

THE CONSTITUTION OF ASSOCIATION OF TUTORIAL SCHOOLS OPERATORS

PREAMBLE

We the member of **ASSOCIATION OF TUTORIAL SCHOOL OPERATORS** a non-profit and non political ASSOCIATION do firmly and solemnly resolve to provide for ourselves a constitution and be governed by the provisions therein contained.

ARTICLES 1:

Name: The name of the ASSOCIATION is **INCORPORATED TRUSTEES OF ASSOCIATION OF TUTORIAL SCHOOLS OPERATORS**.

ARTICLES 2:

The Motto of this Association shall be: INTEGRITY; Zero Tolerance for examination malpractices.

ARTICLES 3:

Address: The address of the headquarters of the ASSOCIATION shall be in Lagos State, Nigeria.

ARTICLES 4:

Aims and Objectives: ASSOCIATION OF TUTORIAL SCHOOLS OPERATORS is a non-profit making association open to all tutorial school proprietors and stakeholders who has passion for the entrenchment of quality in the standard of Nigeria's education being the key to national development.

- i. To promote the standard of education in Nigeria.
- ii. To passionately seek a positive turn around in the development on education in Nigeria.
- iii. To seek improvement in the quality and standard of tutorial schools in Nigeria.
- iv. To help indigent students.
- v. To organize seminars, workshops and symposia towards actualizing the association objectives.
- vi. To promote the association within the country.
- vii. Giving out of loans to members.
- viii. Eradication of examination malpractices.
- ix. Giving out of awards to well-meaning and deserving Nigerians.
- x. To serve as a source of legal backing to members.
- xi. To create a bedrock of investment ideas for members.
- xii. Creation of wealth through entrepreneurial development for members.

ARTICLE 5: BOARD OF TRUSTEES

This article deals with the TRUSTEES OF THE ASSOCIATION.

A. COMPOSITION / REMOVAL OF BOT MEMBER

- a. The membership of the Board of Trustees shall be a minimum of 50 members.
- b. BOT membership shall be spread across Nigeria with at least one BOT member per state.
- c. The founding BOT members, which are 8 in number, shall hold office for life.
- d. The other BOT members shall hold office for 4 years after which they will be replaced.
- e. Each BOT member is to contribute at least 5times the annual dues of other ATSO members as his/her annual due.
- f. Any member of the BOT will lose his or her office if he or she:
 - i. Resigns his or her appointment.
 - ii. Ceases to be a member of the association.
 - iii. Becomes insane.
 - iv. Is officially declared bankrupt.
 - v. Is convicted of a criminal offence by a court of competent jurisdiction.
 - vi. Is removed from office at a general meeting called for that purpose by not less than 2/3rd majority votes of the members provided that at least 80% of the various zones in the state, from which he or she resides, are adequately represented.

B. CRITERIA FOR MEMBERSHIP OF THE BOARD OF TRUSTEES:

To become eligible for consideration as a member of the BOT, the respective candidate must fulfill the following criteria:

- i. He or She must be resident within a state in Nigeria.
- ii. He or She must own a Tutorial School.
- iii. He or She must be of noble or reputable character.
- iv. He or She must have been in Tutorial Business for a minimum of 10years.
- v. He or She must have been duly ratified, after the procedure of appointments as outlined below has been followed.

C. PROCEDURE FOR APPOINTMENT OF BOT MEMBERS:

Any vacancy in the Board of Trustees shall be filled as follows:

- i. The state exco shall scrutinize and thereafter recommend a prospective BOT member to represent such state in the board of trustees and present the candidate at a state meeting.
- ii. A state meeting shall be convened for the purpose of confirmation of the choice made by the state exco in which 2/3rd majority of the members present must affirms the choice of the state exco before he/she can be forwarded to the national exco.
- iii. Such a prospective BOT member shall be further screened by the National Exco.
- iv. The national exco shall thereafter recommend such a prospective BOT member to the Board of Trustees who may either approve or reject such a recommendation by the National ExcOs.
- v. Notwithstanding; the above provisions on the appointments of a BOT member, where there is no state exco in place, the National Exco is at liberty to recommend anyone they deem qualified to the board of trustees for ratification.

D. FUNCTIONS OF THE BOT

- i. To serve as custodians of the core values of ATSO.
- ii. To serve as final arbiter in any crisis by an aggrieved state or region where the national exco could not resolve the crises.
- iii. To ratify the appointment of new BOT members.
- iv. To aid the association to source for funds on major projects.
- v. To give informed advice to the national exco in order to guide it to toe the line of aims and objectives of ATSO when necessary.
- vi. To ratify constitutional amendments.
- vii. To intervene on any issue threatening the unity, harmony and credibility of the association whenever the national exco is unable to handle such issues.

E BOT MEMBERSHIP AND EXECUTIVE PORTFOLIOS

- i. No BOT member is permitted to be a member of the Board of Trustees and serve as a member of the executive board at the same time.
- ii. However, a member of the board of trustees is at liberty to contest for an executive post provided He/She steps aside from the BOT.
- iii. If such a BOT member wins an election into an executive post, he or she will not longer function as a member of the BOT until he ceases to be a member of the exco
- iv. On the expiration of his tenure as an exco member, a BOT member who had resigned from the BOT in order to serve as an exco member is at liberty to resume his membership of the BOT.
- v. A BOT member who lost a bid to be elected into an executive position will automatically revert back to his earlier position as a member of the board of trustees.

ARTICLE 6: MEMBERSHIP

- i. Anyone who desires to be a member of this ASSOCIATION must be a duly registered proprietor of a Tutorial School or a Stakeholder in the educational sector and passionately seek and desire an improvement in the standard of education in Nigeria.
- ii. Anyone who is accepted as a member must be a committed educationalist or stakeholder. He or She must project and promote the ideals, aims and objectives of the ASSOCIATION and must also identify with the programs and meetings of the association. He must also be ready to offer sacrifices such as spending of time, energy, money and other personal sacrifices to the ASSOCIATION.
- iii. Anyone who is to be accepted into this ASSOCIATION must be duly registered with the Corporate Affairs Commission or the Ministry of Education of a State.
- iv. Approval into this organization shall be subject to the verification of requirement stated in articles (iii) above and authenticity of same by the chairman board of trustee or anyone assigned by him.
- v. Any member must be financially up to date with his/her dues.

ARTICLE 7: MEETINGS

For Effective Administration Of The Association, There Shall Be The Following Meetings:

- a. National Annual General Meeting of the Association shall be held in the month of November every year at a date and venue chosen by the National Executive Council.
- b. Executive Council Meetings at National or State or Zonal Levels shall be held at periodic intervals as specified under the relevant sections of this article.
- c. Special General Meetings at the National Level to be held when necessary.
- d. General Meetings at State and Zonal levels shall be held.
- e. Board of Trustees (BOT) Meetings shall be held at least twice a year and as often as the members of the BOT deem necessary.

SECTION 1: DUTIES OF THE ANNUAL GENERAL MEETINGS:

- i. The business of the Annual General Meeting shall be to receive the president's report on the activities of the Association, its financial position, to fix the dues and other payments by members for the following year.
- ii. The Board of Trustees shall elect the Auditors that would audit the financial statements and accounts presented by the President.

SECTION 2: MEETING OF THE NATIONAL EXECUTIVE BOARD

- i. The National Executive Council shall meet at least once a quarter to examine account and review the affairs of the Association.
- ii. Five (5) members of the National Executive Board of the Association shall form a quorum at the executives meeting.
- iii. In the absence of the president, the next most high ranking officer shall preside over any executive meeting provided that he had been giving express approval to do so by the president. The presiding officer shall have a casting vote.

SECTION 3: MEETING OF THE STATE EXECUTIVE BOARD

- i. The State Executive Board shall meet at least once a month but may call additional meetings as it might deem fit.
- ii. The meetings shall be convened to deliberate on pertinent issues for the progress of the state chapter of the Association.
- iii. Five (5) members of the State Executive board shall form a quorum at the state executive meeting provided that all the state executive members have been duly informed previously of the call for the meeting.
- iv. The Governor of the state chapter of ATSO shall preside over the state executive meetings.
- v. In the absence of the Governor, the Deputy Governor or the next high ranking officer shall preside provided he/she had been given express approval to do so by the Governor. The presiding officer shall have voting right.

SECTION 4: MEETING OF THE ZONAL EXECUTIVE BOARD

- i. The Zonal ExcOs shall meet twice a month. However, whenever necessary additional meetings could be held.
- ii. The meetings shall deliberate on germane issues necessary for the advancement of the zone.
- iii. A quorum shall be formed when three members of the Zonal ExcOs are present after due communication of the call of the meeting to all zonal Exco Members.

- iv. The Zonal Chairman shall preside at the meetings. In his absence the Vice Chairman or the next most high ranking officer shall preside provided that the Zonal Chairman had given the presiding officer the approval to do so.

SECTION 5: SPECIAL NATIONAL GENERAL MEETING

- i. The National Executive Board shall at any time, whenever requested in writing by at least two-third of the members of the Association, call a special general meeting.
- ii. Upon receipt of such a request for the convening of a special general meeting: the National Executive Board shall within 21 days of the receipt of the request, convene a special National General Meeting.

SECTION 6: STATE GENERAL MEETINGS

- a. State General Meetings shall be held at least once a month with the Governor Presiding.
- b. The Governor may however, delegate the power to preside to the Deputy Governor.
- c. If the Deputy Governor would also be absent, the Governor could delegate Such power to the next most high ranking official
- d. Except for emergency General Meetings, a notice of 10 days shall be given to members by the PRO or Secretary General as authorized by the Governor. While for emergency meetings a notice of four days is mandatory except when it is not feasible.

SECTION 7: ZONAL GENERAL MEETINGS

- a. Zonal General Meetings shall be held twice a month whether physically or social media platforms with the Zonal Chairman Presiding.
- b. Where the Zonal Chairman is absent, the Vice-Chairman shall preside with due authorization by the Zonal Chairman.
- c. No meeting shall be held without either the Chairman or the Vice being present.

SECTION 8: QUORUM AT MEETINGS

- a. The Quorum at every meeting of this Association shall be a minimum of one-third of the financially eligible members of the Association who are deemed eligible to attend the meeting.
- b. Notwithstanding the above provision in (a), a quorum at all levels of the Association (National, State and Zone) can only be duly formed if there are at least 5 members of the Association present.

SECTION 9: PROCEEDINGS AT MEETINGS

- a. Notice of meeting shall be given to the members by the secretary either in person or in writing or through any other appropriate channel at least 10 days before the stated date.
- b. In the case of the Annual General Meeting, a notice of 21 days, shall be given. In the case of a special general meeting, the general nature of the business to be discussed shall be disclosed.
- c. In all other meetings, apart from the Annual General Meeting or Special General Meetings, resolutions shall be passed by a 2/3rd of the votes by the members present at the meetings.
- d. For Annual General Meeting or Special General Meeting, resolutions shall be passed by simple majority of the votes cast by those present at the meeting.
- e. Each member, whether Exco or not, shall be entitled to one vote.

ARTICLE 8: ELECTION

- i. The president and other member of the national executive council shall be elected on a 3-year term and be eligible for re-election except any is guilty of an offence or impeached.
- ii. There shall also be elections at the state and zonal levels. The State Governor and Zonal Chairman shall be elected to 3 year tenures respectively. They shall be eligible for renewal except they are guilty of an offence or had been impeached.
- iii. The contestants for all national exco posts shall be screened by the BOT. The BOT will also screen the contestants for State Governor and Deputy Governor.
- iv. The BOT shall set up a committee to screen other contestants for other elective posts at state level.
- v. The State ExcOs shall screen aspirants to the various elective posts at Zonal Level.

SECTION 1: CONDUCT OF NATIONAL ELECTIONS

- i. There shall subsist a National Electoral College whose responsibility is to conduct elections at the National Level.
- ii. The National Electoral College shall consist of 5 delegates each from other states of the federation, 10 delegates from Lagos, 6 independent delegates specially chosen by the BOT, and all past executive board members.
- iii. The state delegates shall be made up of the Governor, the Secretary and three other delegates, who should not be members of the executive board.
- iv. The National Electoral College shall be chaired by the BOT Chairman

SECTION 2: CONDUCT OF STATE ELECTORAL COLLEGE

- i. There shall subsist a State Electoral College composed of 5 representatives from each zone in the state.
- ii. The 5 zonal representatives shall consist of the Zonal Chairman, the Secretary and 3 other who should not be a part of the Zonal Exco.
- iii. The State Electoral College shall be chaired by a BOT member and shall conduct elections at the state level.

SECTION 3: CONDUCT OF ZONAL ELECTIONS

Respective zones shall set up electoral committees to conduct elections into various executive posts under the supervision of the State Exco. If no state exco exists, the zones shall independently conduct their election.

SECTION 4: SEQUENCE OF ELECTIONS

- i. Zonal Elections shall be conducted first before State and National Elections.
- ii. State Executive Board Elections shall be conducted after Zonal Exco Elections have been conducted.
- iii. National Executive Board Elections shall be conducted after both the State and Zonal Executive Board elections have been duly conducted.

ARTICLES 9: GOVERNING BOARD

- i. The Governing Board which also be known as the Executive council or Executive Board shall subsist at three levels viz: National, State and Zonal Levels.
- ii. The National Governing Board shall have supreme authority over the officers of the Association
- iii. All State Executive boards shall be subordinate to the National Governing Board.
- iv. The Zonal Executive Councils shall be subordinate to the State Executive Board.

SECTION 1: NATIONAL GOVERNING BOARD

The National Governing Board cum National Executive Council cum National Executive Board shall consists of:

1. The President
2. Vice President
3. Deputy Vice President (North)
4. Deputy Vice President (South)
5. Deputy Vice President (East)
6. Deputy Vice President (West)
7. General Secretary
8. Assistant General Secretary
9. Treasurer
10. Financial Secretary
11. Public Relations Officer
12. Welfare Officer
13. Chief Whip

OFFICERS AND DUTIES

1. THE PRESIDENT

- a. The President presides over the Executive council and the general meetings of the association
- b. He/She may attend the meetings of any of the units and sub-committees of the executive council and offer advice.
- c. He/She shall sign all important correspondence of the Association that relates to bodies and individuals outside the Association.
- d. He/She shall have a casting vote in case of a tie in any matter to be decided by voting.
- e. He/She shall vote in the best interest of the members on any decision or action of the executive council.
- f. Prior to the presidential election, intending contestants shall be scrutinized by the Board of Trustees (BOT) and any decision of the president made prior to the elections shall be subject to ratification by the Board of Trustees.
- g. He/She shall be a core signatory to the Association Bank Accounts.
- h. He/She shall exercise authority over State Governors, National Committee Heads in the Association.
- i. He/She shall be exercise due authority to set up and/or inaugurate committees to execute definite tasks
- j. He/She shall call for a meeting with any committee whenever he deems fit.
- k. Shall be a core signatory to all the Association Accounts.
- l. Shall be a vital Admin of national social media platforms of the association.

THE VICE PRESIDENT

- i. To assist the president to run the association.
- ii. To chair meetings and carry out other presidential functions where the president is unavoidably absent provided the president gives tacit approval.
- iii. To serve as Head of the Annual General Meeting and ATSO convention planning committee.
- iv. To carry out any other function as directed by the president.

GENERAL SECRETARY

- a. He/She shall run the Annual General Meeting.
- b. Shall duly inform members about the timing and other relevant details of our meetings
- c. Shall keep records of minutes and activities of the association.
- d. He shall sign all relevant official correspondence of the Association as authorized by the President.
- e. He shall be an alternate signatory to all National Bank Accounts of the Association.
- f. He or she shall be one of the Admins of the National Social Media Platforms.
- g. Ensure that all duplicate copies of the records of minutes are kept with the President.

ASSISTANT SECRETARY GENERAL

- a. Shall stand in for the General Secretary in his absence
- b. Shall discharge such other responsibilities as may be assigned to him by the General Secretary.

NATIONAL TREASURER

- a. Shall arrange for safe keeping of all funds of the Association subject to such general or specific directives of the executive council.
- b. He/She shall keep Bank tellers, cheques, receipts and payment vouchers and such books of account that will enable him/her at any time to make a statement regarding the financial position of the Association.
- c. Shall make payments on behalf of the Association on receipt of duly authorized payment vouchers.
- d. Shall originate all payment vouchers covering regular monthly or other periodic payments on his/her own initiative and for all other payments on the instruction of the Exco or general meeting.
- e. Shall be an alternate signatory to the Association's National Accounts.
- f. He shall provide necessary documents to enable the financial secretary to prepare relevant accounts.
- g. Shall ensure that all cash/cheques are paid into the bank within to days.

NATIONAL FINANCIAL SECRETARY

- a. He/She shall have his/her cashbook/detailed financial statement of receipt and expenditure of the Association's Accounts.
- b. To give financial statistics as he may be called upon to supply.
- c. To deputize for the treasurer during his/her absence.

NATIONAL PUBLIC RELATIONS OFFICER

- a. As the National image maker of the association, he shall project the image and activities of the association through such media as newspapers, magazines, television, radio and any variant of the social media.
- b. Organise other activities that arise related to the office or conduct any activity as may be directed by the National Executive Council.
- c. To issue out notifications of meetings to members.
- d. To serve as the head of the Media Crew.
- e. To be one of the main Admins of the National Social Media Platforms.
- f. To lead the mobilization drive by new members into the association.

NATIONAL WELFARE OFFICER

- a. Arrange for the welfare of members and be responsible for feeding, transportation, communication of participants during retreats, conferences, seminars, Annual General Meetings and any other meetings as authorized by the President.
- b. Shall perform any other duty relating to the office as may be assigned to him from time to time by the National Exco.

NATIONAL CHIEF WHIP

- a. Shall ensure there is orderly conduct of members at meetings.
- b. Ensure that necessary protocols as per seating arrangements are observed
- c. Ensure that microphones, speakers, are functional.
- d. Keep intruders to the meetings at bay.

SECTION 2: STATE EXECUTIVE COUNCIL

Each state of the federation shall have an executive council composed of the following officials.

1. GOVERNOR

- a. Shall head the state executive council.
- b. Shall preside over state exco meetings and other ATSO state events or functions
- c. He/She shall be a core signatory to the state ATSO accounts.
- d. He/She shall exercise authority over the zonal chairmen, committee heads.
- e. Any state meeting convened without his assent or approval shall be null and void
- f. He shall have a casting vote and exercise same when there is necessity to break a tie in vote cast.
- g. He shall summon any or all zonal chairmen to a meeting whenever he deems fit.

2. DEPUTY GOVERNOR

- a. To assist the Governor faithfully.
- b. To stand in for the Governor whenever the Governor is absent at any meeting.
- c. To carry out any other function as directed by the Governor.

3. STATE GENERAL SECRETARY

- a. He/She shall run the State General Meetings.
- b. He/She shall be one of the alternate signatories to the state ATSO accounts.
- c. He/She shall keep records of the minutes of the meetings.
- d. Shall keep the documents of the Association at State Level.
- e. Shall, on authorization by the State Governor, call a general or exco meeting.
- f. Shall ensure duplicate copies of all documents and minutes are kept with the Governor.

4. STATE ASSISTANT GENERAL SECRETARY

- a. Shall stand in for the secretary in his absence.
- b. Shall discharge such other functions assigned to him by the General Secretary

5. STATE TREASURER

- a. Shall arrange for swift deposit of cheques and cash and other financial receipts within two days of receipt of same.
- b. He/She shall keep Bank Tellers, Cheques, Receipts and Payment Vouchers and such book of accounts to enable him render full account of the financial position of the Association.
- c. Shall be one of the alternative signatory to the state ATSO accounts.

6. STATE FINANCIAL SECRETARY

- a. He/She shall have his/her cashbook/ detailed financial statement of receipt and expenditure of the Association's Accounts.
- b. To give financial statistics as he may be called upon to supply.
- c. To deputize for the treasurer during his/her absence.

7. STATE PUBLIC RELATIONS OFFICER

- a. As the State image maker of the association, he shall project the image and activities of the association through such media as newspapers, magazines, television, radio and any variant of the souch media.
- b. Organise other activities that arise related to the office or as may be directed by the State Executive Council.
- c. To issue out notifications of meetings to members.
- d. To serve as the head of media crew at the state level.
- e. To be one of the main Admins of the State Social Medial Platforms.
- f. To lead the mobilization drive by new members into the association.

8. STATE WELFARE OFFICER

- a. Arrange for the welfare of members and be responsible for feeding, transportation, communication of participants during retreats, conferences, seminars, Annual General Meetings and any other meetings as authorized by the Governor.
- b. Shall perform any other duty relating to the office as may be assigned to him from time to time by the State Exco.

9. STATE CHIEF WHIP

- a. Shall ensure there is orderly conduct of members and meetings.
- b. Ensure that necessary protocols as per seating arrangements are observed
- c. Ensure that microphones, speakers, are functional.
- d. Keep intruders to the meetings at bay.

SECTION 3: ZONAL EXECUTIVE COUNCIL

Each Zone shall have following Executive Board Members.

ZONAL CHAIRMAN

- a. Shall head the Zonal Executive Council
- b. Shall preside over Zonal Meetings and Zonal Events
- c. Shall be a core signatory to the Zonal ATSO Accounts
- d. Shall have a casting vote in the event of a vote tie at a meeting and shall exercise same at the zonal level when necessary to break a tie in votes
- e. Shall exercise authority over all members at the zonal level
- f. Shall ensure appropriate officials implement decisions taken at meetings.
- g. Shall be one of the vital Admins of Social Media.

VICE CHAIRMAN

- a. To stand in for the Chairman when the chairman is absent
- b. To assist the chairman faithfully
- c. To discharge any other duty assigned to him/her by the chairman

ZONAL SECRETARY

- a. To keep record of documents and minutes of the Association at the zonal level
- b. To call for Exco and General Meeting as authorized by the chairman.
- c. To serve as an alternate signatory to ATSO accounts at the zonal level
- d. To ensure duplicate copies of all ATSO documents are kept with the chairman

ZONAL ASSISTANT GENERAL SECRETARY

- a. Shall stand in for the secretary in his absence.
- b. Shall discharge such other functions assigned to him by the General Secretary

ZONAL TREASURER

- a. Shall arrange for swift deposit of cheques and cash and other financial receipts within two days of receipt of same.
- b. He/She shall keep Bank Tellers, Cheques, Receipts and Payment Vouchers and such book of accounts to enable him render full account of the financial position of the Association.
- c. Shall be one of the alternate signatory to the state ATSO accounts.

ZONAL FINANCIAL SECRETARY

- a. He/She shall have his/her cashbook / detailed financial statement of receipt and expenditure of the Association's Accounts.
- b. To give financial statistics as he may be called upon to supply.
- c. To deputize for the treasurer during his/her absence.

ZONAL PUBLIC RELATIONS OFFICER

- a. As the Zonal image maker of the association, he shall project the image and activities of the association through such media as newspapers, magazines, television, radio and any variant of the social media.
- b. Organise other activities that arise related to the office or as may be directed by the Zonal Executive Council.
- c. To issue out notifications of meetings to members.
- d. To serve as the head of media crew at the zonal level.
- e. To be one of the main Admins of the Zonal social medial platforms.
- f. To lead the mobilization drive by new members into the association.

ZONAL WELFARE OFFICER

- a. Arrange for the welfare of members and be responsible for feeding, transportation, communication of participants during retreats, conferences, seminars, Annual General Meetings and any other meetings as authorized by the Chairman.
- b. Shall perform any other duty relating to the office as may be assigned to him from time to time by the Zonal Exco.

ZONAL CHIEF WHIP

- a. Shall ensure there is orderly conduct of members and meetings.
- b. Ensure that necessary protocols as per seating arrangements are observed
- c. Ensure that microphones, speakers, are functional.
- d. Keep intruders to the meetings at bay.

SECTION 4: DISCIPLINE AND IMPEACHMENT OF EXCO MEMBERS

1. Exco Members are expected to conduct themselves well. However, Where any is involved in insubordination, negligence of duty, or similar infraction, the Exco at various levels are to determine the appropriate manner to discipline such individual Exco members
2. Such measures may include warnings / reprimands, fines and suspension. Where an Exco official is suspended twice, He/She shall be guilty of an impeachable offence.
3. The president shall have vested authority to suspend any member of the exco if he/she is guilty of indiscipline. In the same vein, the Governor of a state branch of ATSO shall have the authority to suspend any in-disciplined member of the state exco after exhausting other punitive measures. Furthermore, the Zonal chairman shall have the inherent authority to suspend any other member of the Zonal Exco who is guilty of indiscipline after exhausting other punitive measures.
4. When an exco member apologizes in writing to the President / Governor / Zonal Chairman for his misdeed, he or she shall be pardoned and reinstated within 14 days.

SECTION 5: IMPEACHMENT OF EXECUTIVE COUNCIL MEMBERS

Any member of the executive council at National or State or Zonal levels shall be liable to impeachment process if he/she is

- a. Accused of gross misconduct i.e breaching of the oath of office and breach of Exco code of conduct.
- b. Found to have been suspended twice by the Head of the Executive Council at National or State or Zonal level respectively.

OATH OF OFFICE

I hereby declare that I (Full Names) shall carry out my duties as the (Post) of the Association to the best of my ability with fairness and integrity, so help me God.

SECTION 6: EXECUTIVE CODE OF CONDUCT

Every member of the Executive Council shall be bound by the Code of Conduct below:

1. He/She should not be involved in the misappropriation or embezzlement of funds.
2. He/She must not divulge officials secrets of the Association to an external body.
3. None should attempt to factionalize ATSO
4. None shall be involved in abuse of office.
5. Loyalty to the ideals of ATSO i.e integrity and educational development of the Nation.
6. Shall not act contrary to the provisions of the constitution.

SECTION 7: IMPEACHMENT OF MEMBERS OF ZONAL EXCO

- i. For impeachment proceedings to be instituted against a member of a Zonal Executive Council, 10 members of the Zonal shall sign a petition against him/her providing full evidence and submit same to the Zonal chairman.
- ii. On receipt of the petition, the Zonal Chairman shall within 10 days constitute an Investigative panel made of three panelist to look into the veracity or otherwise of the allegations and submit its report within 14days
- iii. If the panelists declare that the Zonal Exco Members has a case to answer, a Disciplinary committee shall be set up adjudicate on the case and pass its verdict with 14 days.
- iv. Whilst during the process of (ii) and (iii), above, The Exco Member shall step aside pending the determination of his case.
- v. When members feel the zonal chairman is guilty of impeachment, they shall petition the state chairman who will set up an impeachment committee to determine the case.

SECTION 8: LIMIT OF EXECUTIVE JURISDICTION

No Zonal Chairman or Zonal Executive Board shall represent the Association at a State Government organized event without approval by the State Exco Board of the Association.

The State Governor/State Executive Board of any State Chapter of ATSO shall not represent ATSO at any Federal Government organized event without being duly authorized by the President of the Association.

SECTION 9: DISSOLUTION OF EXCO BOARD

Where an Executive Board at any level (National, State, Zonal) is in crisis or found to be insubordinate to appropriate authority or is working at cross purposes to the ideals of ATSO or found to be fraudulent, such an executive board shall be dissolved and elections organized to constitute a new Executive Board.

The State Executive Board shall have the authority to dissolve a Zonal Executive Board where it discovers that the Zonal Board is insubordinate, or fraudulent or working against the ideas of ATSO even after specific warnings.

The National Executive Board shall have the authority to dissolve a State Executive Board where the later is found to be insubordinate or fraudulent or found to be working against the ideals of the ASSOCIATION even after specific warnings.

Dissolution of any Executive Board shall be a last resort after other measures had failed.

ARTICLES 10: COMMITTEES OF THE ASSOCIATION

The Committees of the Association shall include:

- a. **Board of Trustees:-** This is permanent and shall exist at the National level only.
- b. **Executive/Governing Board:-** To exist at the National, State and Zonal Levels
- c. **Caretaker Committee:-** To exist when an executive board has been dissolved or where elections are yet to be held whether at Zonal or State or National level. It shall run the affairs of the ASSOCIATION at the appropriate level for a maximum of three months after which elections shall be held and a Governing Board constituted therefrom. The Caretaker Committee shall hand over all documents, all finances etc in its care to the newly constituted Governing Board.

The Board of Trustees shall set up a National Caretaker Committee where there is no National Exco in Place. While the National Executive Board shall set up a State Caretaker Committee for any State where there is no State Exco in place.

The State Exco shall set up a Caretaker Committee for any Zone where there is no Zonal Exco Board in Existence.

In the case of dissolution, no member of the former Exco shall be selected to function as an official of the Care taker Committee at the Zonal or State or National level.

- d. **Financial Committee:-** A Financial Committee shall be set up, where necessary, to raise funds, for the Association at Zonal or State or National level. It shall be headed by the Treasurer with the financial Secretary as deputy.
- e. **Project/Work Committee:** shall be set up, where required by the Zonal or State or National Exco to carry out specific tasks. It shall be headed by the Chief Whip, Non – Exco members shall be appointed as Deputy and Secretary.
- f. **Social / Welfare Committee:** shall be set up at National or State or Zonal level as appropriate by the relevant Exco Board to take charge of refreshments, food, entertainment, transport and other vital logistics as assigned to it by the Exco. It shall be headed by the Welfare Officer with a Non-Exco member as Secretary.
- g. **Media Crew:** Shall exist at all levels of the ASSOCIATION when the relevant Executive Board deem it fit. It shall be in charge of image projection, publication of magazines, fliers, posters, and other publicity materials. It shall organize press conferences with Tv, Radio, and other relevant media. It shall be headed by the Public Relations Officer of the Zonal or State or Nat5ional as appropriate.
- h. **Cooperative Society:** Ay Zone or State chapter of the ASSOCIATION shall be free to set up a Cooperative Society for the benefit of Members. The nature shall be determined by the members, themselves, at a General Meeting of the Zone or State. It shall be headed

by the Treasurer with a non-exco member as secretary. It must be run in strict compliance with financial regulations of the Nation, with prudence, and with the highest degree of integrity.

- i. **Conflict Resolution Committee:** Shall be set up to resolve conflicts at National or State or Zonal levels where necessary. The conflict resolution committee shall be headed by the Vice President at the National Level. At the State level, it shall be headed by the Deputy Governor. At the Zonal Level, the Vice Chairman shall head the Committee.
 - i. Where the aforementioned are involved in the crises and are part of the conflict, the President or State Governor or Zonal Chairman shall head the Committee.
 - ii. If the State Governor of any State Chapter of ATSO is involved In the crisis, the National Exco shall spear head the conflict resolution at such a State Chapter of the ASSOCIATION.
 - iii. Where the Zonal Chairman is part and parcel fo the crisis, the State Exco shall spear head the resolution of the conflict.
- j. **Other Committees:** That may be required may be set-up from time-to-time provided it is not ultra vires the Constitution.