

UNIFIED OPERATIONAL
MANUAL OF THE COVENANT
UNIVERSITY ALUMNI
ASSOCIATION.

MAY, 2014

The Covenant University Alumni Association

Operational manual

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FOREWORD BY PRESIDENT

Organizations are flawed often times because there are no laws to be adhered to. Rules are not sufficient to ensure corporate success but it is an invaluable matter for any organization seeking to excel. This guide may permit several activities, it is important to execute the ones that are profitable and value adding to the members of the Association.

This manual seeks to preserve the vision of the Covenant University Alumni Association. It is set out to propagate the ethos of the Association. It will protect the values that we esteem so dearly and permit the expression of creativity.

This document is only a guiding document, it is by no means a full compendium of what must be done by the leaders, it is a benchmark for minimum standards of performance in all areas of the Association.

I urge every holder of this document to look within it and engage the essence of an abiding framework for administrative operations.

Thank you

A handwritten signature in black ink, reading "O. Oludayo". The signature is written in a cursive, flowing style.

O.A. Oludayo Ph.D, '06

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PREAMBLE

(a). We the members of the **COVENANT UNIVERSITY ALUMNI ASSOCIATION**, having resolved to come together as one body and have resolved to be bound by the provisions of this Constitution.

(b). With the exception of the Constitution of the Federal Republic of Nigeria, 1999, this Constitution shall be supreme and it shall have binding force and authority over every member of this ASSOCIATION.

INTERPRETATION

(a) In this Constitution “the Act” means the Companies and Allied Matters Act 1990;

(b) The “Constitution” means the constitution of **COVENANT UNIVERSITY ALUMNI ASSOCIATION**.

(d) Unless the context otherwise require, words, phrases and other expressions contained in these Regulations bear the same meaning as in the Act and if not in the Act then as in the interpretation Act, Laws of the Federation, 2004.

(e) This Constitution shall constitute the entire regulations expressly binding upon the ASSOCIATION in the conduct and exercise of its affairs unless and until as accordingly amended by the General Meeting of the ASSOCIATION and in the absence of any regulation hereunder expressly governing the conduct of exercise of any matter, the provisions of the Act, shall govern the same absolutely.

NAME

This ASSOCIATION is to be known, called and addressed as **COVENANT UNIVERSITY ALUMNI ASSOCIATION**.

MEDIUM OF EXPRESSION

English or any other language that may be understood by all shall serve as the medium of expression in all meetings.

CONDUCT OF MEMBERS

The proceedings of the ASSOCIATION are confidential. Quarrels, abusive words or other forms of disturbances shall not be allowed during meetings. Any member whose conduct is detrimental to the progress of the Association shall be warned, suspended or dismissed as the case may be, on the approval of the General Meeting.

The Executive Committee shall have powers to recommend disciplinary measures against a member who would not take correction.

CHAPTER 1

Establishment of Covenant University Alumni Association (CUALA)

SECTION 1

Name

There shall be an Association known as the Covenant University Alumni Association (CUALA) hereinafter referred to as "CUALA".

SECTION 2

Headquarters

The Headquarters and the Secretariat of the Association shall be situated at Covenant University, Ota, Ogun State.

SECTION 3

Our Vision

Advancing the Covenant University Culture by building a Global Community of Leaders.

SECTION 4

Mission Statement

- To create a world class contribution driven Alumni network to help evolve a world class alma mater.
- To contribute to community development and societal growth by effecting programs and capacity development initiatives.
- To influence nation building and social economic advancement by a programmed emphasis on value based living among citizenry.

SECTION 5

Core Values

1. **SPIRITUALITY:** We believe in God, the power of the Holy Spirit and in the son-Jesus Christ. Our lives are based absolutely on the Word of God

as expressed in the Holy Bible.

- 2. LIFELONG LEARNING:** We align with the value of capacity building. We are committed to leading by reading and imparting acquired knowledge in our community.
- 3. INTEGRITY:** We adhere to the highest forms of ethical standards as expressed in sound character. We pursue an unwavering completeness in our lifestyle. We shall live consistently in line with our faith in God.
- 4. CONTRIBUTION:** We give ourselves wholly to building networks of change by forming strategic alliances. We shall strive to collaborate to achieve greater success in our endeavors. We shall be committed to serving our Alma mater and our spheres of influence by making our resources available. We shall promote the involvement of our members in value-driven activities. We shall encourage inclusion devoid of discrimination.
- 5. EXCELLENCE:** We embrace high quality delivery of our services, programs and communication. Our activities shall reflect diligence in creativity and innovation as we serve the University and the membership of the Alumni Association. We shall embrace change in a rapid world of dexterity. We believe that all things are possible.

SECTION 6

Aims And Objectives Of The Association

The objectives of the ASSOCIATION are:

- I. To bring all members under one united body for the promotion of cordial relationship among all Graduates of Covenant University.
- II. To ensure that members are law abiding and thus continue to conduct themselves as good ambassadors of Covenant University and the Association.
- III. To ensure that members always identify with the changing aspirations the Association.

- IV. To create, provide, improve and enhance facilities and avenues for making available technical, professional knowledge, and information to members.
- V. To collect funds by means of donations, subscriptions, levies and fines and to spend such funds in furtherance of the objectives of the **ASSOCIATION**.

SECTION 7

Membership Of The Association

Membership is open to all Graduates of Covenant University who have the interest in the development and upliftment of the institution and who share in the aims and objectives of the **ASSOCIATION**.

Such members must be able to abide by the CUALA constitution and to fulfill all obligations of membership i.e. upholding the value and motivating philosophy of the institution, live by the moral standards, abstain from any act that will bring the University's good name to disrepute and promote the objective of human dignity to which the University is committed.

SECTION 8

Registration Of Members

Before enrolment, a registration fee as determined by the general meeting must be paid by any intending member of the **ASSOCIATION**.

SECTION 9

Funds

The ASSOCIATION shall raise its funds from the following sources:-

1. Admission/Registration fees
2. Voluntary donations
3. Levies
4. Grants from other sources.

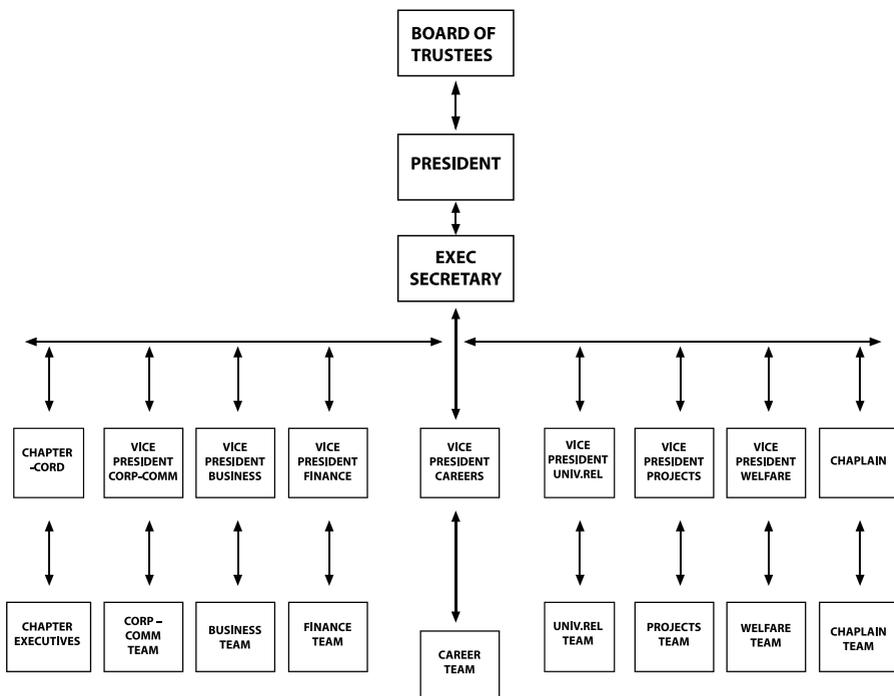
5. Investments.
6. Service Charge

SECTION 10

Governance Structure Of The Covenant University Alumni Association.

The governance structure of the Covenant University Alumni Association is as shown in the organogram below:

GOVERNANCE STRUCTURE OF COVENANT UNIVERSITY ALUMNI ASSOCIATION



SECTION 11

The Alumni Leadership Council

The Alumni Leadership Council (ALC) shall comprise of the Board of Trustees, the President of the Association, the Executive Secretary, Chapter Coordinators, All Vice Presidents and their Team leads and Chaplain.

The Alumni Leadership Council shall sit once a year to discuss burning and pressing issues concerning the development and growth of the Association. The sitting period shall be in the month of **December** of every year.

SECTION 12

Executive Council

- I. The Executive Council shall consist of the Association's President, 7 Vice Presidents and the Chaplain.
- II. Two third of members shall form a quorum.
- III. The Executive Council shall sit 4 times a year, once every quarter. This will include the Annual ALC meeting in December.
- IV. The Executive Council is empowered to carry on the day to day activities of the Association.
- V. A simple majority vote of a quorum at any meeting shall decide all action items.
- VI. The Executive Council shall meet at places determined by the President of the Association provided that notice either by telephone or electronic mail is given to each Executive Council member at least 7days before the meeting.

CHAPTER 2

The Board Of Trustees

The Board of Trustees is the highest body within the Alumni Leadership Council to which all other cadre reports. The Trustees of “**COVENANT UNIVERSITY ALUMNI ASSOCIATION**” pursuant to the Companies and Allied Matter Act, No 1, of 1990 Part C, shall be appointed at the General Meeting with 2/3 of members present as a quorum.

Such Trustees hereinafter referred to as “THE TRUSTEES” shall be 9 (Nine) in number and shall be called the INCORPORATED TRUSTEES of “**COVENANT UNIVERSITY ALUMNI ASSOCIATION**”.

SECTION 1

Alumni Association Board Of Trustees

- I. The Board of Trustees is accountable to the Alumni Association of Covenant University Ota.
- II. The Board of Trustees leadership shall consist of the following:
 - a. Chair, Vice Chairman, Secretary and Treasurer.
 - b. There will be five more members to complete the 9 member Board of Trustees of Covenant University Alumni.

SECTION 2

Composition

The Trustees hereinafter referred to as “THE TRUSTEES” shall be 9 (Nine) in number and shall be called the INCORPORATED TRUSTEES of “**COVENANT UNIVERSITY ALUMNI ASSOCIATION**”.

SECTION 3

Powers Of The Board

- I. To provide strategic leadership for the Covenant University Alumni Association.

- II. To give overall direction to the development of the operational policies, goals and activities of the Covenant University Alumni Association.

SECTION 4

Officers Of The Board

1. The officers of the Board shall include a Chairman of the Board, Vice Chairman, Secretary, Treasurer and the President of the Covenant University Alumni Association.
2. The duties of the Board's officers are:
 - a. The Chairman of the Board shall preside at all Association's Board of Trustees and the ALC meetings. He shall represent the Board at the University and other functions.
 - b. The Chairman shall exercise all powers and perform all responsibilities delegated by the Board of Trustees.
 - c. The Vice Chairman of the Board shall act on behalf of the Chairman in his absence.
 - d. The Secretary shall keep official record of all Board of Trustees and ALC meetings. The Secretary shall provide required notice by mail, or electronic mail of all Board of Trustees and ALC meetings.
 - e. The Treasurer shall keep the Association informed of its finances, and make periodic reports to the Board.
 - f. All officers shall be elected by and from the Board of Trustees for a term of 3 years, with the exception of the (i) Chairman, who shall serve for a term of 5 years. The Treasurer and Secretary shall each serve for a term of 2 years, but may serve a third consecutive one – year term upon the recommendation of the Nominations Committee and a vote of the Board at its Annual Meeting.
 - g. These terms shall begin the commencement of the 2012 fiscal year.

SECTION 5

Termination Of Trusteeship

- a. The tenure of each of the trustees shall be as in Section 4 above, but a trustee ceases to hold Office if he/she:-
 - I. Resigns his office.
 - II. Becomes insane
 - III. Is officially declared bankrupt.
 - IV. Is convicted of a criminal offence involving dishonesty by a court of competent jurisdiction.
 - V. Is recommended for removal by two-third majority vote of members present at a General Meeting of the ASSOCIATION.
 - VI. Ceases to reside in Nigeria.
 - VII. By reason of death.
 - VIII. By removal from office
 - IX. Upon expiration of tenure
- b. Upon a vacancy occurring in the number of Trustees, a general meeting will be held to appoint another eligible member of the ASSOCIATION as a Trustee. Filling of vacancy shall be subject to approval by two-third majority of the Executive Committee.
 1. A Trustee or officer may resign at any time by giving written notice of resignation to the board. The resignation is effective when the notice is received by the Board unless the notice specifies a later effective date.
 2. If such a certificate is granted, the Trustees shall have power to accept and hold in trust all lands belonging to the ASSOCIATION and to acquire land and other properties on behalf of this ASSOCIATION subject to such conditions as may be imposed.

SECTION 6

Functions

The Board shall:

- I. Be responsible for providing strategic direction for the Alumni Association.
- II. Be responsible for reviewing and approving significant changes in the governing policies of the Alumni Association and her allied Organizations.
- III. Be responsible for approving the budgets of the Alumni Association as well as supervise all financial investments of the Association.
- IV. Be responsible for screening and ratifying all candidates vying for the elective posts of the Alumni Association.
- V. Provide where required, recommendations and suggestions to the University Board of Regents, the Management concerning the operations and development of the University.

SECTION 7

Meetings And Voting

- I. Chairman of the Board of Trustees shall be the leader of the Alumni Leadership Council which comprises of all cadres of Leaders on the Alumni Association Platform.
- II. The Association`s Board of Trustees shall meet at least three times a year, this is inclusive of the ALC meeting in December. Notice of each meeting shall be made to members of the Association`s Board of Trustees at least 14 days before the meeting.
- III. The other two Board Meetings shall be spread in the 2 halves of the year. Notice of the Meetings should normally be in writing to the members.
- IV. The Chairman may call special meetings of the Board at any time, pro-

vided that notice is given either by surface mail, electronic mail, or telephone to each Trustee at least ten days before each special meeting.

- V. Fifty percent of voting members of the Board must be present in person or by teleconference at the beginning of the meeting to constitute a quorum.
- VI. Simple majority vote of the quorum of the meeting shall decide all questions except alterations of the bylaws, which require a two thirds majority vote.
- VII. Any member of the Board not present either in person or by teleconference for two or more regular meetings of the Board or their committee(s) in any fiscal year shall be deemed to have resigned unless the member gives prior notice of the absence and has good cause for the absence.
- VIII. The Board of Trustees shall govern meetings of the Executive Council and all committees.
- IX. All Trustees and Officers shall have one vote each

SECTION 8

Committees Of Covenant University Alumni Association

The Board shall have standing Committees that include but not limited to the following:

- I. Nomination Committee
- II. Membership Development Committee
- III. Finance and Investment Committee
- IV. Chapter Development Committee
- V. Community Service and Outreach Committee
- VI. Programme and Events Committee

SUB SECTION 1

Nomination, Appointment And Elections Committee

1. COMPOSITION AND STRUCTURE

- I. The Nomination Committee shall consist of the **Chairman of the Board Of Trustees**, Vice Chairman, Secretary and Treasurer.
- II. The Chairman of the Board shall be the Chairman of the Nomination, Appointment and Elections Committee.
- III. In the absence of the Chairman or appointed representative, the members shall elect a member of the committee, present, as chairman for that meeting.

2. MEETINGS

- I. The Committee shall meet annually, unless otherwise required.
- II. Only the Chairman of the Board can call a meeting of the Committee.
- III. The Committee may invite any executive member or individual to attend meetings of the Committee, as they consider appropriate.

3. POWERS:

The Committee shall exercise the following powers:

- I. Annually review the composition of the Executive Council and make recommendations on the appropriate skills, personal qualities, expertise, ability to exercise independent judgment and diversity required to discharge the Board's duties.
- II. Determine whether the requirements identified in the above review are satisfied by the current composition of the Executive. This assessment is completed periodically and whenever an existing officer vacates office.

- III. Recommend to the Board methods in which the skills, experience, and expertise of existing Executive Council Members may be enhanced through education.
- IV. Recommend to the Board, candidates considered appropriate by the committee for appointment or re-election to the Board having regard to the skill, experience, ability to exercise independent judgment and expertise.
- V. Recommend to the Board, candidates considered appropriate for removal from the Board having regard to the skills, experience, ability to exercise independent judgment and expertise.
- VI. Obtain independent professional counsel or advice in the fulfillment of its duties at the cost of the Association.
- VII. Obtain resources and information from the Association for the fulfillment of its duties as it may reasonably require.

4. REPORTING

Copies of the Nomination Committee meeting minutes shall be circulated to all Board members.

The Chairperson of the Nomination Committee shall report the findings and recommendations of the Committee to the Board after each Committee meeting.

5. QUORUM AND VOTING

- I. A quorum will comprise of **two-third majority** of members of the committee.
- II. A duly convened meeting of the Committee at which a quorum is present shall be competent to exercise all or any of the authorities, powers and discretions vested in or exercisable by the Committee.
- III. Each member shall have one vote and the Chairperson of the Committee shall not have a second or casting vote.

6. DUTIES

The Nomination committee shall:

- I. Lead the process for Succession and make recommendations to the Board.
- II. Make Recommendations on any matter relating to the continuation in office of any Executive at any time;
- III. Make available for inspection, the terms and conditions of appointment of officers.
- IV. Ensure that the process of appointment shall be recorded, clearly setting out the mode and process employed.
- V. Together with the Secretary, ensure that a full, formal and tailored induction training programme is in place for new officers.
- VI. Annually revisit its objectives and duties and evaluate the effectiveness of its performance.
- VII. Establish and maintain the selection, appointment and succession planning process of President.
- VIII. Establish and maintain the process for the review of the performance of individual Trustees and the Board as a whole.
- IX. Give full consideration to succession plans, taking into account the challenges and opportunities facing the Association and what skills and expertise are for future purposes.
- X. Regularly review the structure, size and composition (including the skills, knowledge and experience) of the Board and make recommendations to the Board with regard to any changes.
- XI. Review the succession plan and report to the Board.
- XII. Keep under review the leadership needs of the Association with a

view to ensuring the continued ability of the association to compete effectively with foreign Alumni Association.

- XIII. To review the re-appointment at the conclusion of any specified term of office as appropriate under the Association's operational guidelines Rules in respect of retirement by rotation, and which should not exceed three years.
- XIV. Ensure that, if a member has been on the Board for a period exceeding six years, a rigorous review shall be made, taking into account the need for progressive refreshing of the Board. Board members may serve longer than nine years (three three-year terms), subject to annual re-election. Serving more than nine years could be relevant to the determination of the Board and the Committee must state its reasons for determining that the member remains independent.
- XV. Set out to members in the papers accompanying a resolution to appoint and why that individual should be selected.
- XVI. Set out to members in the papers accompanying a resolution to re-elect following formal performance evaluation, the individual's performance continues to be effective and demonstrates commitment to the role.
- XVII. To review continuance in office at any time.
- XVIII. Review annually the time required on performance. Evaluation shall be used to assess time spent by officers to carry out their duties.

SUB SECTION 2.

Membership Development Committee

1. COMPOSITION AND STRUCTURE

The composition and structure of the membership Committee is as follows;

- I. The Chairman shall be appointed by the Association's Board of

Trustees (BOT).

- II. The membership committee shall consist of 5 members. This will include 2 members of the Board of Trustees and 3 members from the Executive Council.

2. OBJECTIVES

The objectives of the Committee shall include but not limited to:

- I. Generating ideas for increasing active membership and for offering services to existing members which will increase members' satisfaction and membership renewal.
- II. Developing services which are adaptable to the specific needs of the diverse international membership.
- III. Advising the Board of Trustees on amendments and changes to the Association membership application processes as required.
- IV. Reviewing the membership dues structure at the request of the Board of Trustees.

SUB SECTION 3

Finance And Investment Committee

1. COMPOSITION AND STRUCTURE

The Committee shall be appointed by the Board of Trustees and shall consist of at least 5 members.

- I. 3 from the Board of Trustees and 2 from the Executive Council.
- II. It will be chaired by the Treasurer of the BOT
- III. Members shall be expected to attend at least 50% of meetings per annum.
- IV. The President of the Association shall attend when required so to do.

- V. Directors shall attend as required by the Committee to answer to enquiries on the performance of specific projects.
- VI. Meetings are not open to the public.

2. MEETINGS.

- I. Meetings shall usually be held bi-monthly (Every 2 months) and more frequently should circumstances require.
- II. Notice of meetings shall be given at least seven working days in advance unless members agree otherwise.
- III. The agenda shall be determined by the Chairperson.
- IV. The agenda and papers will normally be circulated five working days prior to the meeting.
- V. The Secretary, or his nominee, shall record the minutes of meetings.

3. DUTIES:

The duties of the Committee can be categorized as follows:

- I. To scrutinize all business cases for proposed investment that require Board approval (value to be determined possibly over (capital and revenue), ensuring that outcomes and benefits are clearly defined, are measurable and support delivery of key objectives for the Association.
- II. To monitor where necessary the delivery of approved investment projects against agreed outcomes and benefits, ensuring action is taken to address any shortcomings.
- III. To approve investment and expenditure on behalf of the Board as delegated to it from time to time.
- IV. To review monthly financial performance against income, expen-

diture and capital budgets, including progress against efficiency programmes and consider the appropriateness of any proposed corrective action.

- V. To ensure effective financial planning mechanisms are in place.
- VI. To review financial and activity performance against contracts and ensure any corrective action is taken.
- VII. To Annually, review the production and format of monthly reports, to ensure that they continue to meet requirements.
- VIII. To ensure the Association operates a comprehensive budgetary control and reporting framework (but acknowledging that the Committee is responsible for systems of financial control).
- IX. To ensure effective compliance reporting is in place in respect of any loan covenants or other requirements relating to borrowed funds.
- X. The Committee shall produce a rolling programme of review of individual Business Units and Directorates.
- XI. To review and monitor the Association's performance against financial benchmarks.
- XII. To review and advise the Board on the Association's budget.
- XIII. To review regular financial reports and, where appropriate, provide advice to the Board on the implications of these.
- XIV. To consider and make appropriate recommendations to on any matters having a significant financial impact on the Association.
- XV. To advise on the short, medium and long term financial implications of the Association's Plans.
- XVI. To advise in relation to the capital program and monitor the progress of major capital projects.

XVII To receive the annual reports and financial statements of the Association's controlled and associated entities.

XVIII To exercise authority delegated to it by the Board.

XIX. To provide the Board with an objective review of the financial position of the Association and oversee the delivery of financial performance, including taking any decisions delegated to it.

XX. To investigate any matter within its terms of reference and to demand the resources to do so.

XXI. To access all information that it deems relevant to fulfill its duties.

XXII. To obtain external professional advice and to invite external consultants with relevant experience to attend if necessary.

XXIII The Committee has delegated powers to approve expenditure and investment as approved by the Board from time to time and as set out investment strategy.

XXIV Upon the discovery of evidence of ultra vires transactions or evidence of improper acts, the Committee Chairman must raise such at a full meeting of the Board of trustees.

4. REPORTING

I. The Committee is accountable to the Board of Trustees and the Committee Chairman will report regularly on the Committee's proceedings.

II. The minutes of Committee meetings shall be formally recorded and made available to the Board of Trustees.

III. The Committee will undertake an annual review of its performance, via self-assessment by its members and this will be reported, together with any agreed actions, to the Board of Trustees.

5. QUORUM

A quorum shall be made up of two-third member of the committee and no business shall be conducted unless a quorum is formed.

SUB SECTION 4.

Chapter Development Committee

1. COMPOSITION

- I. The Committee shall consist of Coordinators of all Chapters.
- II. The Chairman of the Chapter Development Committee shall be a current serving Chapter Coordinator.

2. OBJECTIVES

This Committee has the primary objectives of building capacity within the Chapters of the Association and enabling continuous organizational improvement and sustainable growth.

3. DUTIES

- I. To develop and propose strategies and plans for Chapter improvement and growth.
- II. To cooperate with the person responsible for overseeing public relations and other Committees to develop and implement profile raising strategies.
- III. To give required input on initiatives relating to chapter development.
- IV. To ensure strategic development and monitoring of the Association's Chapters.
- V. To cooperate closely with the other Committees of the Association within areas of shared responsibility.
- VI. To give report to the Board of Trustees through the Chairman.
- VII. To Work with specific executive officers to develop programme tar-

gets in the Chapters.

- VIII. To cooperate with Community Service and Outreach Committee to develop plans for the effective delivery of programme carried out in the Chapters.
- IX. To work with the Board to ensure that chapter development strategies are consistent with strategies and policies across all areas.
- X. To develop, propose and review goals, criteria and standards for Chapters and the Associations consistently with a framework established by the Community Service and Outreach Committee.
- XI. To establish and review rules and procedures for Chapters Coordination and operations.
- XII. To work with the Board to ensure consistency in policies and rules across all chapters.
- XIII. To develop and review best practice templates.
- XIV. To cooperate with the Career Enhancement Committee to establish the methods of chapter development training.
- XV. To be responsible for coordinating the implementation of Chapter work through the management of the Coordinators and providing the necessary assistance.

SUB SECTION 5.

Community Service And Outreach Committee

1. COMPOSITION AND STRUCTURE

This Committee shall be led by the Vice President, Welfare and Community Outreach. It shall consist of 5 members; 2 from the executive council and 3 from relevant members of the Association.

2. DUTIES:

The duties of the committee include the following;

- I. To develop and manage an annual work plan as approved by the Board of Trustees.
- II. To facilitate dialogues and cooperation with senior officials from the University , public and private sectors, outline the Association's mandate and ensure regular communication and partnership arrangements;
- III. To develop an awareness campaign.
- IV. To develop a needs assessment survey, manage its distribution and produce a report on findings.
- V. To establish a Chapter Coordinators Working Group as well as enhancing communication and reports accordingly.
- VI. To manage the production of brochures, articles and e-magazines on community development project.
- VII. To produce a Community service and Outreach Committee Report for inclusion in the Annual Report by September 30th of each year; and,
- VIII. To manage and keep account of current membership list.
- IX. Maintain and expand the community development in and across the country.
- X. Develop partnerships with the University and affiliated organizations in the public and private sectors.
- XI. Acknowledge the service and contributions made by individuals and teams in contributing to the growth of the Community through their innovations, achievements, and leadership.

3. RELATIONSHIP TO OTHER COMMITTEES

The Committee reports to the President.

They also work closely with the NGO of the Association as well as other similar committees in the Chapters, with the help of the Executive Secretary.

SUB SECTION 6.

Programme And Events Committee

1. COMPOSITION

I. The Committee shall be composed of:

- a) Director of Events/Chairperson of the Committee
- b) 2 Representatives from the Secretariat
- c) Any other 3 persons from the Association.

2. COMMITTEE CHAIRMAN

The Chairman of the Committee shall be appointed by the President on recommendation. The Chairman may be any member of the Committee.

The Chairman is responsible for:

- I. Providing leadership to the Committee (i.e. convening meetings; developing agendas; assigning, supervising and coordinating the Committee)
- II. Representing the Committee in communication.
- III. Attending Executive Council meetings and the Annual General Meeting.

3. MEETINGS.

- I. The Committee shall determine a meeting schedule that will facilitate achievement of the Committee's work plan, which shall in-

clude at least four meetings per year.

- II. Directors and Committee Chairmen of other committees shall be invited to attend meetings that may have implications on their programs.
- III. Committee meetings may be by physical presence or by other forms of communication considered appropriate by members.
- IV. Decisions shall be made by consensus. In the event of a disagreement, committee members shall cast votes.
- V. The Committee Chairperson shall cast a vote in the event of a tie.

4. QUORUM

A quorum comprises **two-third majority** of members of the committee.

5. RESPONSIBILITY

This involves:

- I. Assisting in the development of strategic (i.e. long-term) direction and plans for national and international events.
- II. Fulfilling objectives and tasks identified in the annual Events and program Operational Plan;
- III. Contributing to an annual program evaluation to confirm that objectives are being met and desired results are achieved.
- IV. Facilitating communication, cooperation and coordination between the different levels and components of the events and program;
- V. Recruiting and organizing volunteers to assist in the development and implementation of events and projects when required.
- VI. Assisting with soliciting, receiving and evaluating bids for national and international events.

- VII. Supporting the development and successful operation of a program and to facilitate its planning, scheduling, organizing, officiating and hosting.
- VIII. The Events Committee is ultimately accountable to the President of the Association.

SECTION 9.

Officers Of The Alumni Association

The Officers of the ASSOCIATION are:

- I. President
- II. Executive Secretary
- III. Vice President, Corporate Communications
- IV. Vice President, Business
- V. Vice President, Finance
- VI. Vice President, Careers
- VII. Vice President, University Relations
- VIII. Vice President, Project
- IX. Vice President, Welfare
- X. Chaplain

SECTION 9(a)

Duties Of The Officers

A. PRESIDENT

The President shall:

- I. Be responsible to the Board of Trustees of the Alumni Association.
- II. Be responsible for the executive coordination of the Alumni Association.
- III. Be the Chief Executive Officer of the Alumni Association.

- IV. Serve within his/her tenure as a member of the Board of Trustees
- V. Preside over all executive council meetings, develop and distribute agenda for such meetings.
- VI. Be responsible for setting up relevant teams and committees to execute special tasks for the Alumni Association.
- VII. Be the custodian of the laws of the Association and ensure all actions and activities conform to the expectations of the Association as approved by the Board of Trustees.
- VIII. Be responsible for ensuring smooth transition upon expiration of tenure.
- IX. Serve as a representative of the Association at all events. He may appoint representatives where he is unable to attend.
- X. Supervise and ensure the development and implementation of strategies to oversee the broad constituents (Chapters & Flights) of the Alumni Association in partnership with the VP, Corporate Communications.
- XI. Alongside other Executive Council members serve on the Alumni Leadership Council within the tenure of their appointments.
- XII. Manage the operations of CUALA and will be required to issue an annual report to all members at the annual general meeting.
- XIII. Perform other duties that may be asked by the Board of Trustees.

B. EXECUTIVE SECRETARY

He/ She shall organize the ASSOCIATION Secretariat and keep its books and shall also:

- I. Be responsible to the Board of Trustees through the President of the Alumni Association.

- II. Be the Chief Operations Officer of the Alumni Association.
- III. Be responsible for keeping all administrative and operational records of the Alumni Association.
- IV. Be responsible for taking the minutes of all Alumni Leadership Council (ALC) Meetings and Executive Council Meetings.
- V. Be responsible for distributing minutes of all meetings before each ALC and Executive Council meetings.
- VI. Be responsible for keeping and updating membership data directory.
- VII. Be responsible for attending and responding to all correspondences on behalf of the Alumni Association.
- VIII. Be responsible for the development and implementation of strategies to oversee the activities of the Board constituents (Chapters and Flights) of the Alumni Association in accord with the President.
- IX. Work closely with the Vice President Corporate Communications to disseminate information to all members using several media platforms.
- X. Produce the record of all eligible voters at every election of the Association.
- XI. Serve also as a member of the Alumni Leadership Council.
- XII. Execute any other responsibility assigned by the President where they are related to the responsibilities mentioned therein.

C. VICE PRESIDENT CORPORATE COMMUNICATIONS

The Vice President corporate communication shall:

- I. Be responsible to the Board of Trustees through the President of the Alumni Association.

- II. Be responsible for the conduct, administration and execution of all communication strategies of the Alumni Association.
- III. Work with the Secretary to disseminate information to all members of the Alumni Association using several media platforms including but not limited to newsletters, blogs, social media platforms and website.
- IV. Serve as Chair of the Media and ICT Team.
- V. Serve as a member of the Alumni Leadership Council.
- VI. Disseminate any information that needs to go to the press.
- VII. Be the liaison between the general public and the Association.
- VIII. Serve also as a member of the Alumni Leadership Council.
- IX. Take on other responsibilities given by the President related to the duties written herein.

D. VICE PRESIDENT FINANCE

The Vice President Finance shall:

- I. Collect all funds for the Association, record them properly, pay same to the Association Account and keep bank records.
- II. He/ She shall submit financial reports to the Association whenever he/she is called upon.
- III. He/ She shall cooperate with the auditors during accounts auditing.
- IV. He/ She shall maintain an up to date records of the Association's financial standing.
- V. He/ She shall also forward his periodic financial reports to the ASSOCIATION.

- V. He/ She shall keep an imprest account of N50, 000 (Fifty Thousand Naira Only) to meet urgent expenses.

He shall also perform the following duties:

- I. Be responsible to the Board of Trustees through the President.
- II. Serve as a member of the Alumni Leadership Council.
- III. Be responsible for preparing the budgets of the Association for Board approval.
- IV. Be responsible for the management of all investment earnings of the Covenant University Alumni Association.
- V. Give advice on the membership dues and levies structure of the Association.
- VI. Be responsible for the management of the financial policies and systems of the Association.
- VII. Work with the Executive Secretary for inclusion in the records of the Association.
- VIII. Be responsible for other tasks as assigned by the president on issues related to financial matters.

E. VICE PRESIDENT BUSINESS

- I. i. Be responsible to the Board of Trustees through the President.
- II. ii. Shall serve as a member of the Alumni Leadership Council.
- III. iii. Serve as Chair of the Strategic Business Team.
- IV. iv. Be responsible for identifying and creating new revenue sources for the entrepreneurial future of the Association.
- V. v. The Vice President shall be responsible for overseeing financial investment of the Association in Business, Real Estate and other

entrepreneurial concerns.

- VI. vi. Shall work with the Vice President Finance in matters of mutual concern beneficial to the aspirations of the Association.
- VII. vii. Shall be responsible to the Board of Trustees through the President.
- VIII. viii. Shall be responsible for the management of all investment earnings of the Covenant University Alumni Association together with the Vice President Business.
- IX. ix. Shall be responsible for the management of the financial policies and systems of the Association.
- X. x. Give advice on the membership dues and levies structure of the Association together with the Vice President Finance.
- XI. xi. Be responsible for overseeing the business concerns of the Alumni Association.
- XII. xii. Be responsible for other tasks as assigned by the president on issues related to business matters

F. VICE PRESIDENT CAREERS

The duties of the vice president careers include the following;

- I. Be responsible to the Board of Trustees through the President of the Alumni Association.
- II. Serve as a member of the Alumni Leadership Council.
- III. Serve as the Chairman of the Career Development Team.
- IV. Ensure a smooth conduct of the Career division of the Alumni Mentoring Program.
- V. Be responsible for coordinating the Annual Career Fair of the Alumni Association.

- VI. Promote career awareness, exploration and planning.
- VII. Take on tasks extended to him by the President related to the functions of the role stated herein.

G. VICE PRESIDENT, PROJECTS

He/ She shall be responsible for overseeing any project embarked upon by the Association, within or outside the University Campus.

He shall also do the following:

- I. Be responsible to the Board of Trustees through the President.
- II. Serve as a member of the Alumni Leadership Council.
- III. Coordinate all physical, construction and real estate projects of the Alumni Association.
- IV. Serve as Chair of the Projects Development Group.
- V. Oversee the real estate business concern of the Alumni Association in association with the Vice President Business.
- VI. Advise the Alumni Executive Council on matters relating to acquisition and sale of property.
- VII. Execute any task assigned to him by the President, relation to projects.

H. VICE PRESIDENT UNIVERSITY RELATIONS

He/ She shall liaise with the University authorities on issues affecting the Association. He/ She shall also receive information from the University to the Association.

In addition he shall:

- I. Be responsible to the Board of Trustees through the President of the Alumni Association.

- II. Serve as a member of the Alumni Leadership Council.
- III. Serve as the Chairman of the University Development Team.
- IV. Be responsible for designing approaches for student engagement and enlightenment with the aim of connecting them with the Alumni Association.
- V. Be responsible for identifying and executing all approved programs meant for the Relations of the University that holds in partnership with the Alumni Association.
- VI. Be responsible for coordination the Alumni Mentoring Programs.
- VII. Identify opportunities to support the faculty, staff and students of Covenant University.
- VIII. Recommend projects that require the intervention/cooperation of the Alumni in the University.
- IX. Take on other responsibilities assigned by the President related to the functions of the VP, University Relations.

I. VICE PRESIDENT WELFARE & COMMUNITY OUTREACH

The Welfare Officer shall assist in effective communication between the Association and its members.

In addition he/she shall:

- I. Be responsible to the Board of Trustees through the President of the Alumni Association.
- II. Serve as a member of the Alumni Leadership Council.
- III. Serve as a member of the Board of Trustees of the Eagles Hope Charity Foundation.
- IV. Supervise and coordinate the operations of the Eagles Hope Charity Foundation.

- V. Facilitate and ensure swift response to social and welfare needs of Alumni members as they arise.
- VI. Be responsible for identifying and executing the Alumni Association's Social responsibility initiatives besides the ones executed by the Eagles Hope Charity Foundation.
- VII. Ensure institutional partnerships between the Alumni Association and Corporate Organizations to execute social programmes/agenda.
- VIII. Report cases of health and social concerns cases with the members to the Alumni Association.
- IX. Execute any other responsibility as may be given by the President related to the functions of the office stated herein.

J. CHAPLAIN

The Chaplain shall:

- I. Be responsible to the Board of Trustees through the President of the Alumni Association.
- II. Serve as a member of the Alumni Leadership Council.
- III. Be responsible for the Spiritual care and nourishment of the Association.
- IV. Be responsible for reinforcing appropriate behavior of members of the Association.
- V. Coordinate spiritual development activities across the various broad constituents of the Alumni Association.
- VI. Ensure the conduct of spiritual development programs not limited to Quarterly worship service, Discipleship Opportunities, Pastoral care, Counseling Services and Carol Services.

- VII. Connect the Association to the Living Faith Church Worldwide (LFCWW) for spiritual oversight and guidance as the proprietors of Covenant University.
- VIII. Shall bring to the attention of the leadership of LFCWW any such case of Covenant University graduate requiring spiritual attention.
- IX. Take on other responsibilities given to him by the President of the Association related to the functions stated therein.

SECTION 10.

Terms Of Office

Officers shall hold offices for 2 years in the first instance and shall be eligible for re-election for another term for the same office.

Individuals who have served in the other offices are eligible to vie for other offices should they meet the eligibility criteria.

CHAPTER 3

Recruitment, Budgeting And Fund Raising Policies Of Covenant University Alumni Association.

SECTION 1

Recruitment Policy.

It shall be lawful for the Alumni to conduct recruitment exercises for the purpose of recruiting new employees to work with the Association.

SECTION 2

Procedure For Recruitment

- I. Upon the request for recruitment, the Executive Secretary shall direct the Vice President, Corporate Communications to cause such job vacancy to be advertised for a minimum of one week via the following media: Alumni Secretariat Notice Board, Social Media e.g. Association's website, twitter, etc. specifying the closing date for entries.
- II. Once the position is posted, candidates shall apply in writing i.e. Cover letter and Resume through the Executive Secretary of the Association. Or candidates will complete an electronic application for each position (Here resume and cover letter optional). Candidates shall be considered as "Applicants" or Expressions of Interest"
- III. Applicants herein referred to, shall be candidates who apply during the initial application period as described above. Candidates who apply after the initial application period shall be considered "expression of interest and not viewable by the Interview committee.
- IV. The Interview Committee members shall review all applications to ensure that qualifications are assessed by more than one person and that individual opinions are avoided.
- V. Each member of the Interview Committee may comment on each applicant's qualification as they relate to the minimum requirements of the position.

- VI. The Chairman or Chairman's Associate shall then review all interview committee comments and develop a short list.
- VII. Once an applicant has been shortlisted, it is deemed to represent a sufficient diverse applicant pool and upon approval the applicant shall then be contacted for interview.

SECTION 3

The Interview

The Interview shall be an opportunity for employer and prospective employee to learn more about each other and validate information provided by both.

Two interview sessions will be conducted before the completion of any recruitment exercise. The panel for the first interview session should consist of the Vice President of the requesting unit, a Director and a staff of the secretariat. The final interview session panel would consist of a minimum of three (3) members of the Alumni Leadership Council.

The Committee Chairman shall provide the following;

- I. Format of the Interview and order of question.
- II. Question to be asked from all applicants
- III. Specific questions to be asked of individual applicant
- IV. Who is going to ask which question
- V. Determine if a work sample should be substituted
- VI. The optimum start date for the position.

Any other detail applicant may need to know about the roles that were not noted in the position description.

SECTION 4

BUDGETING POLICY

The association shall have annual budget prepared every year to guide operations and management decisions.

The budget shall reflect directives from the Board of Trustees for the forthcoming year, while taking into consideration, the current realities and Executive Council's own expectations as to what is practical.

To accomplish the objectives of having an approved budget prior to the beginning of each financial year, the following schedule and program of activities must be adhered to:

1. By the end of September each year, the Vice President Finance shall invite all budget holders (i.e. Chapters/Groups/Units) to attend a Budget Session to be held at Secretariat or a designated location by the third week of September every year.
2. At the Budget Session, the Association' Executive shall present the Association focus for the year in view, including followership targets for existing locations, for new locations, new program launches, revenue expectations and cost containment expectations. These forward view operations shall guide the budget holders in preparation of their budget proposals.
3. The Budget Session will also clearly delineate what targets are – revenue and costs alike. Any other issues relating to budget preparations, such as the use of the templates, etc. will also be addressed on this occasion.
4. Following the Budget Session, all budget holders shall begin budget input by the last week of September every year and end the input by the first week of October every year.
5. The budget holders shall carry out the input into their budget templates, which shall be made available by the Vice President Finance.

6. The Vice President Finance shall effect consolidation of the budget inputs, beginning from the second week of October, every year till the fourth week. Vice President Finance shall review the proposed budgets for reasonableness.
7. The Vice President Finance shall submit the consolidated budget to the Board of Trustees appointed Auditor for final review by the first week of November every year.
8. The Auditor, upon being satisfied with the proposed consolidated budget, forwards it to the President, for onward submission to the Board of Trustees, by the second week in November, every year of the year in question.
9. The Board of Trustees shall meet to review the final budget by the third week of November, every year.
10. The President shall then communicate the Board of Trustees comments to the Vice President Finance for appropriate adjustments.
11. The Vice President Finance shall ensure the incorporation of the Board of Trustees comments and adjustments by the fourth week of November every year.
12. Following any changes mandated and carried out, the Vice President Finance shall do a final review of the budget, then forward it to the Auditor to have the master budget authorized before submission to the President for final approval or sign-off. The sign-off shall be done by the first week of December every year, prior to the Annual CUALA Leadership Council meeting holding on the third week of December every year, where future plans and operations of the budget shall be addressed.
13. Given the Board of Trustees's assent to budget, all budget reporting units shall set up budget tracking and planning templates to guide operations in the year ahead.

CHAPTER 4

Alumni Chapters

SECTION 1

Aims And Objectives

A. OBJECTIVES

The objective of the Alumni is to provide an avenue for every member to participate in social, recreational and educational programs that would encourage professional and social networking.

B. AIM

- I. To ensure that every member both within and outside the country remain close to their alma mater despite the geographical separation.
- II. The breakdown of the above includes:
- III. Providing continuing education to Alumni members in their areas of discipline through programs featuring Covenant University facility.
- IV. Renewing and maintaining fellowship of members in different areas.
- V. Updating Alumni on Covenant University and current campus news and information.
- VI. Identifying and recommending qualified prospective students to the Covenant University Admissions office as well as help inform local schools about Covenant University and its programs.
- VII. Serving the Career Development Group as a network of professionals available to counsel recent graduates and current students.
- VIII. Providing assistance to the University on projects for the advance-

ment of the University.

IX. Assisting the Alumni Secretariat in updating Alumni information.

SECTION 2

Criteria For Starting A New Chapter

- A. There shall be at least 20 Alumni members in a state to start a new chapter.
- B. The following steps shall be followed in forming an Alumni Chapter:
 - I. Inform the CUALA Secretariat of their interest in starting a new Alumni Chapter.
 - II. The application shall be reviewed by the Alumni Secretariat and voted on by the Board of the Alumni Association for its acceptance.

SECTION 3

Structure And Leadership Layout

- A. THE COORDINATOR
 - I. It shall be the responsibility of the coordinator to convene meetings. He shall also preside over meetings and over the decisions of the meetings.
 - II. He shall also be a member of the Alumni Leadership Council and represent the Chapter at the annual Eagles summit.
 - III. He shall be responsible to the President of CUALA through the Executive Secretary.

- B. DEPUTY COORDINATOR

It shall be the responsibility of the Deputy Coordinator to assume the duty of the Coordinator in his/her absence and to assist him to oversee important functions and events.

The Deputy Coordinator shall be given all the rights, privileges and power when necessary as that of the Coordinator and shall perform the duties of the Coordinator when the needs arises.

C. GENERAL SECRETARY

- I. It shall be the duty of the Secretary to oversee issues relating to communication within the members of the Association through emails and newsletters.
- II. He/she shall be responsible for disseminating information from the officers to the general members.
- III. He/she shall be saddled with the responsibility of contacting new members in his area and encouraging their involvement in the Association.
- IV. He/she should be the custodian of the records of the Chapter operations.

D. FINANCIAL SECRETARY/TREASURER

- I. It shall be the duty of the Financial Secretary/Treasurer to oversee policy concerning the flow of financial resources in and out of the organization.
- II. He/she shall maintain/keep records of transaction for the chapter and also provide Alumni Secretariat with an annual report of financial matters and coordinates the collection of chapter dues.

E. CHAPLAIN

It shall be the duty of the Chaplain to hold specific events on the days prescribed by the leaders and on behalf of the members.

F. PUBLIC RELATIONS OFFICER

- I. It shall be the responsibility of the Public Relations Officer (PRO) to ensure that information is provided across to every individual

in the Association with the necessary details that may be required with the information.

- II. He shall be responsible for planning and conducting public relations program designed to create and maintain a favorable public image of the Association.
- III. He shall be responsible for developing meaningful relationship between the university and key stakeholders including Alumni, friends of the University and the local community to secure their support.

G. WELFARE SECRETARY

- I. He/she shall be responsible to give guidance to members who may be in need of support to alleviate whatever challenges they may be facing.
- II. He/she shall ensure that Chapter identifies and execute social/community enhancement projects in the state of coverage. They are to work directly with Vice President, Community Outreach & Welfare.

H. MEMBERSHIP

The following shall be criteria and steps for becoming a member of the association.

- I. All graduates of Covenant University who have an interest for the development and upliftment of the institutional chapter and who also share in the aims and objectives of the Association.
- II. Such member must be able to abide by the Constitution and fulfill all obligations of membership.
- III. Shall attend and participate in major meetings organized by the Association.
- IV. Pay all dues that may be required to be paid by all members.

SECTION 4

Fund Raising Policy

A. GUIDELINES FOR FUNDS RAISING

The following shall serve as guidelines for fund Raising Policy.

- I. All fund raising activities must be coordinated through the office of the Vice President, Finance.
- II. The executive council shall be involved in all fund raising activities.

B. DUES/LEVIES

Subject to any provision of the Alumni constitution, apart from centrally collected levies to be paid collected should be for events and projects.

C. REVENUE AND EXPENSES

- I. It shall be the duty of each chapter treasurer to maintain the treasury for a particular duration.
- II. It shall be the duty of the treasurer to secure the guidelines for the management of chapter funds from the office of Vice President, Finance.
- III. It shall also be the duty of the treasurer to maintain a computerized account of the financial transactions.
- IV. The financial record of each chapter must be maintained in accordance with standard accounting policies and practices.
- V. It shall be the duty of the treasurer to receive and disburse funds and no other officer may be authorized to disburse funds.
- VI. Funds of each chapter shall be used solely for the benefit of the chapter.
- VII. All invoices of payments made and or received by the Chapter shall

be in the name of the chapter and only payable after approval is indicated on the invoice by the authorizing officer.

- VIII. The treasurer shall at all times make clear to all officers the amount that is available to the chapter to spend on a particular project from the entire funds received.

D. BANK ACCOUNT

It shall be the duty of each chapter to have its own bank account where every financial transaction shall be deposited.

SECTION 5

Chapter Communication

- I. It shall be mandatory for each chapter to have a handbook of its chapter as it concerns basic information on how to attain, keep information and exploit Alumni contact details and information.
- II. It shall be mandatory for the Chapter Officer to have access to the list of all Eagles living within their chapter boundaries.
- III. It shall be mandatory for each State Secretariat to maintain the database of all Alumni contact information as Alumni Records.
- IV. It shall be the duty of every alumnus after changing location to inform both the state and central Alumni Secretariat of the change of location.
- V. It shall be the duty of every Alumni Chapter to submit information about events at least 3 three months before the actual date to the Executive Secretary.
- VI. It shall be required of every chapter to make all requests for e-mail generations through the Alumni Secretariat at least two or three weeks prior to the e-mailing date.
- VII. It shall be the responsibility of the chapter secretary or homepage Administrator to keep the chapter's home page current with latest

information on chapter officers, news of upcoming events and reports on past events.

- VIII. Each chapter shall be encouraged to have someone take digital photos at events and submit same to their secretariat for possible use on the chapter's web page and other communication devices..
- IX. Chapter Association's officer may communicate frequently amongst themselves, so as to ensure that all Alumni leaders know what their fellow officers are doing and intend to do across areas of responsibility.

SECTION 6

Event Programming

- A. Event and programs may be organized occasionally.
- B. In determining events and programs recourse shall at all times be made to covenant university's academic calendar.
- C. In determining events and programs locations, recourse should be made to the demographic distribution and Alumni population.
- D. In determining the cost of an event or programme, recourse shall be made to the fact that the event or program shall enable the Alumni break even or achieve a small surplus between the cost of running the function and the income gathered from attendance fees.
- E. To achieve this principle of trying to break even or achieve a small surplus the following shall be taking into consideration:
 - I. Non-paying Guests: include the expenses of Non-paying guest such as featured speakers in the event budget.
 - II. Audio – Visual: AV equipment may be needed for certain presentation.
 - III. Incidentals: e.g. cost of flowers, decorations, fancy name tags and other incidentals may be quickly added up and included in the

event budget.

- IV. Cash Bar: Some chapters do not host cocktails for their events, only providing non-alcoholic beverages as part of the attendance fee.
 - V. Require RSVPs asking Alumni to pay in advance will make certain the chapter may provide an accurate count to venues and caterers.
- F. For the promotion of events and programs efforts should be made to advertise all events through the variety of communication media. In promoting events and programs, the following may be taken into consideration;
- I. Mention upcoming gatherings at each event and, if possible, have flyers or copies of the announcement/newsletters/invitations to distribute.
 - II. If a feature speaker is an Eagle, send a copy of the invitation to the flight leader and ask him/her to notify other class mates in the area.
 - III. Spread the word among the officers of the local Alumni clubs from peer institutions especially if there is a connection between a particular school and the event.
 - IV. Information should be sent about all gatherings to the secretariat of the Alumni Association.
- G. Event and programs notices can be sent at least 4 – 6 weeks before the scheduled date for fair standard and practice.
- H. The chapter may before the scheduled date insert the planned programme into the calendar of activities some months or up to a year before the scheduled date.
- I. For making attendees to stick to the planned timeline the following may be taken into consideration:
- I. There should be a registration table where arriving attendees will check in and/or pay and receive a name tag.

- II. All equipment should be adequately checked as to who will provide a particular equipment.
- J. After the conclusion of every event and program, the function should be evaluated on its merits and demerits, likewise the gathering, attendees should be examined on the merits.

SECTION 7

Types Of Event

For the purpose of the Alumni Association, the following programs and events may be organized.

- I. Annual meetings.
- II. Educational programs.
- III. Recent Graduates Reception
- IV. Gala event
- V. Special projects and chapter programs.

I. Annual meetings: It shall be mandatory for all active chapters to hold a meeting at least once every year. The annual meeting maybe for elections, awards, receiving new eagles and other Association business been conducted.

II. Educational Programmes: It shall from time to time organize educational programs that can help fulfill its mission by providing interesting educational opportunities to its members.

In organizing educational programs the following shall be the main catch point of the event:

- a. Presentation by a visiting Covenant University faculty speaker. Panel or debate involving multiple speakers, seminar or small group discussion.
- b. Alumni Association Chapter may hold a reception party for new members of the Alumni.

- c. It shall be lawful for the Association/Chapter to participate in sports and other recreational events.
- d. It shall be lawful for Alumni Chapter to organize/participate in annual dinners and other gala events.
- e. It shall not be unlawful for any chapter to use proceeds to benefit a special program.
- f. It shall be lawful for the Alumni Chapter to engage in providing services to the university, its students and Alumni.

CHAPTER 5

Alumni Flight Officers

ESTABLISHMENT

Each class affiliation shall be called and coordinated by Flight leaders.

SECTION 1

Flight Officers

The Role of flight officers includes the following:

1. To generate benefits from connections that will help the alumni and the school as a whole emerge the best among equals.
2. To create connections among classmates by strengthening ties to Covenant University and its mission to develop world class leaders.

SECTION 2

Flight Leadership Structure

Each class shall appoint the following officers:

- I. Flight Leader
- II. Deputy Flight Leader
- III. Flight Secretary
- IV. Flight Treasurer
- V. Flight Reunion Chair
- VI. Flight Webmaster
- VII. Flight Liaison Officer

SECTION 3

Election/Tenure Of Flight Officers

The President of the Alumni Association shall be responsible for the conduct of the election of new class officers and such officers shall be elected at

Eagles Summit and serve a two year term from the effluxion of one Eagle Summit to another.

Voting: This may be online voting or during Eagles Summit.

SECTION 4

Screening

All confirmed nominees are to be screened along parameters below and as may be identified from time to time:

- I. Employers Attestation(where employed) or Board’s Attestation (where he/she is an entrepreneur)
- II. Proof of financial commitment to the association.
- III. Proof of non-indebtedness to be provided by the organization to which the candidate is affiliated.
- IV. Guarantors for indemnity must be members of the Alumni Association.

SECTION 5

Roles And Responsibilities Of The Flight Officers

A. FLIGHT LEADER

The Flight Leader shall:

- I. Provide leadership, support and encourage the officers and the members of the class.
- II. Be diligent with other officers to be sure that all task are being accomplished on schedule.
- III. Be responsible for the overall design and the implementation of the class plans and schedules and call on the deputy for assistance.
- IV. Monitor the performance of the other class officers.
- V. Attend Eagle’s summit each year, Chapter events and encourage

participation by other classmates.

- VI. Notify the president of the alumni of any social issue requiring attention e.g. births, death etc.
- VII. Forward new addresses, phone numbers, and e-mail addresses etc. to the alumni secretariat.
- VIII. Regularly communicate with the alumni secretariat and other flight leaders
- IX. Promote communication with classmate and participation of classmate in all events.
- X. Prepare and submit annual report.
- XI. Conduct class meetings and
- XII. Preside on all class meetings.
- XIII. Be available to listen to the concern and accolades of classmates and address the issues.
- XIV. Be expected to know everything about the university and maintain contact with the university on behalf of their class. Report all important and necessary information to your class concerning their welfare.
- XV. Discuss class business with new flight leader upon completion of term of office and ensure a complete handover of current issues and the future responsibilities with a handover note.

B. DEPUTY FLIGHT LEADER

The Deputy Flight Leader shall assist the flight leader in fostering unity and building a class communication to maintain enthusiasm and class spirit and shall:

- I. Perform any other duties that may be assigned by the flight leader.

- II. Be responsible for overseeing certain aspect of the class as delegated by the
- III. flight leader.
- IV. In the absence of the flight leader represent the class.
- V. Encourage classmate to participate in activities organized by the alumni.
- VI. Assist the flight leader in any way possible especially listening to classmates
- VII. Make personal contact with classmates via all electronic media and social network
- VIII. Discuss alumni class business with the new deputy flight leader upon the
- IX. On completion of his term in office, ensure a complete handover of current issues and future responsibilities with handover notes.

C. FLIGHT SECRETARY

The flight secretary shall be one of the most visible representatives by soliciting news from classmates and keeping readers connected to each other and to the school and shall:

- I. Keep and maintain minutes of all meetings.
- II. Be a spokesperson anytime of the day when necessary.
- III. Keep addresses of emails and phone number of all class member so that she can easily pass information to them.
- IV. The secretary should keep track of birthday parties, house warming, wedding ceremonies etc. so as to pass information to the other classmates and the alumni.
- V. The secretary should also locate classmates in need to help and

pool resources together.

- VI. Perform any other duties that may be assigned by Flight leader.
- VII. Discuss with new secretary upon completion of your term in office with handover note.

D. FLIGHT TREASURER

The Flight Treasurer shall keep financial records of the class and:

- I. Oversee the finance of the class.
- II. Maintain the financial stability of the class.
- III. Keep a running ledger of the class account.
- IV. Pay all event bills
- V. Keep an accurate record of all collections and payments.
- VI. Provide financial reports of class events for the flight leader
- VII. Must create reunion events to generate profits.
- VIII. Solicitation of dues from classmates.
- IX. Discuss with new treasurer upon completion of your term in office with handover note.

E. FLIGHT REUNION CHAIR

The flight union chair shall coordinate an enjoyable, memorable, inclusive and affordable reunion for all classmates during the reunion events and shall:

- I. Recruit classmates to assist in planning class events during reunion.
- II. Work with officers and other flight leaders to encourage attendance at the reunion

- III. Coordinate the details associated with the various class events (e.g. food music and activities entertainment).
- IV. Set class reunion fee with the treasurer.
- V. Let the class know the plans outlined for the reunion and maintain frequent communication with all units.
- VI. Must ensure that event logistic is being covered and finalize all reunion events prior to the actual reunion.
- VII. Organize and attend planning committee meetings and the class reunion.

F. FLIGHT WEBMASTER/MISTRESS

The flight webmaster/web mistress shall coordinate the class web page making sure same is informative, enjoyable, and maintains good communication between flight members and shall:

- I. Create and maintain a class web page, linked to the alumni association page.
- II. Have knowledge or flair for learning HTML or other web related development software.
- III. Update class web pages periodically, particularly on a monthly basis.
- IV. Update and also maintain a functioning website for the class.

G. FLIGHT LIAISON OFFICER

The flight liaison officer shall act as a contact point for both the alumni secretariat and the flight officers in order to communicate and coordinate their activities and shall:

- I. Identify areas of challenge.
- II. Act as resource person to the flight officers.

CHAPTER 6

Duties Of Appointed Directors

The following groups shall be established under the Association and there shall be a Director for each of the following groups:

- I. ICT/Media Group
- II. University Development Group
- III. Strategic Business Group
- IV. Career Development Group
- V. HOPE
- VI. Project Development Group
- VII. Welfare

SECTION 1

The Director, ICT/Media Group shall:

- I. Be responsible to the Vice President, Corporate Communication.
- II. Coordinate the activities of members of the ICT/Media Group.
- III. Ensure the design, development management of CUALA's online media platforms and adoption of necessary ICT tools, processes and system to meet the goals of CUALA.
- IV. Execute any other responsibility assigned by the Vice President, Corporate Communication where they are related to the responsibilities mentioned therein.
- V. Serve as a member of the Alumni Leadership Council.

SECTION 2

The Director, University Development Group shall:

- I. Be responsible to the Vice President, University Relations.

- II. Be responsible for developing solicitation strategies for major organizations by conducting research, identifying and prioritizing top prospective organizations that want to be a part of the University, creating plans for engaging such organization with the university, and establishing philanthropic relationship.
- III. Coordinate relationships and development activities with the University as a whole.
- IV. Be responsible for managing and monitor donor relationships and prospects, effectively ensuring appropriate call reports and documentation are properly recorded.
- V. Be responsible for planning and managing special events of the Association in the University as well as other functions when necessary.
- VI. Perform other related duties as assigned by the Vice President, University Relations

SECTION 3

The Director Strategic Business Group shall:

- I. Be responsible to the Vice President, Business of the Association
- II. Be responsible for seeking out new business opportunities for the Association.
- III. Be responsible for coordinating and implementing plans designed to increase existing businesses among the Alumni as well as capture business opportunity for the Association.
- IV. Be responsible for conducting seminars and participating in meetings with clients, external vendors or advisors.
- V. Perform other related duties as assigned by the Vice President, Business and Finance of the Association.

SECTION 4

The Director, Career Development Group shall:

- I. Be responsible to the Vice President, Careers of the Associations.
- II. Be responsible for organizing workshop and seminars e.g. writing effective resumes and cover letters, job search and networking techniques that will boost career plan or path of the Alumni members.
- III. Be responsible for organizing internship placements for undergraduates of Covenant University.
- IV. Participate in on campus recruitment with such organizations who are interested in recruiting graduating students.
- V. Work with the Vice President, Careers to organize a Career fair with recruiters from Corporate and non – profit organizations for a broad range of internship and full – time career opportunities.
- VI. Perform other related duties as assigned by the Vice President, Careers of the Association.

SECTION 5

The Director, HOPE shall:

- I. Be responsible to the Vice President, Welfare and Community Outreach of the Association.
- II. Oversee the management of all operations of the Eagles HOPE Foundation including program implementation, program monitoring and reporting, human resources, and financials.
- III. Be responsible for the design and execution of a fundraising strategy that includes proposal submissions, events, social media campaigns and stewardship of individual sponsors, actively seek and maintain a diverse sponsor bases.

- IV. Be responsible in implementing relevant programs that will engage and benefit the external target community thereby building a relationship between the Association and the other bodies.
- V. Perform other related duties as assigned by the Vice President, Welfare and Community Outreach.

SECTION 6

The Director, Project Development Group shall:

- I. Be responsible to the Vice President, Projects of the Association.
- II. Be responsible for coordinating project teams within the groups for the purpose of executing physical development plans of the Alumni/Association.
- III. Be responsible for coordinating the real estate division of Hebron Edge System Limited.
- IV. Perform other related duties as assigned by the Vice President, Projects of the Association.

SECTION 7

The Director of Welfare Shall:

- I. Be responsible to the Vice President Welfare and Community Outreach
- II. Be responsible for liaison with chapter officers and flight officers on the needs of members.
- III. Be responsible for verifying every need of members of the Association and ensuring timely and adequate attention is given to them.
- IV. Perform other related duties as assigned by the Vice President, Welfare and Community Outreach.

CHAPTER 7

Amendment

SECTION 1

CLAIMS

No member or group of persons on leaving the ASSOCIATION either by resignation, suspension or dismissal shall have any claim from the ASSOCIATION's fund or property except such person(s) had invested his/her personal fund in the operations of the ASSOCIATION.

SECTION 2

AMENDMENTS

Amendments to the Constitution may be made at the General Meeting provided the motion for amendment is carried by at least a two-third (2/3) majority of all the delegates (members) present and voting, and provided that notice to the amendment has been given to all members at least one month before the general meeting and thereafter the amendment shall be forwarded to the Registrar General of Corporate Affairs Commission for final approval.

SECTION 3

COMMON SEAL:

The Trustees shall have a common seal.

Such Common Seal shall be kept in custody of the Secretary who shall produce it when required for use by the trustees.

All documents to be executed by the Trustees shall be signed by such of them and sealed with the Common Seal.

SECTION 4

AUDITORS

An auditor (s) shall be appointed at the general meeting to audit the account

of the ASSOCIATION annually

SECTION 5

SPECIAL CLAUSE:

1. **THE INCOME AND PROPERTY OF THE COVENANT UNIVERSITY ALUMNI ASSOCIATION**” whensoever derived shall be applied solely towards the promotion of the ASSOCIATION as set forth in this Rules and Regulations/Constitution and no portion thereof shall be paid or transferred directly or indirectly by way of dividend, bonus, or otherwise however by way of profit, to the members of the **COVENANT UNIVERSITY ALUMNI ASSOCIATION**.
2. **PROVIDED** that nothing herein shall prevent the payment, in good faith, or reasonable and proper remuneration to an officer or servant of the **COVENANT UNIVERSITY ALUMNI ASSOCIATION** in return for any service actually rendered to the ASSOCIATION but so that no member of the Executive Council or Governing Body shall be appointed to any salaried office of the ASSOCIATION or any office of the ASSOCIATION paid for by fees, and that no remuneration or other benefits in money or monies shall be given by the ASSOCIATION to any member of such Council or Governing Body except repayment of out-of-pocket expenses or reasonable and proper rent for premises demised or let to the **COVENANT UNIVERSITY ALUMNI ASSOCIATION** provided that the provision last aforesaid shall not apply to any payment of any company to a member of the ASSOCIATION may be a company in which such member shall not hold more than one-hundredth part of the capital and such member shall not be bound to account for any share of profits he may receive in respect of any such payment.
3. **NO ADDITION**, alteration or amendment shall be made to or in the RULES AND REGULATIONS/CONSTITUTION for the time being force, unless the same have been previously submitted to and approved by the Registrar-General.
4. In the event of a winding up or dissolution of the **COVENANT UNIVERSITY ALUMNI ASSOCIATION**, there remains after the satisfaction

of all the debts and liabilities, any property whatsoever, the same shall not be paid to and distributed among the members of the **COVENANT UNIVERSITY ALUMNI ASSOCIATION** but shall be given or transferred to some other institution(s) having objects similar to that of the **COVENANT UNIVERSITY ALUMNI ASSOCIATION** and the body or bodies are prohibited from distributing its or their income and property amongst its or their members to an extent at least as great as is imposed on **COVENANT UNIVERSITY ALUMNI ASSOCIATION** under or by virtue of the SPECIAL CLAUSE hereof, such institution(s) to be determined by the members of the ASSOCIATION at or before the time of dissolution and if in so far effect cannot be given to the aforesaid provision, then to some charitable object.

APPENDIX

Reports And Forms

ACTIVITY REPORT

The Activity Report is intended to give us a snapshot of chapter activities in the past year.

Chapter: _____

Your Name and Leadership Role: _____

ORGANIZATION & STRUCTURE

How often does your leadership group have meetings or conference calls?

Monthly Quarterly Semi-annually

Annually Never

Date of your Chapter's last annual meeting:

Does your Chapter have its own constitution and bylaws?

Yes No

MEMBERSHIP & DUES

How do you ensure your members pay dues

Do you have any state levies?

Yes No

Do you allow members to pay dues online?

Yes No

What are the benefits of membership?

Give away Early Notice of Events Free Events

Members-Only Events Discounted Events

Other: _____

Do you track membership and in what format?

Excel Spreadsheet Access Database

Other Format: _____

Don't Track Membership

EVENTS & ACTIVITIES

How many events did your chapter sponsor or co-sponsor last year?

How regularly does your Chapter sponsor or co-sponsor events?

Please describe the events in your chapters during the past year. Attach additional sheets if necessary.

Date - Event - Location - Attendance

What type of events and activities does your Chapter sponsor?

Please check all that apply:

- | | |
|---|---|
| <input type="checkbox"/> Annual Meeting | <input type="checkbox"/> Educational programming University |
| <input type="checkbox"/> Reception | <input type="checkbox"/> Alumni or Community Speaker(s) |
| <input type="checkbox"/> Dinner | <input type="checkbox"/> Luncheon or other Gathering |
| <input type="checkbox"/> Alumni Career Networking | <input type="checkbox"/> Undergraduate Internship Program |
| <input type="checkbox"/> Scholarship Fund | <input type="checkbox"/> Community service Project(s) |
| <input type="checkbox"/> Book Club | <input type="checkbox"/> Participatory Sporting Event(s) |

Other: _____

COMMUNICATIONS

How often does your Chapter produce a newsletter?

Electronic:

Monthly Quarterly Semi-Annually Annually Never

Print:

Monthly Quarterly Semi-Annually Annually Never

Other than a newsletter, how many times a year does your Chapter communicate with your members?

Print (e.g. postcard, invitation, flyer, etc.): _____

Electronic (e.g. broadcast e-mail, etc.): _____

How do you e-mail your Chapter (check all that applies)?

CUALA Volunteer Don't send e-mails

Other _____

Have you conducted a survey of your membership in the last year?

Yes No

Does your Chapter have a Web site?

Yes No

If yes, is there a link to your Web site on the main Website of the Association?

(<http://www.covenantuniversityalumni.net>)

Yes No

If no, would you like information on creating a Web site for your Chapter?

Yes No

Does your Chapter have a CUALA Discussion Group on LinkedIn?

Yes No