Directorate.
- b) shall collect, collate and document information about each and every member of the Association and shall maintain the confidentiality of such information.
- c) shall maintain a membership register and provide information to the EC whenever applicable.
- d) shall be responsible for membership development and growth, especially by developing communication with all IGSOSA members who reside in North America.
- e) shall seek out and contact members who have become inactive with a view to bringing them back into the fold and getting them to attend regular meetings and Conventions.
- f) shall encourage full attendance at every meeting of the Association and do follow-up on absentees.
- g) shall seek out the welfare of members and inform the President and Council of cases needing attention or support.



- h) **Required Skills:** Well-matured and empathetic approach to human issues; Excellent personnel, motivational and persuasive skills; Proficient in MS-Word and MS-Excel.

Section 14 Special Adviser, Technology

- a) Shall engage a WebMaster & IT Specialist, who may or may not be a member of the Association. The specialist shall be appointed on a renewable 2-year fixed-term contract by the EC. Tenders will be invited from at least two reputable IT and Web-management contractors capable of providing the following services: -
 - i) maintain IGSOSANA websites.
 - ii) ensure that the websites are accessible and functional 24/7.
 - iii) design and maintain the websites by generating and revising web pages as required by the association.
 - iv) ensure website functionality and that domain registration and hosting are current.
 - v) attend to user requests and queries.
- b) shall work closely with and liaise with the WebMaster & IT Specialist on behalf of the Association.
- c) The Special Adviser, Technology, the Financial Secretary and the Publicity Secretary shall be members of the Web/IT Operations. They shall (individually or collectively) coordinate the IT activities of IGSOSANA and interpret the Association's requirements to the WebMaster & IT Specialist.
- d) The Special Adviser, Technology, the Financial Secretary and the Publicity Secretary shall jointly recommend a stipend for the WebMaster/IT Specialist subject to the consideration and approval of the EC.

Section 15 Special Adviser, Legal

- a) Shall assist the organization to review any legal document or matters and advise the IGSOSANA as needed.
- b) Shall lead and coordinate amendments to the Bylaws.

Section 16 Special Adviser, Finance

- a) Shall assist and advise the organization on financial matters as needed.
- b) Shall assist in coordination all the financial reports of the organization in conjunction with the Financial Secretary and Treasurer.

Section 17 Special Adviser, Corporate

- a) Shall advise the organization on any government related matters.
- b) Shall assist the organization with any government required filings.



Section 18 Chairperson Electoral Committee

- a) shall preside over the activities of the electoral committee and perform the duties of Electoral Officer for all elections as required by the Electoral Regulations.
- b) **Required Skills:** Strong ability to manage processes, demonstrate impeccable integrity and command the confidence of members in handling electoral matters. Good communication and IT skills.

Section 19. YENDOW Endowment

IGSOSANA shall establish an Endowment specifically directed at Youth Education, Empowerment & Poverty Alleviation in Ibadan Grammar School to make a huge impact in the lives of young people. The endowment shall be called **YENDOW** (Youth Education & Empowerment Endowment). YENDOW shall be registered by IGSOSANA's Executive Council (EC) as a subsidiary organization but a distinct entity with its own registered By-Laws and Governing Body.

There shall be a YENDOW Board of Directors (BOD) consisting of the President of Ibadan Grammar School Old Students Association of North America (IGSOSANA) as Chairman and four other members (one of which shall be the Managing Director of YENDOW), all appointed by the EC.

A. The Managing Director for YENDOW

- shall report to the BOD on all functions and activities of the YENDOW Movement.
- shall recommend a management structure to be adopted by the YENDOW organization to the BOD for approval.

B. The Director of Fundraising & Endowment (FED)

- shall be a member of the FIB (see section 18) and shall preside over the activities of the Finance & Investment Board (FIB) in the absence of the Chairman.
- shall report to EC on all matters pertaining to both fundraising and endowment until all matters concerning the Endowment have been transferred to YENDOW and FED then concentrates on fundraising for IGSOSANA.

C. Finance & Investment Board (FIB)

FIB (otherwise known as **The Investment Committee**) shall consist of not more than five members including a professional Investment Consultant/Manager. FIB members as well as its Chairman are all appointed by YENDOW's Board of Directors which is chaired by the President of IGSOSANA. All FIB members must accept "fiduciary" responsibility for managing the invested funds. (ref. YENDOW By-Laws).



Article IX – Bank Accounts

- a) The Association shall open and maintain Bank Accounts or any Financial Instruments as may from time to time be deemed necessary by the EC.
- b) The President, General Secretary, Treasurer or Financial Secretary shall be signatories to the Association's bank accounts and financial instruments.
- c) The President and at least any one other signatory shall sign checks issued, and financial instruments made, on behalf of the Association.

Article X – Elections

Section 1 Elections to the Executive Council:

- a) Any active member may nominate himself, herself or any other member for a specified office.
- b) Officers of the Executive Council shall be elected at the Annual General Meeting of the Association by members voting physically through secret paper ballot and electronically online as specified by the Electoral Committee.
- c) A member of the EC shall serve for a period of two years.
- d) A member of the EC shall be eligible for re-election to the same office for another term of two years.
- e) Any member of the EC, who has served on the Council for two consecutive terms in the same office, shall not be eligible to stand for re-election. Such a person may, however, run for a different office.
- f) A member of the Association, re-elected as EC member in the same office, will be eligible to contest the same office after one election cycle.
- g) The winning candidate in each contest is whoever has the most votes.
- h) When there is only one candidate contesting for an office, the candidate shall be deemed to be elected unopposed.

Section 2 Requirements for Elections

- a) To be eligible to vote, members should have satisfied the following requirements:
 - a) Be a paid up and active member.
 - b) Shall have paid his/her dues for the current fiscal year in which an election or item to be voted on is to take place.
- b) To be eligible to run for office, candidates will be vetted by the electoral commission. Eligibility will include:
 - a) Apply and submit an intention to run to the electoral committee.
 - b) Good conduct within the organization as outlined in Article VIII.



- c) Qualifications for the position based on required skills defined in Article VIII - Duties of Officers.
 - d) Run a discretionary, wholesome campaign within the specified period and medium.
 - e) Shall be an active paid member for a minimum of two years including the year in which he/she is running for office.
 - f) Have attended a minimum of 4 quarterly meetings in the prior 2 years before the election.
 - g) Have attended a minimum 6 executive committee meetings in the prior 2 years if she is rerunning for an executive office.
 - h) Shall not be a member of the electoral commission.
- c) Annual dues payments must be made at the latest, four (4) weeks before the election day.
- d) No name shall be added to the voters list four (4) weeks before the election.

Article XI – Electoral Committee & Voting

Section 1 Election of Officers & Electoral Committee

- A. For election of officers, members shall have the option of voting by secret paper ballot or voting electronically.
- B. The Executive Council shall appoint not more than three (3) active members as members of the Electoral Committee.
- C. Electoral Committee members may vote during elections but shall not be eligible to contest for any office during their term.
- D. The President shall appoint one of the members of the Electoral Committee to serve as the Chairperson of the Electoral Committee.
- E. The Electoral Committee shall prepare the Electoral Regulations.
- F. The Electoral Committee shall set up an Electoral Register containing members' data such as name, mailing address, email address, smart phone number and status (active/inactive).
- G. The membership status (active/inactive) shall be updated in the database every 3 months by the Electoral Committee in liaison with the Treasurer.
- H. The Electoral Committee shall allocate a Voting Identity Number (VIN) to every member with which he/she may vote by physical ballot or by electronic means.
- I. The Electoral Committee shall also be responsible for the following:
 - i. Determine the rules governing the Conduct of Elections, especially the Schedule (such as nomination opening and closing dates; offices to be contested; online voting procedures etc.) to all members.



- ii. Publicize the methods and procedures for both paper and electronic voting to all members.
 - iii. Publish the biographical profile of all candidates and circulate to members at least 14 days before election so they can consider the eligibility and suitability of each candidate for the office for which he/she is contesting.
 - iv. Conduct elections, collate the results and announce the winners ~~results~~ at the AGM only.
 - v. Organize and collate results for both offsite electronic and onsite physical voting.
 - vi. Prepare a report to the EC following the election, which may include recommendations for improvements to the electoral process in the future.
- J. Each candidate for election may be allowed by the Electoral Committee to address the AGM and present his/her manifesto or plan of action before voting takes place.

Section 2 Voting

- a) Electoral Regulations shall be published and circulated to all members by the Electoral Committee at least 14 days prior to the elections.
- b) Each active member shall be entitled to only one vote.
- c) The quorum for voting at AGM elections is the same as for other meetings. At least twenty members shall cast their ballot for the election to have any validity. If a quorum is not achieved, the election or business will be postponed/adjourned to a future date. If a quorum is not achieved after the first adjournment, the election or business meeting will go ahead irrespective of the number of members present.

Article XII – Meetings

Section 1 The Agenda for any business meeting or AGM shall be set by the EC.

Section 2 At ordinary/business meetings such as the AGM, voting shall be by acclamation.

Section 3 The Annual General Meeting of IGSOSANA shall be held on the Saturday before the first Monday in September each and every year except the EC decides otherwise. It can be postponed by not more than two weeks from date fixed by these By-Laws.

Section 4 The Annual General Meeting (AGM) of the Association shall be accessible to members remotely using conferencing software/hardware.



- Section 5** The General Secretary shall communicate all Convention hosting information to every member at his/her e-mail address as it appears in the membership roll of the Association.
- Section 6** Regional Groups shall meet as deemed necessary by the officers running such groups and accurate records of proceedings must be furnished to the General Secretary not later than 14 days after the meeting.
- Section 7** The presence of twenty members shall constitute a quorum and shall be necessary to conduct the business of the AGM.
- Section 8** If a quorum is not formed, the meeting shall be postponed for a period no more than four weeks from the date scheduled by these By-Laws and the General Secretary shall cause a notice of the rescheduled meeting to be sent to all members (including those not present at the meeting originally called). An adjourned meeting will require only five members to form a quorum and the decisions taken at such meetings shall be binding on all.
- Section 9** Quarterly, Townhall or Special meetings may be called by the President whenever deemed necessary in the best interest of the Association and these meetings shall be held Virtually.
- Section 10** No other business but that specified in the circular may be transacted at such a special meeting without the unanimous consent of all present at such a meeting.
- Section 11** A copy of the agenda (approved by the EC) must be made available to all attendees.

Article XIII – Revenue Generation & Utilization

- Section 1** The Association shall operate with monies received from annual membership Dues, (ii) Fundraising activities and (iii) Investment proceeds from the endowment.
- Section 2** The Association may execute programs to raise funds for its purposes.
- Section 3** The Association, through the auspices of the EC may solicit funding from philanthropic organizations, governments and individuals. All such funds must be deposited in the bank account of the Association within three business days.



- Section 4** All monies received by the members, regional chapters, committees on behalf of the Association shall be forwarded to the Treasurer for banking within three business Days.
- Section 5** The Association shall set aside 30-35% of its excess revenue each year in a Reserve Fund account dedicated to servicing the maintenance and upkeep of its capital Investments.
- Section 6** All funds generated from the Association's activities shall be used to promote its objectives outlined in Article II or any other objective determined by the EC.
- Section 7** The Finance & Investment Board (FIB) shall advise the EC on the available funds for operations, spending, and investment from the Endowment.

Article XIV – Amendments to Bylaws

- a) These By-Laws may be altered, amended, repealed or added to by an affirmative vote of not less than 2/3 of members in attendance onsite at the AGM and offsite by electronic voting.
- b) 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 voted on.
- c) Any amendments due to a change in legislation shall be communicated in writing to members and implemented immediately by the Executive Committee within 5 days.

Article XV – Miscellaneous Provisions

- Section 1** The motto of the Association shall be the same as that of Ibadan Grammar School: “Deo et Patriae”
- Section 2** The logo of the Association shall be the same as that of Ibadan Grammar School or other modified IGS logo as determined by the National body - IGSOSA.
- Section 3** Every member, every associate member and every honorary member shall be provided with an up-to-date digital copy of these By-Laws.