

FGSCAA

FESTAC GRAMMAR SCHOOL CLASS OF 1998 ALUMNI ASSOCIATION

BYLAWS

Part II - Bylaws

Reviewed, Redrafted and Proposed Restatement
Ratified and Adopted on April 25, 2026

Standalone reprint extracted from the ratified 25 April 2026 Constitution & Bylaws instrument.

ARTICLE VIII-A: DUTIES OF EXECUTIVE OFFICERS

Section 1. President

Chief executive and spokesperson.

- Preside over all meetings;
- Establish agenda priorities;
- Official spokesperson for external negotiations;
- Emergency decision-making (subject to ratification);
- Tie-breaking votes;
- Nominate to fill vacancies;
- Appoint committee chairs (Board approval);
- Co-sign contracts and legal documents;
- Implement strategic blueprint.

Qualifications: Prior EXCO/Board service OR 5+ years membership with demonstrated leadership.

Section 2. Vice President

Principal deputy and continuity officer.

- Assume presidential duties when required;
- Preside when President unavailable;
- Liaison to standing committees;
- Coordinate special initiatives;
- Monitor implementation.

Qualifications: 3+ years membership; prior EXCO preferred.

Section 3. General Secretary

Chief administrative officer.

- Record and distribute minutes;
- Maintain membership register;
- Manage correspondence;
- Prepare agendas;
- Custody of Constitution, seal (shared with Treasurer);
- Regulatory filings;
- Institutional memory and archives.

Qualifications: Administrative proficiency; record-keeping capability.

Section 4. Assistant General Secretary

Diaspora liaison and virtual coordinator.

- Primary contact for international members;
- Coordinate virtual participation;
- Manage time-zone scheduling;
- Maintain diaspora database;
- Support regional chapters;
- Represent diaspora interests;
- Organize international events;
- 24-hour coverage rotation.

Mandatory: Must reside outside Nigeria.

Section 5. Financial Secretary

Financial record-keeper.

- Maintain financial records and ledgers;

- Authorized signatory (with President);
- Record all income and expenditures;
- Monthly statements for EXCO;
- Quarterly reports for Board;
- Account reconciliation;
- Receipt management;
- Budget preparation with Treasurer;
- Compliance support;
- No cash handling

Qualifications: Financial literacy mandatory; accounting preferred.

Section 6. Treasurer

Financial custodian.

- Custody of all funds;
- Authorized signatory (with President);
- Receive and deposit payments;
- Execute approved payments;
- Cash flow management;
- Banking relations;
- Investment management;
- Financial reporting;
- Seal custody (shared with General Secretary).

Qualifications: Integrity; banking/finance background; bondable.

Section 7. Public Relations Officer

Chief communications and image officer; manages external perception and internal information flow.

- Serve as official spokesperson alongside President for media and public inquiries
- Manage all social media platforms and digital presence of the association
- Draft and distribute press releases, announcements, and public statements
- Coordinate media coverage for events, projects, and milestones
- Maintain relationship with journalists, bloggers, and influencers
- Monitor public perception and report reputation risks to EXCO
- Produce newsletters, annual reports, and promotional materials
- Manage branding consistency across all association communications
- Coordinate photography and videography at events
- Maintain archive of media coverage and association history
- Support membership engagement through digital campaigns
- Represent association at external forums as delegated

Qualifications:

- Strong written and oral communication skills
- Social media proficiency and digital literacy
- Media relations experience preferred
- Minimum 2 years continuous membership
- Good standing with no disciplinary record

Section 8. Provost

Ethical guardian and disciplinary officer.

- Chief disciplinary officer;
- Investigate misconduct;
- Enforce Constitution and bylaws;
- Oversee electoral integrity;

- Parliamentarian at meetings;
- Custody of ceremonial regalia;
- Oversee membership admission;
- Chair Ethics Committee;
- Mediate disputes;
- Maintain decorum;
- Advise on ethics and conflicts.

Qualifications: Respected member; disciplinary knowledge; 3+ years membership.

ARTICLE IX: STANDING COMMITTEES

Section 1. General Provisions

- (a) Chairs must be members of Board of Directors.
- (b) Members appointed by President with Board approval.
- (c) Term: One year; renewable.

Section 2. Welfare Committee

- Emergency financial assistance;
- Bereavement support;
- Health initiatives;
- Member crisis support;
- Welfare fund records.

Section 3. Project Committee

- Infrastructure projects at Festac Grammar School;
- Capital campaigns;
- Construction and renovation oversight;
- Equipment donations;
- School administration liaison;
- Quarterly progress reports.

Section 4. Social Committee

- Annual reunions;
- Networking gatherings;
- Cultural and recreational activities;
- Social media engagement;
- Homecoming and Founders Day.

Section 5. Finance Committee

- Budget review and recommendation;
- Investment policy oversight;
- Audit coordination;
- Fundraising strategy;
- Expenditure monitoring.

Section 6. Membership, Reclamation and Retention Committee

- Recruitment strategies;
- Lapsed member re-engagement;
- Database maintenance;
- Onboarding programs;
- Engagement metrics.

Section 7. Career and Business Development Committee

- Professional networking platform;
- Job referrals;
- Mentorship programs;
- Entrepreneurship support;
- Career workshops.

Section 8. Special Committees

President may establish special committees as needed, subject to Board approval.

ARTICLE X: INDEBTEDNESS AND ATTENDANCE

Section 1. Payment of Indebtedness

- (a) Treasurer provides written notice of dues or other indebtedness.
- (b) If unpaid after 60 days, General Secretary posts notice privately to member.
- (c) Public posting only if indebtedness exceeds [amount] or extends 90 days.
- (d) Board decides retention or removal after 90 days.

Section 2. Attendance Requirement

• (a) Members failing to attend four (4) consecutive meetings without valid reason to President subject to:

- Monetary penalty of [amount] per additional missed meeting;
- Suspension of voting rights, office eligibility, and benefits until attendance

resumes and penalties paid;

- Re-instatement upon attendance at two consecutive meetings and penalty

clearance.

- (b) Monies collected fund welfare programs.

ARTICLE XI: DISCIPLINE AND REMOVAL

Section 1. Grounds for Discipline

Members may be disciplined for:

- Violation of Constitution or Bylaws;
- Conduct injurious to Association;
- Fraud or dishonesty;
- Failure to maintain good standing.

Section 2. Procedure

- (a) Formal charges filed by aggrieved member in good standing with Board.
- (b) Board conducts due process: notice, hearing, opportunity to respond.
- (c) Board determines appropriate sanction: warning, suspension, or expulsion.
- (d) Suspension or expulsion requires two-thirds vote of Board voting members.
- (e) Decision appealable to General Membership at next Annual General Meeting.

Section 3. Effect of Suspension or Expulsion

- (a) Suspension: Loss of voting, office-holding, and benefits for specified period.
- (b) Expulsion: Permanent termination of membership; name removed from roster.
- (c) Expelled members may reapply after 2 years with Board approval.

ARTICLE XII: AMENDMENTS

Section 1. Regular Amendment

- (a) Proposed by Board or petition of 20% of paid-up members.
- (b) Notice: 14 days; text of proposed amendment.
- (c) Approval: Two-thirds vote of members present at duly called meeting.

Section 2. Emergency Amendment

- (a) Board may propose in circumstances threatening Association viability.
- (b) Notice: 7 days.
- (c) Approval: Three-fourths vote of paid-up members present at special meeting.
- (d) Quorum: No fewer than 20 members.

ARTICLE XIII: DISSOLUTION

Section 1. Procedure

Dissolution by two-thirds vote at special meeting called for that purpose, with 30 days notice.

Section 2. Distribution of Assets

Upon dissolution, assets distributed to Festac Grammar School or charitable organization with similar objectives, as determined by final Board.

ARTICLE XIV: TRANSITIONAL PROVISIONS

Section 1. 2026 Constitutional Restoration

This Constitution incorporates the following amendments necessitated by the failed election of March 2026 and the imperative to restore constitutional governance:

- (a) Eight elected officers, including Provost and diaspora-mandated Assistant

General Secretary;

- (b) Unopposed candidacy by acclamation;
- (c) Acting President succession mechanism;
- (d) Emergency election procedures;
- (e) Monetized attendance penalties;
- (f) Non-voting Trustee participation in Board;
- (g) Three-year renewable Trustee terms.

Section 2. Immediate Effect

These provisions take effect upon ratification of this Constitution by majority vote at General Meeting.

ARTICLE XV: ELECTION PROCESSES AND PROCEDURES

Section 1. Regular Elections

- (a) Elections for Executive Committee shall be held biennially in May of even-numbered years.
- (b) Elected officers shall serve two-year terms beginning July 1.

Section 2. Positions Open

Eight positions shall be elected:

1. 1. President
2. 2. Vice President
3. 3. General Secretary
4. 4. Assistant General Secretary (diaspora member mandatory)
5. 5. Financial Secretary
6. 6. Treasurer
7. 7. Public Relations Officer
8. 8. Provost

Section 3. Nomination and Application

- (a) Candidates may be nominated by petition of ten members or self-nominate with five member endorsements.
- (b) Alternatively, direct application to Electoral Committee with CV, vision statement, and proof of eligibility.
- (c) No nomination required where Constitution permits direct application.

Section 4. Unopposed Candidacy

Where only one eligible candidate applies for a position, such candidate shall be declared elected by acclamation subject to member ratification at next General Meeting.

Section 5. Voting Procedures

- (a) Secret ballot; electronic or physical as determined by Electoral Committee.
- (b) Plurality of votes cast elects.
- (c) Members in good standing only.
- (d) No proxy voting permitted.

Section 6. Emergency Election Procedures

- (a) If elections fail to produce sufficient candidates for majority of Executive Committee positions, Board of Trustees may convene emergency procedures including:
 - Deadline extension;
 - Partial election with vacancy appointment;
 - Temporary Board stewardship pending member ratification.
- (b) Emergency procedures require Board resolution and member notice.
- (c) Any appointments made under emergency procedures shall serve until next biennial election.

Section 7. Vacancies and Succession

- (a) President vacancy: Vice President succeeds for remainder of term.
- (b) Other vacancies: President nominates; Board confirms.
- (c) Absence of elected President: Vice President-elect shall serve as Acting

President solely for purpose of nominating candidates to fill vacant Executive positions, subject to Board confirmation.

- (d) Acting President role terminates upon confirmation of full Executive Committee.

Section 8. Electoral Committee

- (a) Board appoints Electoral Committee of three members in good standing, not candidates for office.

- (b) Committee oversees all election processes, verifies eligibility, counts votes, declares results.
- (c) Committee decisions subject to appeal to Board of Directors.

CERTIFICATION AND ADOPTION

This Constitution and Bylaws of the Festac Grammar School Class of 1998 Alumni Association is proposed for ratification on April 25, 2026, by the Board of Trustees to restore constitutional governance, clarify ambiguities, and ensure democratic continuity.

ADOPTED on this 25th day of April 2026

Chairman, Board of Trustees

Secretary, Board of Trustees

[SEAL]

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