

THE
CONSTITUTION

NCAT ALUMNI ASSOCIATION

NIGERIA

Quo. SA

PREAMBLE

We the former students of the Nigerian College of Aviation Technology (NCAT) Zaria, have agreed to establish the NCAT Alumni Association (NCATAA). The Alumni shall be a non-profit and non-political organization, primarily focused on the development and wellbeing of NCAT, Zaria in particular and the Nigerian Aviation Industry in general.

ARTICLE 1: NAME

The name of the association shall be Nigerian College of Aviation Technology (NCAT) Alumni Association, hereinafter referred to as NCAT Alumni Association (NCATAA).

ARTICLE 2: VISION, MISSION AND GOALS

VISION

Our vision is to provide a platform that will foster the unity of former students of NCAT, Zaria, enhance the development of the Institution and the Nigerian Aviation Industry in general.

MISSION

Our mission is to use cutting edge technology to enhance the development of our professionals in maintaining safety in the aviation industry.

GOALS

1. We will develop and nurture a supportive network of aviation professionals to cater for the needs of our growing industry.
2. We will strive for exceptional performance and advocate for safety and quality assurance in all aspects of the aviation industry.
3. We will continue to embrace new challenges and overcome obstacles in the development of the aviation industry.
4. We will advocate for the continuous improvement of regulation of the aviation industry for the maintenance of aviation safety and quality.

ARTICLE 3: NCAT ALUMNI ASSOCIATION SECRETARIAT & PHYSICAL ADDRESS

The Secretariat of the Alumni Association shall be located at NCAT Zaria (HQ) with liaison office in Lagos and more to be established as desired.

ARTICLE 4: MEMBERSHIP

4.1 Full Membership

Shall be open to anybody who was admitted to the core courses (Flying, Engineering, Air Traffic Control and AET Schools) and graduated.

4.2 Associate Membership

Shall be open to anybody who successfully completed certificate courses (Cabin Attendants and Dispatchers) and those who attended core courses but could not graduate. Associate members must be vetted and approved by the Executive Council. They cannot be voted for in any executive office but can serve in committees as members.

4.3 Honorary Membership

Shall include retired faculty and staff members and other core aviation professionals who have excelled and contributed to the growth of the aviation industry.

4.4 Membership Registration

We shall develop a website for the purpose of registration and operational needs of the association.

ARTICLE 5: BOARD OF TRUSTEES (BOT)

5.1 COMPOSITION

The Board of Trustees shall consist of 7 members, to include the immediate past President of the NCATA Executive Council, and six (6) other members recommended by the Executive Council. Such members shall be ratified at the NCAT Alumni Annual Meeting. The Board shall have its Chairman and Secretary. A BOT member may be a non-Nigerian who is affirmed by the house to hold such a position.

5.2 BOT ROLE

The Board of Trustees shall be the policy makers and shall oversee the activities of the Executive Council, approve budgets and such other matters as may be presented by the Executive Council for the interest of the Alumni.

5.3 TERMS OF SERVICE

The term for each board member shall be four (4) years, commencing in October of the election year. A member may be appointed to serve on the board for a total of two consecutive four-year terms (eight years maximum), after which the member must have a mandated hiatus from service. Whenever there is a vacancy in the Board of Trustees and there is a need to appoint a new member, this shall be done at the Annual General Meeting, where a member will be elected to fill such a vacancy.

A member of the BOT may hold office as stipulated above until such member:

- 5.3a. Resigns from office.
- 5.3b. Ceases to be a member of NCATA.
- 5.3c. Becomes medically unfit to remain on the Board.
- 5.3d. Is found to be morally bankrupt.
- 5.3e. Is convicted of a criminal offence involving dishonesty by a competent Court.
- 5.3f. Is recommended for removal from office by a two- third majority votes of members present at any Annual General Meeting.
- 5.3g. Dies in service.

ARTICLE 6: THE EXECUTIVE COUNCIL AND RESPONSIBILITIES

ARTICLE 6: THE EXECUTIVE COUNCIL

The Executive Council shall all have elective offices. They would be in charge of the day-to-day operational needs of Alumni. The Executive President have responsibility to set up any committee; Ad- hoc or Standing Committees with the approval from the rest of the council members, based on need.

The Executive Council shall comprise of the following:

- 6.1 President
- 6.2 Vice President
- 6.3 Secretary General
- 6.4 Assistant Secretary General
- 6.5 Financial Secretary
- 6.6 Treasurer
- 6.7 Publicity Secretary
- 6.8 Auditor
- 6.9 Legal Officer

6.1. PRESIDENT

- a) Shall be responsible for the operational control and supervision of the affairs of the organization; presides over Executive Council Meetings.
- b) Shall be the designated signatory of the account and shall approve all vouchers for payment.
- c) Shall have a casting vote whenever there is a tie.
- d) Shall report to the Board of Trustees and the Annual General Meeting.
- e) Shall have the authority to appoint members to committees, sub- committees and special assignments.
- d) Shall represent the organization at external functions or appoint other members to do so and be the Chief Executive Officer of the organization.

6.2. VICE PRESIDENT

- a) The Vice President shall assume the duties of the President in the event of the President's absence.



b) Shall perform all other duties delegated to him/her by the President.

6.3. SECRETARY GENERAL

The Secretary General shall act as the secretary to the Executive Council and shall prepare the Minutes of the Alumni Executive Council Meetings, any such documents as required by the constitution of the Alumni to the Executive Council.

6.4. FINANCIAL SECRETARY

The Financial Secretary shall maintain records and ensure payment of all Alumni's funds such as dues, contributions and others to the bank account of the Alumni. He/she shall devise strategies to raise funds for the Alumni and shall advise the executives on all financial matters. The Financial Secretary shall keep and maintain custody of the checkbooks, bank statements and all financial records. He/she shall prepare quarterly and annual reports and shall be responsible for writing all approved checks.

6.5. TREASURER

The treasurer shall be the bookkeeper of the Alumni and shall keep receipts and transfer all funds and securities as approved by the President and the Financial Secretary. The Treasurer shall be one of the signatories to the Alumni's bank accounts and shall submit the Treasurer's report at each Executive Council and Annual General Meeting.

6.6. PUBLICITY SECRETARY

The Publicity Secretary shall be responsible for sending out notices for Executive Committee and General Meetings. He/she shall devise strategies to promote the image of the Alumni and its activities and programs.

6.7. AUDITOR

The Internal Auditor shall be responsible for the proper governance and financial compliance of the Alumni Association, and he/she shall report to the President and the Chairman, Board of Trustees. He/she shall ensure greater accountability to the members and provide assurance that all funds received by the organization have been correctly accounted for.

6.8. LEGAL OFFICER

The role of the Legal Officer shall be, but not limited to the following:

1. To advise the executive council on compliance with the constitution
2. To act as liaison officer between the executive and the Law Firm appointed as external Legal Advisers
3. To carry out any role as may be directed by the Executive Council

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ARTICLE 7: STANDING COMMITTEES

7.1 MEMBERSHIP COMMITTEE

This committee needs to vet membership application qualifications, investigate and provide recommendations to the executive council on membership disciplinary issues. This committee also reviews nominations for honorary applications.

7.2 BUDGET COMMITTEE

This committee helps to produce a budget proposal for the executive council and may help in the implementation of all budgets.

ARTICLE 8: MEETINGS

For effective administration of the Alumni, there shall be the following meetings:

- General Annual Meetings of all members
- Quarterly meetings of the Executive Council
- Bi-annual meetings of the Board of Trustees
- Meetings of any Ad hoc or Standing Committees may be appointed by either the Executive Council or the BOT.

8.1 MEETINGS, VENUE, QUORUM AND TIME

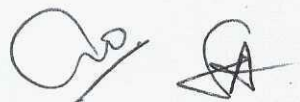
Only financial members can attend meetings. Executive Council shall determine venue and time for all Executive Council Meetings with the exception of Board of Trustees Meetings. The quorum for Executive Council Meetings shall be 5 members to include President or Vice President, Secretary or Assistant Secretary. For the Annual General Meeting, it shall be twenty percent (20%) of financial members including BOT Chairman and BOT Secretary. Social media such as Zoom, Teleconferences or any other media may be used to hold meetings provided an adequate time was given, such as one month (except emergency meetings), before the meeting date.

8.2 MEANS OF COMMUNICATION

Documents and other information can be shared by direct mail with a government stamped mailing system, e-mail, WhatsApp or other available Social Media mediums.

8.3 REMOVAL FROM OFFICE:

An officer may be removed from their elected or appointed offices for "good



cause" by two-third (2/3) majority vote of financial members present at the Annual General Meeting. Ground or "good cause" for removal shall include but not limited to the followings: Criminal conviction, embezzlement, conversion of property of the Alumni, failure to attend meetings without acceptable excuse, insubordination and intentional refusal to perform duties of the office. Engagement in any political activity or making political pronouncements while in office.

8.4 VACANCY OF OFFICE

Any vacancy which occurs by death, resignation, withdrawal, disability, removal or creation of a new office shall be filled initially by the President by appointment, but a special election shall be held within ninety (90) days from the date of the said vacancy was declared.

ARTICLE 9: ELECTIONS

Election shall be scheduled in October of the election year and notice of the election shall be communicated to members by mailing, flyers, e-mail, oral or any other media as agreed by the general house members at least ninety (90) days prior to election and only Financial Members of the association can run for office or even vote in such elections. All candidates must be physically present at the meeting to be elected to their office of choice. The Board of Trustees shall be responsible for all election materials and shall oversee the entire elections.

If serving in a political office or aspiring to such, you shall be ineligible to run for any Executive Council Office.

9.1 ELECTION COMMITTEE (EC)

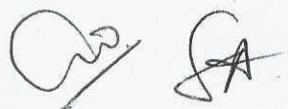
An Election Committee (EC) of five (5) members shall be appointed each election year by the Board of Trustees, they would be made of financial members of the Alumni who will screen and qualify candidates based on the criteria set up by the Board of Trustees. Each candidate shall fill out a form (created by the Board) and submit it to the EC at least sixty (60) days prior to the election date and the committee shall publish the final list of candidates and the list of all qualified financial members who can vote, at least fourteen (14) days prior to the election.

9.2 VOTING

Voting for the election of the executive council shall be by secret ballot and no absentee ballot shall be allowed.

Eligibility to vote or be voted for in any election is open to only financial members who are up to date.

ARTICLE 10: SOURCES OF INCOME

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The Association shall be funded through the following sources:

- 10a. A non-refundable registration fee of N2,000.00
- 10b. Membership monthly dues of N5,000.00, which can be paid monthly, quarterly (N15,000.00) or annually (N60,000.00).
- 10c. Special donations and contributions.
- 10d. Fund raising activities, voluntary donations, gifts or grants.

ARTICLE 11: DISBURSEMENT AND APPLICATION OF FUNDS

All funds realized by the Alumni shall be managed by the Executive Council for use and the discharge of their functions for the operational needs of the Alumni. No member shall benefit or profit from the funds or receive any payment from such funds, but members shall be reimbursed for any out-of-pocket personal expenses incurred that are approved by the Executive Council, or the general membership in the discharge of their duties.

The association may pay for professional Services if approved by the general membership.

ARTICLE 12: BANK ACCOUNTS.

The Association shall maintain a bank account in a financial institution approved by Central Bank of Nigeria and the general membership and all Association's payments shall be by check and no person (official or non- official), shall open a bank account for the Association without the approval of the General Members.

AUTHORIZED SIGNATURES

The following shall be authorized to sign the Association's and monetary instruments; President, Treasurer and the Vice President (in the absent of the President) and there shall be two (2) signatures for a check to be drawn on the association's accounts.

ARTICLE 13: APPOINTMENT OF AUDITORS AND LEGAL ADVISER.

Qualified Independent and licensed Auditors shall be appointed by the Annual General Meeting to audit the financial records of the Alumni annually and submit audited reports to the Annual General Meeting of the Alumni. And/Or: Three (3) Internal Auditors shall be elected from the general membership by the Alumni, every two (2) years in October at the Annual General Meeting. The election shall not be by secret ballot or proxy and no member of the Executive Council shall serve as an auditor. The auditors shall examine and audit the association's banks accounts, properties, and records and shall submit a written report within 90 days to the BOT.

The audited financial statements (Balance Sheets of Income and Expenditures) duly certified by Independent Auditors shall be annexed to the Annual Returns

and filed with Corporate Affairs Commissions (CAC).

Legal Adviser- The services of Law Chambers shall be requested for any matters requiring legal advice on matters of concern.

ARTICLE 14: BY-LAW AND AMENDMENT OF THE CONSTITUTION

This constitution may be amended as needed. Any registered financial member, with the support of another registered financial member may propose an amendment to the association's constitution in writing. Any amendment request shall be submitted to the General Secretary. The General Secretary shall publish such a request at least ninety (90) days before the Annual General Meeting. Any amendment to the constitution shall require a two-third (2/3) majority of financial members present. and the Secretary shall keep records of such amendment requests. Such amendments shall take effect immediately when voted on by the general house members.

ARTICLE 15: SPECIAL CLAUSE

No part of the earnings of the association shall inure to the benefit of any member, trustee, director, officer of the organization, or any private individual (except that reasonable compensation may be paid for authorized services rendered to or for the Alumni), and no member, trustee, officer of the association or any private individual shall be entitled to share in the distribution of any of the Alumni's assets on dissolution of the Alumni. All funds will be transferred to a charity organization registered with the Federal Government of Nigeria.

ARTICLE 16: FISCAL YEAR AND EFFECTIVE DATE OF CONSTITUTION

15.1. The fiscal year of the Association shall run from the first day of October to the last day of September of the following year.

15.2 This constitution or amendment shall become effective immediately upon adoption by two-thirds (2/3) majority of registered financial members present at such meeting.

ARTICLE 17: DEFINITIONS

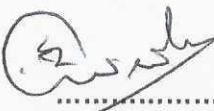
FINANCIAL MEMBER

A financial member shall be a registered member of the association who has paid their individual monthly or annual dues to date .

This constitution is prepared in compliance with the Constitution of the Federal Republic of Nigeria.

SIGNED INTO LAW ON THIS DAY BY:

CAPT. JAIYEOLA ADEOLA
PRESIDENT


..... 20-02-2025
SIGNATURE/DATE

ENGR. SHERI AYUBA KYARI
SECRETARY


..... 20/2/2025
SIGNATURE/DATE