

CONSTITUTION

OF THE

**BELLS UNIVERSITY PARENTS' FORUM
(BUPF)**

2014

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ARTICLE I – NAME

The Forum shall be called **BELLS UNIVERSITY PARENTS' FORUM (BUPF)** with its registered office at the Bells University of Technology, Ota, Ogun State, Nigeria and shall not be politically or religiously aligned.

ARTICLE II – AIMS AND OBJECTIVES

The aims and objectives of the Forum shall be as follows:

- (a) To foster cordial relationship between Parents/Guardians of Students and the University for the growth and development of the University;
- (b) To encourage Parents/Guardians of Students of the University and Staff into active membership;
- (c) To promote harmonious relationship between the Parents, Staff and Students of the University through regular dialogue and feedback;
- (d) To provide avenues for Parents to monitor and contribute to the character formation of their wards;
- (e) To establish and maintain a high standard of academic performance and conduct in the Students;
- (f) To create avenues where Parents can support the University in providing conducive environment for learning; and
- (g) To undertake any other activities appropriate for the Forum.

ARTICLE III – MEMBERSHIP

- (a) The membership of the Forum shall consist of:
 - (i) All Parents/Guardians of Students of Bells University of Technology, Ota;
 - (ii) All Principal Officers of the University;
 - (iii) Deans and Directors;
 - (iv) Representatives from the Library, Bursary, Halls, Counselling Unit and Security Unit;
 - (v) Students' Representative Council.

- (b) No person shall be deprived of membership of the Forum on grounds of gender, religious or political affiliation.

ARTICLE IV – EXECUTIVE COMMITTEE

- (a) The Forum shall have the following officers, who shall hold office for two (2) sessions in the first instance and may be re-elected only for another term of one (1) session:
 - (i) Chairman
 - (ii) 1st Vice-Chairman
 - (iii) 2nd Vice-Chairman
 - (iv) General Secretary
 - (v) 1st Assistant Secretary
 - (vi) 2nd Assistant Secretary
 - (vii) Treasurer
 - (viii) Financial Secretary
 - (ix) Auditor
 - (x) Public Relations Officer
 - (xi) Legal Adviser
 - (xii) Ex-Officio (2)
- (b) The 2nd Vice-Chairman, 2nd Asst. Secretary and Treasurer shall be Representatives of the Vice-Chancellor, Registrar and Bursar respectively while the other Officers shall be as elected by the Parents.

ARTICLE V – DUTIES OF OFFICERS

The Chairman

- (a) shall in consultation with the General Secretary summon all general/executive meetings;
- (b) shall preside over the general/executive meetings of the Forum;
- (c) shall be signatory to all transactions of the Forum;
- (d) shall have a casting vote in case of a tie;
- (e) shall call for emergency meeting in consultation with the General Secretary whenever occasion demands;

- (f) shall perform any other functions for and on behalf of the Forum as may from time to time be assigned to him.

The 1st Vice-Chairman

- (a) shall deputise for the Chairman in his/her absence and shall perform all the duties relating to the office of the Chairman;
- (b) shall be a signatory on all transactions of the Forum in the absence of the Chairman.

The 2nd Vice-Chairman

- (a) shall be an appointee of the Vice-Chancellor of the University;
- (b) shall perform any other functions assigned to him by the Chairman;
- (c) shall be a “**B**” signatory to the Forum’s Account.

The General Secretary

- (a) shall summon all general/executive meetings on the advice and in consultation with the Chairman or Vice-Chairman in the absence of the Chairman;
- (b) shall keep all records of the Forum at its general and executive meetings at the Secretariat and shall be responsible for conducting the correspondence of the Forum and execute the decisions and directives of the Executive Committee.

The 1st Assistant Secretary

- (a) shall work hand in hand with the **General Secretary** and shall perform all the duties relating to the office of the **General Secretary** in his or her absence.

The 2nd Assistant Secretary

- (a) shall be the representative of the Registrar of the University;
- (b) shall deputise for the **General Secretary** and 1st Assistant Secretary in their absence and shall perform all the duties relating to the office of the **General Secretary**.

The Treasurer

- (a) shall be a representative of the Bursar of the University;
- (b) shall keep an accurate record of the money of the Forum;

- (c) shall deposit any money collected on behalf of the Forum from all sources in a BUPF bank account as approved by the Executive Committee;
- (d) shall be a signatory to all financial transactions of the Forum;
- (e) shall render a statement of account of the Forum to the Auditor for checking and auditing at least twice in every academic session.

The Financial Secretary

- (a) shall work hand in hand with the Treasurer in the performance of his/her duties;
- (b) shall present a statement of account of the Forum at every general meetings;
- (c) shall take record of all financial transactions of the Forum;
- (d) shall advise the Forum on how to generate revenue.

The Auditor

- (a) shall be a qualified chartered accountant;
- (b) shall be appointed by the Forum at its general meeting;
- (c) shall be responsible for auditing the accounts of the Forum;
- (d) shall present an audited account of the Forum to the general meeting for consideration and approval at the end of every academic session;
- (e) shall hold office for a maximum of three (3) academic sessions.

The Public Relations Officer

- (a) shall be the official spokesperson for the Forum;
- (b) shall design the effective and efficient ways of relating the affairs of the Forum with the general public.

The Legal Adviser

- (a) shall be a barrister at law;
- (b) shall co-ordinate and handle all legal matters of the Forum;
- (c) shall give legal advice to the Forum as an when necessary.

The Ex-Officio (2)

- (a) one shall be the immediate past Chairman of the Forum who shall function in an advisory capacity to the Forum and;
- (b) another shall be elected by the Forum.

ARTICLE VI – FINANCE/ACCOUNTS AND SIGNATORIES

- (a) Every Parent/Guardian member shall pay an annual BUPF levy at the beginning of each session;
- (b) The amount of levy to be paid shall be as agreed from time to time by the Executive Committee of the Forum;
- (c) Such payment shall be made with the school fees into a separate account to be known as "**BUPF Account**" and for which a receipt shall be issued by the Bursar;
- (d) The BUPF levy account shall be maintained in a first rate Commercial Bank;
- (e) The University shall assist in maintaining the account on behalf of the Forum;
- (f) Signatories to the account shall be as follows:
 - i. The Chairman and 1st Vice-Chairman as "**A**" signatories;
 - ii. The 2nd Vice-Chairman and Treasurer as "**B**" signatories;
- (g) Signatories to the account shall be a combination of "**A**" and "**B**" at any given time;
- (h) Where the Chairman is indisposed or incapacitated, the 1st Vice-Chairman shall act as the interim Chairman;
- (i) All payments must receive the express approval of either the substantive or interim Chairman before cheques are issued;
- (j) Approval for budgeted expenditures shall be by the Executive Committee of the Forum.

ARTICLE VII - ELECTION OF OFFICERS

- (a) Election of Officers into the Executive Committee of the Forum shall hold during the first general meeting of the academic session, as appropriate;
- (b) All the offices of the Forum being occupied by Parents/Guardians shall be open for contest at the election;
- (c) Election shall be conducted under the following conditions:

- i. A Returning Officer who shall be a member of the Forum with reputable character shall be appointed at the meeting and shall be responsible for the conduct of the election;
- ii. The Returning Officer shall not seek any office during the election;
- iii. A maximum of three candidates shall be nominated for each post;
- iv. Nominations shall be limited to only members present at the meeting;
- v. Every nomination must be supported by another member of the Forum present at the meeting;
- vi. Nominees for all positions must address the general house before voting commences;
- vii. The Returning Officer shall not vote;
- viii. Voting shall be by a show of hands of members present at the meeting and the winner shall emerge by a simple majority of votes;
- ix. In the event of a tie, the Returning Officer shall conduct another election until a winner emerges;
- x. The Returning Officer shall swear in all the duly elected officers immediately after the election.

ARTICLE VIII – RESIGNATION OF OFFICERS

- (a) Any elected Officer wishing to resign his/her office shall give three (3) months notice in writing;
- (b) In the event of any office becoming vacant by reason of death, resignation, relocation, removal on disciplinary grounds or any other reason, a bye-election shall be conducted by a Returning Officer appointed for that purpose, not later than the following general meeting after the position has become vacant.

ARTICLE IX – MEETINGS

- (a) The Forum shall hold general meetings not more than two (2) times in a session. An emergency meeting may however be called whenever necessary;
- (b) In the event of an elected Officer not being able to attend three (3) consecutive meetings of the Executive Committee within an academic year, the position shall be declared vacant and a bye election shall be called to fill the position. This provision, however, shall not apply to the office of the Chairman.

ARTICLE X – AMENDMENT OF THE CONSTITUTION

Whenever there is the need to amend this Constitution, it shall proceed upon receipt of a written motion supported by at least ten (10) members of the Forum. The motion shall be circulated and debated in two subsequent meetings before a vote is taken. The amendment shall be carried by two third (2/3) majority of members present at the meeting.

ARTICLE XI – INTERPRETATION

- (a) Where there is any ambiguity in the Constitution, the Executive Committee, in consultation with the Legal Adviser shall interpret the Constitution as it should be after careful consideration of the various submissions by interested parties;
- (b) Where an ambiguity arises during a general meeting, the Legal Adviser shall proffer an opinion which shall be supported by a simple majority to interpret the Constitution.

Dated the day of, 20.....

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Chairman

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Secretary