



**EVA ADELAJA GIRLS' SECONDARY GRAMMAR SCHOOL
BARIGA, OLD GIRLS' ASSOCIATION**

U.K CHAPTER (UNITED KINGDOM)

eagsgsogaukchapter.org.uk

**CONSTITUTION OF OLD GIRLS' ASSOCIATION UK CHAPTER
OF
EAGSGS OGA UK Chapter**

March 2023

ARTICLE 1 - NAME OF THE ASSOCIATION

The Association shall be known as **Eva Adelaja Girls' Secondary Grammar School Old Girls Association UK Chapter (EAGSGS OGA UK Chapter)** hereinafter referred to as "the OGA UK Chapter".

ARTICLE 2 - AIMS OF THE OGA UK CHAPTER

- i. To promote the growth and progress of the alma mater and contribute to the enduring excellent existence of the school for coming generations.
- ii. To organize events and activities to promote friendship and networking among members.
- iii. To always promote social inclusion and general wellbeing of all members of the OGA UK Chapter.
- iv. To recognise and reward the excellent service and contribution of its members.
- v. To promote true friendship, comradeship, and assistance among all old girls.

ARTICLE 3 - MEMBERSHIP

- i. Membership shall be open to all Old Students of the School who must have spent at least one year in the school, regardless of age, civil status, and position in life.
- ii. A member shall be a financial member who has paid the annual dues of the OGA UK Chapter.



- iii. Members of the Old Girls Association outside Nigeria constitute the Chapters. A Chapter is a combination of different Year Sets of the school's old students.
- iv. Without prejudice to being a member of a School Chapter, members are encouraged to belong to only one Year Set to allow for ease of administration and accountability.

ARTICLE 4 – SECRETARIAT – N/A

ARTICLE 5 – MEETINGS

ANNUAL GENERAL MEETING

- i. The Accounting period for the OGA UK Chapter shall be from 1st April to 31st March. This shall be followed by the Annual General Meeting (AGM) of the OGA UK Chapter.
- ii. A mandatory notice period of 4 weeks must be given to inform members of an AGM date.
- iii. The notice will be posted on the OGA UK Chapter WhatsApp and social media platforms for a wider circulation.
- iv. Prior to the AGM, all audited report, copy of constitution must be provided to all members via email and social media platforms.
- v. All comments on the audited reports and Constitutions shall be sent to the Chairperson at least one week before the AGM.
- vi. The Treasurer shall provide a report on the OGA UK Chapter's Account at AGM.
- vii. All accounts and balances shall be read out and presented to members at the AGM.

QUARTERLY MEETINGS

- i. There shall be a Quarterly meeting of the OGA UK Chapter on the 3rd Saturday or Sunday of that quarter at 5pm prompt at a venue to be announced.
- ii. The General Secretary shall be responsible to notify members on all meetings.
- iii. An emergency meeting may be called by the Chairperson for some unforeseen circumstances that require immediate attention/action where it is impracticable to provide adequate notice as required.
- iv. The School Anthem shall be sung at the end of every meeting.



ARTICLE 6 - QUORUM

- i. For the Quarterly Meetings, a minimum of Eleven (11) members shall form a quorum for holding the Quarterly meeting.
- ii. For the Annual General Meetings, a minimum of Twenty-one (21) members shall form a quorum for holding the Annual General meeting.
- iii. If the number of members is less than the minimum number specified above, a 1/3rd of the members present which should include the Chairperson and/or Vice Chairperson and the General Secretary, shall form a quorum for the purpose of holding the meeting.

ARTICLE 7 - FINANCE

ANNUAL DUES:

- i. A voluntary Annual due of £50 per member shall be payable to the OGA UK Chapter's bank account. The amount is subject to review when considered necessary and to be confirmed by a Referendum conducted in a full house.
- ii. The UK Chapter can be called upon for support/donations for projects embarked on by the National body, Lagos on behalf of the School and such shall be responded to according to the Chapter's financial capacity.
- iii. The UK Chapter may decide to undertake a project in the school outside that earmarked by the National body provided the obligations of the Chapter shall not be affected.
- iv. Only duly paid-up members are eligible to contest for office during an election.

ANNUAL DUES TO NATIONAL BODY OF EAGSGS OGA LAGOS

- i. The OGA UK Chapter shall subscribe to the EAGSGS National body Lagos, Nigeria and pay annual dues accordingly.
- ii. The OGA UK Chapter shall pay annual subscription of 100,000 Naira and an additional 100,000 Naira shall be contributed for the Founder's Day annual event payable to the National body, Lagos.

STRUCTURE OF THE OGA UK CHAPTER

For the efficient and effective governance of the association's aims and objectives, the OGA UK Chapter shall be structured as follows:

- I. The **Board of Trustees of the OGA UK Chapter – SEE ARTICLE 12**
- II. The **Officers of the OGA UK Chapter – SEE ARTICLE 8**



ARTICLE 8 - OFFICERS OF THE OLD GIRLS' OGA UK CHAPTER

The Officers of the OGA UK Chapter shall be of Ten (10) types:

- i. The Chairperson
- ii. Vice-Chairperson
- iii. The General Secretary
- iv. The Assistant General Secretary
- v. The Social Secretary
- vi. The Assistant Social Secretary
- vii. The Publicity Secretary
- viii. The Treasurer /Financial Secretary
- ix. The Assistant Financial Secretary
- x. Two (3) Welfare Officers
- xi. The Whip

ARTICLE 9 - OFFICERS' RESPONSIBILITIES

THE CHAIRPERSON shall:

- a. Support the effective and efficient running of the OGA UK Chapter by making timely decisions and manage the OGA UK Chapter resources adequately.
 - b. Liaise and communicate effectively with all stakeholders, National body, alma mater, and all other relevant authorities.
 - c. Ensure the overall running of the OGA UK Chapter follows all UK rules and regulations.
 - d. Ensure that the goals of the OGA UK Chapter are achieved and all undertaken projects by the OGA UK Chapter are approved by majority of members, have a start and completion date.
 - e. Ensure Project cost is within the budget of the OGA UK Chapter.
 - f. Convene and presides over meetings of the OGA UK Chapter In case of any argument, the Chairperson's view shall always be respected.
 - g. Be the OGA UK Chapter's spokesperson, deliver the Address at all Annual General Meetings and setting out the plans for the following year.
- Be a co-signatory to the OGA UK Chapter's accounts and sign all correspondence on behalf of the OGA UK Chapter



i. **THE VICE CHAIRPERSON shall:**

- a. Assist and support the Chairperson generally in her duties.
- b. Deputise for the Chairperson where necessary and as directed by the Chairperson i.e., when the Chairperson is absent.
- c. In the event of the absence of the Chairperson, the Vice Chairperson shall manage the affairs of the OGA UK Chapter and feedback to the Chairperson upon arrival with key decisions shall be deferred to the Chairperson.
- d. Be responsible for engaging all officers to attend all internal and external engagements relating to the OGA UK Chapter.
- e. Be a co-signatory to the OGA UK Chapter's accounts.

ii. **THE GENERAL SECRETARY shall:**

- a. Organize all meetings of the OGA UK Chapter on the advice of the Chairperson or the Board of Trustees. record and keep accurate minutes of all meetings and ensure that minutes of meetings are made available for circulation to all members of the OGA UK Chapter, irrespective of whether they attended the meeting or not, within two weeks of such meetings.
- b. Carry out all administrative duties of the OGA UK Chapter, including but not limited to handling correspondence to and from the OGA UK Chapter, preparing meeting agendas and circulating all necessary information to members of the OGA UK Chapter as advised by the Chairperson or the Board of Trustees
- c. In person or by delegation to the Assistant General Secretary, ensure that information about the OGA UK Chapter's activities is promptly communicated to the Publicity Secretary for dissemination on the OGA UK Chapter's various media platforms.
- d. Carry out any other functions that the Chairperson may assign to her from time to time.
- e. Be a co-signatory to the OGA UK Chapter's accounts.

iii. **THE ASSISTANT GENERAL SECRETARY shall:**

- a. Assist the General Secretary and support her in carrying out the duties and responsibility of the role.
- b. Stand-in for the General Secretary in her absence.



iv. **TREASURER / FINANCIAL SECRETARY shall:**

- a. Receive all monies paid to the OGA UK Chapter by members, pay same into the OGA UK Chapter's Bank account and maintain adequate records of all receipts and payments of all financial transactions of the OGA UK Chapter.
- b. Not pay any bills; claim any money **except** on the authority of the Chairperson and the Vice Chair.
- c. Surrender her books for examination whenever requested to do so by either the OGA UK Chapter's Auditor or any quorum formed by members of the OGA UK Chapter in any meeting.
- d. Prepare annual Income and Expenditure Account showing the true and fair view of the financial position of the OGA UK Chapter to the General House.
- e. Be a co-signatory to the OGA UK Chapter's accounts and will be responsible to deliver all accounting report at the AGM.
- f. The OGA UK Chapter's Bank Statement of Account shall be addressed to the Treasurer/ Financial Secretary.

v. **THE ASSISTANT FINANCIAL SECRETARY shall:**

- a. Assist the Treasurer/ Financial secretary in all her responsibilities and duties to the OGA UK Chapter
- b. Stand-in for the Financial Secretary in her absence.

vi. **THE PUBLICITY SECRETARY shall:**

- a. Be the Public Relations Officer of the OGA UK Chapter.
- b. Ensure the effective publicity of the OGA UK Chapter and responsible for the disclosure of any information relating to the OGA UK Chapter to the media or press.
- c. Print and/or publish all the OGA UK Chapter's materials so approved by the General House or the Officers of the OGA UK Chapter.
- d. Ensure proper representation of the OGA UK Chapter at social events including invitations by other Old Students' OGA UK Chapters



- e. Promote and publicise all activities and communications relating to the OGA UK Chapter and raise the profile of the OGA UK Chapter in public domain through media and IT.
 - f. Ensure that the OGA UK Chapter's website and social media platforms are regularly updated with the OGA UK Chapter's activities.
 - g. Present a positive public image and reflect the aims and objectives of the OGA UK Chapter
 - h. Be directly responsible to the Chairperson on all urgent matters related to the OGA UK Chapter Public image.
 - i. Be responsible for any promotional items to raise the image of the OGA UK Chapter at exhibitions and events.
- vii. **THE SOCIAL SECRETARY shall:**
- a. Organise and supervise all social activities undertaken by the Chapter.
 - b. Organise and provide all the catering services for the General meetings, Annual General Meeting (AGM) and Board of Trustees' meetings.
 - c. Project the image of the OGA UK Chapter in a way that promotes the reputation of the Chapter.
 - d. Liaise with the Chairperson and the Publicity Secretary to ensure all social activities undertaken by the OGA UK Chapter are beneficial to members.
- viii. **THE ASSISTANT SOCIAL SECRETARY shall:**
- a. Assist the Social Secretary and Board of Trustees in all the social engagements of the OGA UK Chapter.
- ix. **THE WHIP shall:**
- a. Maintain discipline during meetings and on all other social media platforms used by the OGA UK Chapter.
 - b. Impose fines where necessary to any of the OGA UK Chapter member who violate rules during meetings and to any offence of misconduct on all social media platforms used by members i.e., WhatsApp.
 - c. Liaise with the General Secretary to determine where the next meeting shall take place.



x. THE WELFARE OFFICERS (x3) shall:

- a. Be the main point of contact for all welfare matters concerning the wellbeing of members of OGA UK Chapter, including attendance at celebrations, landmark events, visiting members with ill health and bereavement.
- b. Ensure any issues of concerns about members' welfare are communicated swiftly to the Chairperson/officers.
- c. Follow up on members who have become inactive over an unreasonable period.
- d. Organise events to promote the welfare of members.
- e. Welfare Officers, being the frontline officers shall engage with members regularly and call for contributions by the general house for any welfare need or assistance.

ARTICLE 10 - ENGAGEMENT WITH EXTERNAL STAKEHOLDERS

i. Nigerian Schools Foundation (NSF) UK:

- a. The OGA UK Chapter shall continue with the ongoing partnership with NSF and pay the annual subscription.
- b. The OGA UK Chapter shall abide with the protocols of NSF UK and engage on all the activities as set out accordingly.

ii. Nigerian Alumni Schools registered under NSF UK:

- a. The OGA UK Chapter shall limit attendance of external events to two schools in a year whilst other events shall be based on voluntary attendance for members without the participation of the OGA UK Chapter
- b. For the two school events, the OGA UK Chapter shall donate £100 towards the inviting school fundraising activity if any.

ARTICLE 11 - ELECTION OF OFFICERS

i. PROCESS OF ELECTION

- a. The general body of the members of the Association shall constitute a 5-member Screening/Electoral Committee before an election would hold.



- b. The Screening/Electoral Committee, as constituted in accordance with the Constitution shall issue the criteria for every elective position, provided always that any member being nominated for any elective position shall be a much-disciplined member of the Association.
- c. Contesting members shall be financial members of the Association.
- d. A prospective Candidate can nominate herself or nominated by other members.
- e. Members of the Association shall vote as a general body.
- f. Election shall take place during the last month of the tenure of the serving Executive Council.
- g. The mode of election shall be the Survey Monkey.

ii. ELIGIBILITY FOR POSITIONS

- a. The Chairperson must be a financial member who has been active in the Association for not less than 5 years and who has demonstrated responsibility and capacity to be able to manage the Association.
- b. The Vice Chairperson must be a financial member who has been active in the Association for not less than 3 years.
- c. Other officers must be financial members who have been active in the Association for not less than 2 years.

iii. TENURE OF OFFICERS

- a. The Association's Officers shall serve for a tenure of two (2) years and the tenure of office of all positions is renewable at the instance of the general body of the members of the Association by a simple majority after the first term of two (2) years and for not more than another 2-year term.
- b. If the tenure of office of an officer is prolonged due to any unforeseen circumstances, the election shall be fixed at the earliest convenient date that is agreed to by members.
- c. The tenure of office of all positions can be renewed after the first term.



iv. HAND-OVER

The outgoing OGA UK Chapter Executive Council shall prepare detailed hand- over notes to the incoming OGA UK Chapter Executive Council. This must be commenced within one week of the election of new officers and concluded within 4 weeks or by the swearing-in date.

- a. An Electoral Committee consisting of a minimum of 3 (three) and a maximum of 5 (five) members and shall be responsible for conducting the OGA UK Chapter's election.
- b. The members of the Electoral Committee shall be members of the OGA UK Chapter and committed to delivering, fair, free, and transparent elections.

OATH OF OFFICE FOR ELECTED OFFICERS:

In the presence of esteemed members of the Board of Trustees, the National Executive Council of the Eva-Adelaja Girls Secondary Grammar School Old Girls Association (EAGSGSOGA) and the group of members of the Eva-Adelaja Girls Secondary Grammar School Old Girls Association in the UK known and described as the UK Chapter, EAGSGSOGA, I—————having been Elected to serve as —————. faithfully execute the duties of..... of the UK chapter and discharge the duties to the best of my knowledge and ability and commit myself to the responsibilities of my position; the Association's Code of Ethics, and I will further the objectives of the Association.

That I will uphold the By - Laws / Constitution of the chapter and the National Association.

That I will abide by the rules and resolutions, of the duly constituted National Executive Council, as well as the resolutions of the Council of UK Chapter.

That I will support the vision, mission, programs, and projects of EAGSGSOGA; and that I will impose upon myself this voluntary obligation without mental reservation or purpose of evasion.

SO, HELP ME GOD.

Date: _____ **Signature:** _____

SUBSCRIBED AND SWORN to before me: - (NEC Chairperson) — day of ————— 20....



ARTICLE 12 -THE BOARD OF TRUSTEES (BOT) OF THE OGA UK CHAPTER

i. APPOINTMENT OF TRUSTEES

- a. The Trustees (known as “THE BOARD OF TRUSTEES OF THE OGA UK CHAPTER” and hereinafter referred to as the Trustees) shall be five (5) in number.
- b. There shall be appointed Trustees of the Association for the following purposes:
 1. Engendering sustainable growth.
 2. Ensuring excellence of our alma mater and its maintenance for coming generations.
 3. Protecting the interests of the Association for the benefit of its members.
- c. **The Association shall have the power to appoint Trustees for the specific purposes herein set forth in this Constitution and the Trustees shall be appointed, with a simple majority of the votes of the members. The mode of election shall be the Survey Monkey.**
- d. To be eligible for appointment as a Trustee, not less than three (3) out of the five (5) Trustees
 - 1. Must have served the Association in the capacity of a member of the executive of the association or a member of the Elders Committee in any capacity.**
 2. Must have attended GIRLS’ SECONDARY GRAMMAR SCHOOL now renamed EVA ADELAJA GIRLS’ SECONDARY GRAMMAR SCHOOL.
 3. Must belong to a Year Set that passed out of the School, not less than thirty-five (35) years from the date of the election.
- e. Notwithstanding the requirement for eligibility in (d) above, up to two (2) of the five (5) Trustees
 1. Need not to have served as Chairperson, Vice Chairperson or Secretary.
 2. Must have attended GIRLS’ SECONDARY GRAMMAR SCHOOL now renamed EVA ADELAJA GIRLS’ SECONDARY GRAMMAR SCHOOL.
 3. Must belong to a Set that passed out of the School not less than thirty-five (35) years from the date of the election.
 4. Must be a distinguished and accomplished member with integrity and of good standing, who is willing to serve for the benefit of the Association.



- f. At least one of the five (5) Trustees shall have either General Business, Banking, Finance, Accounting, or investment skills or exposures to be eligible for appointment as a Trustee.
- g. The Trustees shall hold office for a single term of 10 years, but a Trustee shall cease to hold office if she:
 - 1. Resigns her office.
 - 2. Becomes mentally incapacitated.
 - 3. Is officially declared bankrupt.
 - 4. Is convicted of a criminal offence,
 - 5. Is found guilty of Misconduct, and
 - 6. Is removed from office by a vote of no confidence by a majority of votes cast by members present at any General Meeting of the Association upon engaging in acts which conflict with the interest of the Association or acts capable of bringing the Association to disrepute which are inimical to the Aims of the Association.
- h. Upon a vacancy occurring in the number of Trustees, the Exco shall recommend the nomination of another eligible person as replacement/substitute for the Trustee whose appointment shall be at a General Meeting of the Association with a simple majority of the votes of the members present or when the physical meeting cannot hold during a pandemic, a virtual meeting shall be applicable.

ii. **POWERS OF THE BOARD OF TRUSTEES**

- a. The duties of the Trustees shall be as specified and as prescribed in this Constitution.
- d. The duties of the Trustees for purposes of investment, shall be subject always to the request of the Association and the Trustees shall render investment advice for the benefit and in the interest of the Association and the management of any such investment, provided always that the recommendation of the BOT is to the satisfaction of the Association.

iii. **OPERATIONS OF THE BOARD OF TRUSTEES**

- a) The Trustees shall appoint a Chairperson and a Secretary from its members, to act in the said capacity for such period within their tenure, as they may deem appropriate, to facilitate the smooth discharge of their duties under this Constitution.
- b. The Trustees shall receive Quarterly Reports on the activities of the Association from the Association's Chairperson



iv. **RESOLUTION OF DISPUTES**

- a) In the event of any dispute and/or widespread discord within the Association, which impedes the Exco in the discharge of its functions and which is considered by the Trustees to be to the detriment of the Association, the BOT shall employ Mediation and Conciliation mechanisms in the resolution of disputes as considered appropriate for them to resolve the dispute, be it within the members or members and the Executive, within a period which shall not exceed 30 days, from the date of first having Notice of the dispute or such extension of time as the Trustees shall have agreed in their sole discretion, which shall not be more than another 30 days.
- b) If the Trustees are unable to resolve the dispute that has arisen within the period prescribed above, then the Trustees shall invoke their powers as prescribed in this Constitution, to suspend or dissolve the Exco.
- c) Upon the dissolution or suspension of the Exco, the Trustees shall have the power to appoint a Caretaker Committee to run the Association for a period not exceeding ninety (90) days. The appointment of the Caretaker Committee shall be subject to ratification by a simple majority of the members at an Extra Ordinary or General Meeting to take place not later than 30 days from the dissolution of the Exco.
- d) In the event of Dissolution of the Exco, the Caretaker Committee set up by the Trustees shall be responsible for ensuring that fresh general Elections of New Officers are held as specified in this Constitution.



ARTICLE 13 - DISCIPLINE

- i. Members of the Association shall exhibit good behaviour, comport themselves always in a respectable manner and refrain from acts of misconduct, during and outside Association related events always. Discipline shall be maintained by the Executive Council in accordance with the Constitution and all members shall comply with the laid down rules and regulations prescribed.
- ii. Acts or omissions amounting to misconduct and for which erring members may be subjected to sanctions include but are not limited to the following:
 - a) Any act of misdemeanour, infraction, or gross misconduct within or outside the Association related meetings or events.
 - b) Non-compliance by any member with policies made by the National Executive Council for the Association, in accordance with the Constitution of the Association and or the rules contained therein.
- iii. The sanctions shall be as follow:
 - a. Any member of this Association that contravenes any part of this Constitution shall be considered to have committed an offence against discipline.
 - b. A Disciplinary Committee shall be constituted to investigate each case of any member of the Association that has run afoul of any part of this Constitution as such a member shall be considered to have contravened the Constitution and appropriate recommendation(s) shall be made by the Committee to the National Executive Council.

ARTICLE 14 - END OF YEAR GET TOGETHER

- i. There shall be an annual get together.
- ii. A Committee shall be constituted to organize the party.
- iii. The Social Secretary Shall Chair the Organizing Committee.



ARTICLE 15 - FOUNDER'S DAY ANNIVERSARY



- c. Safe delivery of a child by a financial member - £50
- d. A landmark birthday (that is 30, 40, 50, 60 or any round figure year) anniversary of a financial member. - £50
- e. **Loss of Parent(s) or Husband/partner or a child of a financial member - £100**
- f. **In an unfortunate loss of a member, donations shall be called for by the National Executive Committee to support the deceased's family, in addition to the £100 normally given by the Association.**

ARTICLE 19 - CONSTITUTION

- i. Each financial member shall be entitled to a copy of the Constitution and members shall study the Constitution thoroughly.
- ii. The General Secretary shall bring a copy of the Constitution to every meeting, as reference may need to be made thereto.
- iii. Any member wishing to contribute to the constitution can send their written comments via email to the General Secretary for review.
- iv. Amendments may be made at any time to the Constitution as and when required, in a duly constituted manner and adopted at a general meeting.

ARTICLE 20 – COMPLAINTS

Any Complaints from members shall be submitted to the General Secretary, who will share the complaint with the Exco for resolution.



THE SCHOOL SONG

- i. Foundation of Girl's Secondary Bariga School is built on Thee.
To Him who sits upon the Throne
The hymn of praise for ever rings
Let joyful praise, unceasing flow;
Laud, honour, might, to Him alone,
Omnipotent, we pray to bless,
Girl's Secondary Bariga School.

- ii. From age to age thus we proclaim,
The solid joy, lasting treasure;
Supreme, Eternal, Glorious,
In harmony or praise acclaim;
As brethren work with brethren,
Rooted, grafted from strength to strength,
Dear Lord, we pray Thy Spirit bless,
Girl's Secondary Bariga School.

- iii. Onward then in our battle more,
Let not fears of your course impede,
When Satan tempts us to despair,
Our lives are hid with Christ on High,
Head gently on each trustful child,
And stead faith, life's enterprise,
Good Lord we pray thy spirit bless,
Girl's Secondary Bariga School.

*****THE END*****

Date of Revision/Ratification	23rd April 2023
Next Date of Revision	April 2024



**EVA ADELAJA GIRLS' SECONDARY GRAMMAR SCHOOL
BARIGA, OLD GIRLS' ASSOCIATION**

U.K CHAPTER (UNITED KINGDOM)

eagsogaukchapter.org.uk

