



DORMITORY / ALUMNI HALL
Artistic Impression Upon Completion



Side View of Main Block

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CONSTITUTION

**ST. CHARLES GRAMMAR
SCHOOL OSOGBO,
OLD BOYS ASSOCIATION**



HELD ON FEBRUARY 22, 2014



SCHOOL ANTHEM

CHORUS: Good St. Charles, our heav'nly Patron,
Our mortal lives here rule
Pray for our beloved nation and
Pray for us, our home, our school

1. Glorious Saint thou didst not fear
Heathen's tyrant savage ire
Blows and wounds from cruel spear
Praising God midst burning fire!

CHORUS: Good St. Charles our heav'nly Patron
Our mortal lives here rule.



Design of New Entrance Gate

Design of Old Entrance Gate



- (ii) Promote collaboration among stanzas and branches through scheduled meetings of Stanza/Branches Chairmen with the President and Executive Council.
- (iii) Produce a comprehensive data base of Charleans, in collaboration with Stanzas, State Chapters and the Diaspora and update data base on bi-annual basis.
- (iv) Promote registration of more Charleans on the web networking facilities, including charleans online group, through continuous awareness creation.
- (v) Regularly liaise with the Charleans website designer towards the Association's website enhancement, development and regular information upload.
- (vi) Extend moral and financial support of the Association and individual Charleans to deserving, active members and their families at the times of need.
- (vii) Manage the Charleans Welfare Fund to be established by the Central Executive Council, in line with its recommendation and subsequent approval by the Council.
- (viii) Ensure effective dissemination and coordination of Charleans' activities (Burial, Wedding, Birthday etc.) via electronic and other means.
- (ix) Promote the participation of Charleans in such activities and take the lead in actively participating in such programmes.
- (x) Assist Charleans for employment and business networking leads and avail them of such similar opportunities.
- (xi) Carry out other assignment towards promoting networking among Charleans, as may be directed by the President or the Executive Council.

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CONSTITUTION OF
ST. CHARLES GRAMMAR SCHOOL OSOGBO, OLD BOYS ASSOCIATION

SECTION A

NAME:

1. There shall be an Association, with members to be referred to as "CHARLEANS".
2. Membership of the Association shall be open to all persons who at one time or the other attended St. Charles Grammar School, Osogbo, Nigeria.

- (v) Identify other schools' Old Students Association with similar objectives for collaboration.
- (vi) Carry out other assignments relating to promotion of academic excellence as may be directed by the President or Central Executive Council.

3. FINANCE & FUND-RAISING COMMITTEE

- (i) Identify and maintain a register of past, current and prospective charitable Charleans, Corporate organisations, governments, embassies, and non-governmental organisations capable of giving substantial financial support to the OBA.
- (ii) Articulate, plan and implement a minimum of two (2) successful fund raising events annually for the Association, including mid-year "Luncheon with the President" and end year "Annual Charleans Reunion/Fundraising Luncheon".
- (iii) Constantly liaise with Branches, Stanzas and other parties for the purpose of donations and project sponsorships.
- (iv) Determine and implement the modalities for effective collection, remittance and record taking of monthly, quarterly or annual dues payable by individual Charleans to the Central body, through stanzas and branches as may be approved by the Executive Council.
- (v) Recover all pledges and amounts due to the Association and keep records of all funds so received with periodic reports to the Executive Council.
- (vi) Carry out other assignment towards enhanced revenue generation as may be directed by the President or Central Executive Council.

4. CHARLEANS' NETWORKING & COLLABORATION COMMITTEE

- (i) Articulate and implement strategies for formation of a number of new stanzas, branches and reactivation of moribund stanzas, within staggered but defined time frames.

a minimum of one monthly meeting in the first six (6) months after inauguration, and thereafter decide the regularity of its meetings thereof.

The proposed schedule of Committee meetings would form a part of the first Report for submission to the EXCO.

11. Individual Committee/Joint meetings of all Standing Committees shall hold quarterly. Subsequent joint meetings would be as may be agreed.

STANDING COMMITTEES' TERMS OF REFERENCE

1. CAPITAL PROJECTS / INFRASTRUCTURE MONITORING COMMITTEE

- (i) Identify ongoing infrastructural projects due for completion, determine bills of quantities, cost estimates and propose timelines from implementation to completion.
- (ii) Identify new infrastructure projects, prepare BOQs, cost estimates & classify by proposed timelines.
- (iii) Carry out construction of infrastructural projects as sponsored by Charleans, Stanzas, Branches or External Parties; after due approval by CEC.
- (iv) Identify support infrastructure and facilities, including desks, chairs, I.T. equipment required, with cost estimates and proposed timelines.

2. ACADEMIC EXCELLENCE COMMITTEE

- (i) Take a holistic approach to identifying major causes of current low academic performance of the school and proffer actionable solutions.
- (ii) Periodically plan and implement motivational and Leadership Seminars for current students towards reorientation and leadership potentials development.
- (iii) Identify critical stakeholders and influential policy moulders to engage, and articulate action plan for stakeholder engagements, including the State Governor.
- (iv) Set up courtesy visits with identified stakeholders and actualise such, with the Central Executive Council.

SECTION B

PREAMBLES

Vision & Mission Statements:

The Vision & Mission Statements of the Association shall be as follows:

Vision:

“To be a foremost Alumni group, supporting the governing authority of our Alma Mater in the provision of quality secondary school education and support of lifelong well-being of every Charlean”

Mission:

“The Association will mobilize and interact with Alumni both at home and in the Diaspora and generate resources through them with commitment, responsibility and accountability. We will provide entrenched support for high quality education delivery and first-class academic performance in our Alma Mater, while promoting economic, social and overall prosperity of all Charleans and humanity in general.”

SECTION C

OBJECTIVES:

The objectives of the Association shall be as follows:

1. To create an active interest of Old students in the welfare and development of the School.
2. To unite Old Students in bonds of Friendship, Comradeship and mutual understanding.
3. To provide a forum for the open discussion of matters relating to the school and Old Students' welfare and development.
4. To encourage the setting up of States, Towns and Class Stanzas of the

Association.

5. To engage in activities that would aid the development of the school and to raise funds for the execution of such activities.
6. To engage in any activities that may be beneficial to the School and Old Students and can be conveniently carried on with or in conjunction with the other above-mentioned objectives.

SECTION D

TRUSTEES

The Trustees of the Association for the purpose of the Companies and Allied Matters Act No. 1 of 1990, Part C and any other relevant statutes in force shall be Trustees appointed and registered with the Corporate Affairs Commission, or as may be appointed at the Convention of the Association.

- i. The Board of Trustees shall appoint the Chairman for the Board from among its membership.
- ii. Such Trustees shall be five (5) in number and shall be known as the Registered Trustees of St. Charles Grammar School Osogbo Old Boys' Association.
- iii. To be eligible for appointment as a Trustee, the nominees must be a respected, visibly active and committed Charlean.
- iv. The Registered Trustee shall remain in office for a term of five (5) years. However any or all of the members of the Board may be re-appointed and may remain in office for an unlimited term subject to renewal of his appointment at the expiration of every term of five (5) years with full compliance of the required legal processes.
- v. The quorum of the Board shall be three (3) and all its meetings shall be at the instance of its Chairman or by the members forming the quorum jointly summoning the meeting.
- vi. For the purpose of quorum, attendance via conference calls shall be deemed to be valid or any other electronics or any telecommunication

ADDENDUM

IN LINE WITH SECTION L, ON PAGE 16 OF THE CONSTITUTION AS AMENDED STANDING COMMITTEES: GENERAL GUIDELINES & MODUS OPERANDI

1. Each of the Committee shall be a standing Committee, except as may be otherwise stated.
2. Each Committee shall be headed by a Chairman, supported by a Vice Chairman, as may be appointed by the President.
3. Each of the Committees shall appoint its Secretary and an Assistant Secretary.
4. The Officers so appointed as above, led by Committee Chairman, shall coordinate, direct and drive the activities of the Committee.
5. Distinguished Charleans appointed as Advisers to each Committee shall act in advisory capacity and may attend Committee meetings from time to time, as may be expedient.
6. Each Committee Chairman shall be at liberty to co-opt other Charleans into his Committee as he deems fit, provided that the President shall be notified of such inclusion.
7. Each Committee shall be required to determine its clearly defined programme of action and activity, broken down into short, medium and long term programmes or projects. Dates, cost estimates (as applicable) and responsibility should be articulated by the Committee.
8. The draft programme of each Committee shall be in line with its terms of reference and subject to the approval of the Executive Council.
9. Each Committee is expected to present its first Report with its programme of action at the first joint Committees meeting with the Executive.
10. Each Committee would be required to agree its scheduled meeting dates and circulated to its members, provided that each Committee would hold

SECTION M

DISCIPLINE:

- a. There shall be a Disciplinary Committee of the Association to be headed by the 1st Vice President and four (4) other Members to be appointed by the Central Executive Council.
- b. The Disciplinary Committee shall have powers to look into any reported case of misdemeanor against any Member of the Association and recommend appropriate disciplinary action to the Central Executive Council.
- c. In case of proven or alleged impropriety, non-performance or acts detrimental to the interest of the Association against any Member of the Executive, an Extra-Ordinary General Meeting of the Association shall be summoned to look into the allegation and to recommend appropriate disciplinary measure which may include the removal of such an Officer from office.

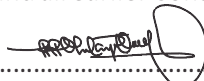
SECTION N

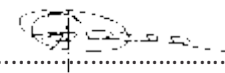
AMENDMENTS:

Any provision of this constitution can be amended only at a Central Convention upon a motion for an amendment supported by not less than two-third (2/3) of Members present and voting at the Central Biennial Convention or at any Extra-Ordinary General Meeting called for that purpose.

REPEALS AND SAVINGS

This Constitution shall come into force on the 22nd Day of February, 2014 and all earlier Constitutions of the Association are hereby repealed.


.....
Charlean Tayo Orokoya
President


.....
Charlean Lanre Bakare
General Secretary

- medium in vogue.
- vii. Any member of the Registered Trustees shall cease to hold office if he;
 - (a) Resigns his office
 - (b) Becomes insane.
 - (c) He is officially declared bankrupt.
 - (d) Convicted by a court of competent jurisdiction of a criminal offence involving dishonesty.
 - (e) He is recommended for removal from office by the Central Executive Council and the recommendation is approved by two third (2/3) majority of the members present and voting at a Convention in which it is a pre-fixed item on the agenda.
 - viii. Upon vacancy occurring in the number of Registered Trustees, such a vacancy shall be filled at the next Central Convention of the Association.
 - ix. The Trustees shall have a common seal which shall be kept in the custody of the General Secretary of the Association who shall produce same when required for use by the Trustees.
 - x. The documents to be executed by the Registered Trustees shall be signed by at least three (3) of them and sealed with the common seal.
 - xi. The Registered Trustees shall:
 - a. Act in an advisory role to the Central Executive Council, which is the executive decision making organ of the Association.
 - b. Have power to acquire and hold in trust for the Association all land or other properties belonging to the Association.
 - c. Act as the conscience of the Association advising on issues of standard of morality and respect for constituted authority of the Association, among others.
 - d. Advise the Association and safeguard its interests.
 - xii. The General Secretary shall also serve as Secretary to the Board of Trustees. He may however delegate this responsibility to the Assistant General Secretary.

SECTION E

STANZAS, CHAPTERS & RELATIONSHIP WITH CENTRAL EXECUTIVE COUNCIL (CEC):

1. A Stanza constitutes a set of Students who graduated together at the same time or who were classmates most of the time in the School.
2. A Branch or Chapter is formed in a town, Local Government Area, Higher institution or State.

The Designations of the following Officers of the Association shall be as follows:

i. Stanza Leadership – “Chairman”

ii. Branches / Chapters Leadership – “Chairman”

3. The Central Executive Council (CEC) is the Umbrella Executive Authority of all Charleans of any level of the Association, including those in the Diaspora.
4. Charleans in Diaspora include our Old Boys in U.S.A, U.K, Germany, China, Japan, South Africa, Australia etc.
5. That the Central Executive Council (CEC) shall form an Expanded Consultative Committee to be called “Charleans Central Working Committee”(CCWC) to meet at least twice yearly. Membership of the CCWC shall comprise the CEC members, Branch/Chapter Chairmen and Stanza Chairmen of the Association as well as Chairmen and Secretaries of the Standing Committees under this Constitution.

SECTION F

MEETINGS:

There shall be the following Meetings of the Association:

FINANCIAL REGULATIONS AND CONTRIBUTIONS

The Association shall be funded from:

1. Subscriptions from Members of the Association and Stanzas, the value and time of payment of which shall be determined by CEC.
2. Stanzas Annual Subscription Fees paid by Stanzas, the value of which would be determined from time to time by CEC.
3. Special levy/levies fixed by CEC at the Biennial Central Convention or at any other place.
4. Donations
5. Proceeds of fund-raising activities.

ACCOUNTS

- a. The Association shall have bank accounts into which all monies received on behalf of the Association must be paid while all Endowment Funds by Charleans for worthy causes must be held in separate accounts outside the day-to-day running of the Council and shall be professionally managed.
- b. The Central Executive Council, through the Financial Secretary, Treasurer, and Auditor must ensure that proper books of accounts are kept and must lay same before the Biennial Convention, a Financial Report & Accounts.
- c. The CEC shall at the end of each year send the Audited Annual Accounts of the Association to all the Association's Stanzas/Branches/Chapters made up to March 31st of each year.
- d. The President, General Secretary, Treasurer and anyone other Officer of the Association shall be Signatories to the Association's accounts and any two (2) shall sign at a time.

any other costs to the Association.

- e. He shall submit budgets of proposed events for consideration by the Central Executive Council and render full accounts of the Association's events such: Presidential Dinner, Fund Raising, Family Re-Union, etc. to the Council.
- f. He shall carry out any other function as the President may deem fit to assign to him.

12. Auditor:

- a. The Auditor shall be required to audit the Association's accounts at the end of each Financial Year and present his Auditor's Report to the Association through the President.
- b. He shall audit the Association's accounts for the purpose of the Biennial Central Convention and which shall be presented to the Members of the Association by the Auditor personally at the Biennial Convention.

SECTION K

ASSOCIATION'S STANDING COMMITTEES:

The Association shall have the following Standing Committees with roles, responsibilities and powers in accordance with the overall Mission and direction of the Association:

1. Capital Projects / Infrastructure Monitoring Committee
2. Academic Excellence Committee
3. Finance & Fund-Raising Committee
4. Charleams' Networking & Collaboration Committee

The President, with the approval of the Executive Council is vested with the authority to reconstitute, retain or dissolve the Standing Committees upon assumption of office as he deems fit.

SECTION L

1. Biennial Central Convention:

The Biennial Central Convention shall be highest policy-making body of the Association and its decisions shall be binding on all other organs, Meetings, Branches, Stanzas or units of the Association.

Biennial Central Convention shall be held at the School compound in Osogbo or at any other venue determined prior to the Convention by the Central Executive Council (CEC) to transact the following businesses:

- a. To review progress of the Association
- b. To review progress of the School
- c. To consider the Report of CEC
- d. To elect Officers for the Association
- e. To conduct any other business relevant to the Association

CEC shall give at least 21 days Written Notice of the Biennial Convention to all Stanzas.

2. Extra-Ordinary General Meeting:

The Association may hold Extra-Ordinary General meeting of members at any time to discuss urgent matters that cannot be allowed to wait until a Central Biennial Convention.

Any Extra-Ordinary General Meeting shall be called by CEC on its own initiative or upon a written requisition for it by at least three (3) Stanzas of the Association.

CEC should give at least one (1) week Written Notice of the Extra-Ordinary General Meeting to all Stanzas.

3. The Central Executive Council (CEC)

- (a) The CEC shall meet at least twice (2) in each year to deliberate and take resolutions on the affairs of the Association. The time and venue of such meeting shall be decided by President or the "CEC".

- (b) The meeting of CEC shall be summoned by the General Secretary upon the instruction of the President provided that any other Member of the Executive Council may requisition for a Meeting by demanding in writing that the President should direct the General Secretary to summon a Meeting of CEC.
- (c) The President may co-opt or invite any other person not being a member of the Central Executive Council to attend its meeting in order to aid their deliberations.
- (d) The quorum for Central Executive Council Meeting shall be one third of the Central Executive Council Members present in person, Diaspora Council Member present by Conference Call, and no co-opted or invited person present shall be counted for reason of a quorum.

4. Meeting of CCWC:

- (i) The meeting of the Charleans Central Working Committee (CCWC) shall be held at least twice a year comprising members of the CEC with the Stanza Chairmen, Chapter/Branch Chairmen, Chairmen & Secretaries of Standing Committees in order to brainstorm and proffer solutions to the challenges facing the Association. The time and venue of such meeting shall be decided by the CEC. The CCWC Meetings shall be presided over by the "President".

SECTION G

OFFICERS:

There shall be the following Officers of the Association all of whom shall constitute the Central Executive Council (CEC) of the Association:

1. PRESIDENT
2. DEPUTY PRESIDENT
3. 1ST VICE PRESIDENT

- receipts for all monies received.
- e. He shall pay to the Treasurer all monies he collects on behalf of the Association.

9. Treasurer:

- a. The Treasurer shall be the custodian of the Association's accounts and monies collected on behalf of the Association and shall be paid over to him.
- b. He shall pay into the Association's bank account all monies paid over to him within a reasonable time.
- c. He shall cause to be issued records of all monies he receives on the Association's behalf.
- d. He shall pay out money on behalf of the Association upon the directive of the President and/or NEC and shall receive receipts for all such payments.
- e. He shall keep proper records/books of account for all receipts and payments on behalf of the Association.
- f. He shall be a signatory to the Association's bank accounts.

10. Publicity Secretary:

- a. He shall be responsible for the enlightenment of members regarding the activities of the Association.
- b. He shall be responsible for the Publication of Charleans Newsletter and Uploading of Contents/Information on the CharleanYahoo Group.
- c. He shall be the Editor or Co-Editor of the Association's Periodicals.

11. Social Secretary

- a. The Social Secretary shall be responsible for the arrangement of all social activities of the Association.
- b. He shall facilitate participation of all Stanzas & Branches world-wide in the Association's activities.
- c. He shall recommend to the CEC the appropriate Gate Fee/Levy payable by members at the Association's Social Events.
- d. He shall propose good quality events that justify the running cost and

5. 3rd Vice - President

- a. He shall deputize for the President, Charleans in Diaspora in his absence.
- b. He shall carry out all such other activities that may be assigned to him from time to time by the President or the Deputy President.

6. General Secretary:

- a. The General Secretary shall summon all meetings of the Association upon the directive of the President.
- b. He shall take the minutes of the meetings and keep records of all the activities of the Association.
- c. He shall handle all correspondence on behalf of the Association and perform the secretarial functions of the Association.
- d. He shall be a signatory to the Association's accounts.

7. Assistant General Secretary:

- a. The Assistant General Secretary shall assist the General Secretary in the discharge of his duties and shall perform the duties of the General Secretary in his absence.
- b. He shall also perform any other duties that may be assigned to him by General Secretary/President.

8. Financial Secretary:

- a. The Financial Secretary shall be responsible for the preparation and safe custody of all the financial records of the Association.
- b. He shall prepare and present before the Biennial Central Convention, the Association's Accounts and Financial report for the previous two (2) years.
- c. On the directive of the President and/or the Executive Council, he shall make payments.
- d. He shall issue all payment vouchers for all expenditures and issue

4. 2ND VICE PRESIDENT

5. 3RD VICE PRESIDENT (Provided that the EXCO of Charleans in the Diaspora shall nominate one of its Chapter Chairmen to occupy this position and participate in Meetings via conference calls)

5. GENERAL SECRETARY

6. ASSISTANT GENERAL SECRETARY

7. PUBLICITY SECRETARY

8. SOCIAL SECRETARY

9. TREASURER

10. FINANCIAL SECRETARY

11. AUDITOR

12. EX-OFFICIO: COMPRISING;

I. IMMEDIATE PAST PRESIDENT, CEC

II. IMMEDIATE PAST PRESIDENT, CHARLEANS-IN-DIASPORA

SECTION H

PATRONS AND MATRONS

On the recommendation of the Central Executive Council, the Biennial Central Convention shall have powers to approve the appointment of persons of reputable character and standing in the society as Patrons or Matrons of the Association. The Convention also can remove any Patron or Matron previously appointed upon the recommendation of CEC.

Provided always that the Bishop of Osogbo Diocese of the Roman Catholic Church shall always be Spiritual Patron of the Association.

SECTION I

ELECTIONS:

1. Election into the Association's offices shall be conducted at the Central Biennial Convention.

2. Candidates seeking election into any of the Association's offices must be

sponsored in writing by their respective Local Stanzas and such sponsorship must be signed by the Chairman and Secretary for the time being in force of the said Local Stanza; provided always that no stanza shall be allowed to sponsor more than one candidate for any of the Association offices.

3. Any person elected into any office of the Central Executive Council shall hold office for a term of two (2) years and no person shall be allowed to spend more than two consecutive terms in any office of the Association.
4. Only Financial Members shall be eligible to vote or be voted for into any office of the Association.

SECTION J

DUTIES OF THE ASSOCIATION'S OFFICERS:

1. President:

- a. The President shall be the head of the Association and Leader of the Central Executive Council.
- b. He shall preside over all meetings of the Association
- c. He shall, through the General Secretary, summon meetings of the Association.
- d. He shall be responsible for the orderly conduct of all the Association's Meetings and shall have powers to call to order any unruly member or ask such unruly Member to leave the venue of the meeting and or call for the adjournment of any meeting the conduct of which, in his opinion, has become unruly.
- e. He shall be a signatory to all the accounts and documents of the Association.
- f. He shall be the Chief Executive Officer of the Association and in that wise shall have and carry out all the residual powers and duties of the Association not specifically under this Constitution assigned to any other

Officer of the Association. He may handover assign or delegate any such residual power and duty to any other Officer of the Association provided also that he shall be responsible and accountable for the discharge of such delegated function.

- g. He shall constitute, reconstitute, retain or dissolve Standing Committees upon assumption of Office as he deems fit with the approval of the CEC.

2. Deputy President & President of Charleans in Diaspora:

- a. He shall co-ordinate the activities of Charleans in Diaspora and give regular report to the President and the CEC.
- b. He shall be responsible for the development and formation of new branches and Chapters internationally.
- c. He shall carry out all such other functions that may be assigned to him from time to time by the President.

3. 1st Vice President:

- a. The 1st Vice President shall advise and assist the President in the discharge of his duties and act for him in his absence.
- b. He shall carry out all such other activities that may be assigned to him from time to time by the President.

4. 2nd Vice - President:

- a. He shall deputize for the President and 1st Vice President, in the absence of both officers.
- b. He shall carry out all such other activities that may be assigned to him from time to time by the President, or in his absence the 1st Vice President.