



**THE
CONSTITUTION
OF
REAGAN MEMORIAL BAPTIST GIRLS SECONDARY SCHOOL
OLD STUDENTS' ASSOCIATION
(ROGA)
UK BRANCH**

01/03/2024 – Revised with the President’s Comment. Updated by Abimbola Akinyemi, Idowu Dahunsi and Toyin Elebiju.
18/11/2023 – Revised at ROGA UK Executive Meeting; Updated by Abimbola Akinyemi, Idowu Dahunsi and Toyin Elebiju.
19/05/2018 – Revision concluded by ROGA UK General Meeting
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1.0 NAME AND HEADQUARTERS

The Association shall be known as "Reagan Memorial Baptist Girls Old Girls' Association" United Kingdom (**ROGA UK**).

2.0 AIMS AND OBJECTIVES

The aims and objectives of the Association shall be: -

- a) To maintain a close association among the past students of Reagan Memorial Baptist Girls Secondary School, Lagos (hereinafter called "the school") wherever they may be resident in UK, and to foster the spirit of unity among them.
- b) To seek and maintain affiliation with other branches of ROGA and other known groups of Reaganites worldwide.
- c) To present a positive image and promote the interest and welfare of the Reagan girls in the school.
- d) To give financial assistance and other support for educational purposes to students of the school, subject to available funds, whenever this is considered necessary by the Association and subject to meeting the following criteria.
 - i) 'A' - grade Student with a need
 - ii) And/or identified priority.
- e) To give welfare and financial support to all subscribing members with the association for a minimum of one year, for celebratory or commiserative events subject to available funds, which shall not exceed the sum of £100.
- f) To give welfare and financial support to all members - such financial support will be subject to any funds which are raised on behalf of the affected member through voluntary contributions by members.
- g) To provide moral support to members
- h) To encourage and foster among students of Reagan, the spirit of competitiveness in all spheres of activities in the school, by the award of trophies and prizes in the form of books, money, or otherwise, subject to available funds and approval of members.

3.0 MEMBERSHIP

ROGA UK is committed to treating all people equally and with respect irrespective of their age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation”.

3.1 Membership shall be open to any former student of the school resident in the UK and Europe. Non- resident former students are welcome to attend meetings and participate in the deliberations but do not have a voting right.

3.2 Every Old Student after admission into the Association shall be provided with a membership form which they are required to complete, sign, and submit to the General Secretary of the Association or to her assistant for the association’s records.

3.2a Details required will include: member’s name, address, email, phone number, school entry and/or school leaving year, along with a recent picture.

3.2b All personal details obtained or submitted to the ROGA UK officers and held by the association shall comply with legislation (DPA and GDPR) by the Data controller.

3.3 The Members shall have the power to accept or reject an application for membership of the Association. Such powers shall be exercised by members’ vote and the majority vote shall be enforced.

3.4 All members shall operate within ROGA UK in good faith abiding with the codes of conduct and without conflict of interest.

Every member is responsible for dealing with the group’s money in a Transparent manner.

- always check with the treasurer before spending any ROGA UK money
- always get till receipts, bus tickets, taxi receipts etc. for any money spent on behalf of the association.
- always make a note when you collect or pay money on behalf of ROGA UK. - record the amount, date, and what the money was for and notify the Finance officer immediately via WhatsApp/email and at the General meeting.

Members and Executives are to ensure that any arrangements, commitments, or information formally shared (with third party organisations, other alumni, NSF, etc.) on behalf of ROGA UK, has been approved by the Executives and /or the General meeting, or is as informed by the minutes of the association and they are to update the executives & GM of any such commitment.

Members representing ROGA UK at social or alumni events are expected to wear the Association's sash, T-shirts or other association paraphernalia as directed by the social secretary in advance of the event.

Members are required to:

- become fully conversant with the history, mandate and activities of the Association and the challenges and opportunities facing the Association.
- attend meetings of the Association and the committees to which they may be assigned.
- abide with ROGA UK Codes of Conduct
- be well informed and prepared to address the issues to be discussed at meetings.
- work collectively towards the achievement of the goals of the Association.
- represent the Association and the Executives on occasions as requested by the President.
- contribute their personal experience and expertise (when invited) to the work of the Executives and in support of the work of the Association.

4.0 OFFICERS OF THE ASSOCIATION

4.1 All Officers shall be members of the Executives Committees.

4.2 The following shall be the officers of the Association: -

- 1) President.
- 2) Vice-President.
- 3) Secretary General.
- 4) Assistant Secretary General.
- 5) Social Secretary.
- 6) Assistant Social Secretary.
- 7) Financial Secretary.
- 8) Assistant Financial Secretary.
- 9) Publicity Secretary.
- 10) Assistant Publicity Secretary.
- 11) Welfare Officer.
- 12) 2nd Welfare Officer.
- 13) Project Manager (appointed as and when needed by the Association)

4.3 All past executives will automatically become ex-officio members providing a pool of experience.

4.4 Expectations of Serving Officers

- i. Time commitments: Officers are expected to obtain 75% attendance and fully apprised of any executive decision prior to the next General Meeting
- ii. Subscriptions: Officers are expected to pay their subscriptions. Where there are mitigating circumstances, such should be made known to the Welfare Officers

who will notify the Finance Secretary and President to waive the subscription fee for an agreed period during which the Officer continues in their duties and retains all eligibilities.

ii. All appointed Executives are expected to fully deliver on their roles and responsibilities and ensure they lead by example. Each Officer is required to provide an update on their activities at each Executive meeting or send such an update in writing at least 24 hours prior to the scheduled Executive meeting. Such an update will be included in the meeting notes by the Secretary General.

iii. In general, all Executives are required to:

- become fully conversant with the Role and Responsibilities of the Association and the Role and Responsibilities of individual Executive members.
- become fully conversant with the history, mandate and activities of the Association and the challenges and opportunities facing the Association.
- serve as a member of Committees as appointed by the Executive committee.
- be well informed and prepared to address the issues to be discussed at meetings.
- work collectively towards the achievement of the goals of the Association.
- represent the Association and the Executives on occasions as requested by the President.
- be a channel of communication with the members of the Association.
- contribute their personal experience and expertise to the work of the Board and in support of the work of the Association.

4.5 Newly elected Officers will be removed after 6 months if non-active without a valid reason. A first reminder will be given at 3 months and if no change, they will be relieved of their role at 6 months. To avoid removal, such affected officers are required to discuss their reasons with a welfare officer and the President.

4.6 An Officer leaving or changing roles shall hand over the Association's property in her possession to the General Secretary or the President as the circumstance may dictate.

5.0 DUTIES OF THE OFFICERS OF THE ASSOCIATION

5.1 The President shall: -

- i) Summon, through the Secretary General, all meetings of the Association whether Annual, General, emergency, or Executive and preside over such meetings.
- ii) Not have a vote at any meeting over which she presides but shall have a deciding vote in the case of a tie.
- iv) The President may choose to be a member of all sub-committees of the Association.
- v) Present an address at each Annual General Meeting
- vi) Establish and maintain contact with the Principal of Reagan, Presidents of other ROGA branches and where possible, other Alumni, and update members as relevant.
- vii) Drive, direct and oversee the co-ordination of the Association's activities as well as Executive, Project and subcommittee tasks.
- viii) Address any complaints or breaches of the code of conduct as contained in the manner prescribed in this document.

5.2 The Vice-President shall: -

- i) Assist the president generally in the discharge of her duties.
- ii) Have the same rights and powers as the president while deputising for her.

5.3 The Secretary General shall: -

- a) Summon all meetings of the Association as advised by the President, whether general or executive in the manner prescribed.
- b) Prepare and circulate the minutes of all meetings within 14 days of the meeting.
- c) Take the minutes of all meetings, inclusive of texts and WhatsApp postings of the Association whether general or executive and make such records available when required.

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- d) Compile and present an annual report to the Annual General Meeting in May (1st meeting in the financial year).
- e) Be generally responsible for the activities of the Assistant General Secretary to whom she may delegate any of her duties.
- f) Be responsible for the day-to-day administration of the Association under the general directive of the Association.
- g) Keep an up-to-date record of the names and addresses of all members of the Association and be responsible for the distribution and collection of the membership forms.
- h) She shall provide an up-to-date list of members to the electoral board and to the General Meeting.

5.4 The Assistant General Secretary shall: -

- a) Assist the General Secretary generally in the discharge of Secretarial duties.
- b) Deputise for the General Secretary in her absence.

5.5 The Social Secretary shall: -

- a) Maintain the Association's social calendar and liaise with the Publicity Secretary to publish advance notifications of events in all appropriate media.
- b) Engage visibly with other ROGA branches and other Alumni, promoting a positive image of ROGA UK.
- c) Identify and present fundraising opportunities to the General Meeting.
- d) Present, organise and coordinate fun and profitable social events to promote the objectives of the Association.
- e) Attend events and network to promote a positive image of ROGA UK.

5.6 The Assistant Social secretary shall: -

- a) Assist and deputise for the Social Secretary in her absence.
- b) Attend events, network and promote a positive image of ROGA UK.

5.7 The Financial Secretary shall: -

- a) Have accounting qualifications and/or experience.
- b) Shall be the financial executive of the Association and therefore manage the financial transactions of the association and ensure prudence, transparency and accountability in all transactions in compliance with the guidelines set by the executive committee.
- c) Keep an up-to-date account of all monies received by the Treasurer and make her books available to the Executive Committee and all members at the end of each year or whenever called upon to do so.
- d) Keep good custody of the Association's bill of exchange and will be responsible for the safety and use of such.
- e) Prepare the annual financial report and present her books to the Executive Committee and to the General Meeting for the AGM.
- f) Provide a financial update to the Executive committee seven days before Executive meetings are held each quarter.
- g) Provide the General Secretary a quarterly statement of accounts for distribution to

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members along with the minutes of the previous meeting.

- h) Be one of the three signatories to the bank account of the association.
- i) Give guidance to the Association on the viability of projects.

- j) Present an up-to-date list of subscribing members to the electoral board at elections.
- k) Safeguard the association's finances, ensuring that the banking and book-keeping activities comply with applicable legislation and government tax requirements and advise of any change in legislation that may impact the Association.

5.8 The Assistant Financial Secretary shall; -

- a) Assist and Deputise for the Financial Secretary in the absence of the latter.
- b) Collect all the monies of the Association, count and confirm in the presence of a witness on the day the money was received.
- c) Collect all monies of the Association and deposit them in the bank account of the Association within 2 working days of collecting such payment or notify the Executives in the event of any exception. Keep an up-to-date record of all monies received and paid to her.
- d) Ensure strict compliance with the approved financial guidelines by the Finance team in the disbursement of the Association's funds.
- e) Shall provide the financial secretary with all necessary financial records in the preparation of the quarterly and annual financial statements and reports for audit and other purposes.

5.9 The Publicity Secretary shall: -

- a) Manage all publicity campaigns of the Association.
- b) Promote the image of the Association by attracting new members.
- c) Present a positive image of ROGA UK at all events and obtain contact details of potential members and key Alumni contacts.
- d) Liaise with the Social Secretary to communicate positive information or pictures of ROGA UK's presence at events.
- e) Liaise with the General Secretary to publish meetings and relevant activities of the Association.
- f) Solicit positive feedback and suggestions from members and alumni for the Association's continuous improvement.

5.10 The Assistant Publicity Secretary shall: -

- a) Have the same powers, duties and rights as the publicity Secretary and deputise in her absence.

5.11 The Welfare Officers shall: -

- a) Address the concern of members of the Association maintaining confidentiality and dignity to all.
- b) Be the key contact with families of members in the event of ailments, bereavement or death of a member.

- c) Contact all listed members routinely to check on their welfare and notify the Finance Secretary and President of any waivers to subscriptions, notify Executives of any required home or hospital visits, arrange for and carry out such visits.
- d) Organise requests for voluntary contributions and/or support to ailing or grieving members. All such monies to be paid into the ROGA UK account as per the standing agreement.
- e) Post appropriate celebratory or commiserative messages on relevant media; organising presentation of cards signed by or on behalf of members; presenting such cards to the affected or celebrating member.

5.12 Project Manager shall: -

- a) Take responsibility and deliver projects as agreed by the membership and executive group to execute.
- b) Be fully responsible for the project team and their activities.
- c) Regularly update the committee and executives on on-going projects
- d) Operate within the approved budget.
- e) Act on express directives of the association

The composition of project teams may vary and will be by voluntary nominations of expertise from General meetings.

6.0 ELECTIONS

- 6.1 Subject to the provisions stated below, the election of all members of the Executive Committee shall take place at the Annual General Meeting every 2 years in May.
- 6.2 The Secretary General shall be free within her power to nominate a person for the post of Assistant Secretary General if the general election does not produce one.
- 6.3 The Electoral Boards are to be set up six months before the election date. (November Meeting). The board shall comprise a non-voting/non-contesting member and a maximum of 2 external officers (Possibly from other alumni associations).
- 6.4 The Electoral board will communicate and then manage the nomination and voting mechanisms.
- 6.5 An officer cannot run for more than 2 terms (4years) in the same office but can be nominated and elected for another post.
- 6.6 If an executive has ended their 2 years tenure in their post and do not intend to continue in that post or any other and there are no nominations received for their post; the vice-president and/or other assistant executive with fewer duties shall cover the duties of such post until a replacement is found.
- 6.7. An officer who resigns from a post will not be eligible for election into a post for one term (2 years) after resignation. This condition will not apply where an officer steps down due to a known mitigating circumstance.
- 6.8. Members can vote or be voted for if they meet the following criteria:
 - They have paid their monthly subscriptions 6 months before the election date and must commit to completing the sub through their tenure.
 - They are on record to have attended 50% of meetings since the last election.

7.0 THE EXECUTIVE COMMITTEE

- 7.1 The Administration of the Association shall be vested in the Executive Committee and shall consist of all officers of the Association.
- 7.2 Meetings of the Executive Committee shall be held at least once per quarter and as/and when the President may direct; provided that the President shall summon the meeting of the Executive Committee to be held by any electronic medium.
 - 7.2.1 Subject to agreed changes by Executives, the Executive meetings shall be held on the 1st Saturday of the nominated month in each Quarter.
 - 7.2.2 The President or Vice President shall preside at all meetings of the Executive Committee
- 7.3 Notice of any meeting of the Executive Committee or sub-committee shall be given at least 14 days before to all members of the Committee by telephone, email or otherwise before the meeting is to take place.
- 7.4 A statement of accounts must be provided by the Finance team to Executives at least seven days before the meeting is to take place.
- 7.5 The quorum of the Executive meeting shall be 5; The president/vice president and 4 executive roles must be duly represented.
- 7.6 No decision shall be reached at an Executive Committee or Sub-committee meeting unless a quorum is formed.
- 7.7 The Executive Committee shall have power to establish ad-hoc Committees and to co-opt members of the association to serve on such committees.
- 7.8 Ad-hoc Committees may be appointed at the General Meeting or other written communication channels such as via the email or WhatsApp channels if the need for the meeting is time-bound to have occurred before the General Meeting.
- 7.9 Any Executive wishing to resign should give 1-month notice.
 - 7.9.1 The resigning Executive is required to email a Resignation letter to the President and,
 - 7.9.2 The resignation is subject to acceptance, following an exit conversation (verbal or in writing) with the President or Vice-president to persuade a withdrawal or delay in resignation, or to ascertain specific cause of resignation (such information will be documented to provide ROGA UK with informed opportunity to improve).

Hand-over all ROGA UK documents (electronic and hard copy) to the executives of the association (or agreed quorum) - this must be witnessed by Executives (or agreed quorum).

- 7.10 Any executive who has completed at least one full term (without resigning) shall be deemed 'Ex-Officio' and invited to Executive meetings as/when necessary, with the option to decline attendance.

8.0 GENERAL MEETINGS

- 8.1 There shall be 4 General Meetings of the Association every year to be held on the third Saturday of the nominated month of the quarter, at 3.00 pm prompt, starting from February of each year.

- 8.2 The Annual General Meeting of the Association shall be convened by May of each year or 6 months after the end of the last calendar year.

- 8.3 Notice of a General Meeting or the Annual General Meeting (along with Agenda items and minutes of the previous meeting) shall be sent by email and/or other electronic medium to all members of the Association at least 14 days before the meeting is to take place.

8.3b Members with additional agenda item should communicate this to the executive via the association's email address (reaganoldgirlsassociation.uk@gmail.com) or the WhatsApp platform not less than 7 days before the General Meeting otherwise it will be under AOB.

- 8.4 Emergency General Meetings may be held as/and when the Executive Committee decides by an electronic request to all members; such meeting shall be deemed valid where at least three non-executive members are present for the whole meeting.

- 8.5 The quorum at any General/Annual General Meeting shall be 10.

- 8.6 Only specific subjects for which an Emergency General Meeting has been summoned shall be discussed in such a meeting: Provided that on the request of at least two-thirds of all members present at the meeting and who are eligible to vote, other matters may be discussed.

9.0 FINANCE

- 9.1 The financial year of the Association shall be from 1st January to 31 December of any one year. The finance team shall send the following out to members:
- A quarterly statement of accounts along with the minutes of the last meeting.
 - An annual account for the previous year at the start of each financial year.
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- 9.2 **Subscription:** Every member of the Association shall pay an annual subscription of £120.00/£10 monthly (pro rata from the date of joining the Association, in the Calendar year) or any amount so determined; agreed by majority vote at the General meeting.
- 9.2a Members struggling to pay subscriptions should approach the Finance and Welfare officer who will review each case with the financial Secretary and the president. The welfare officer will then communicate the decision reached to the member in question.
- 9.2b The Finance team shall keep a record of the names of members whose subscriptions are to be waived and the dates that such requests were made and the end date.
- 9.2c Waivers will be reviewed periodically following discussions with the members whose subscription has been waived. The criteria for the removal of a waiver shall be:
- Change in member's financial circumstances.
 - Inadequate funds in the ROGA UK account to sustain the waiver.
- 9.3 The Executive Committee shall review and determine each year the annual subscription to be paid by all members of the Association and recommend at the Annual General Meeting for acceptance, amendments, variation, or rejection.
- 9.4 The Executive Committee or the General Meeting may make levies on, raise funds or ask for voluntary contributions from all members of the Association for the lawful purposes of the Association.
- 9.5 The funds of the Association shall be lodged with reputable banks, (in the Association's name), to be appointed by the Executive Committee.
- 9.6 Orders, cheques, or any other monies for withdrawal from the accounts of the Association shall be signed by at least two of the three signatories to the account.
- 9.6a The Signatories to the Association's bank account shall be the President, General Secretary and the financial secretary (Any 2 can sign in accordance with the Bank mandate)

10.0 DECISIONS OF THE ASSOCIATION

- 10.1 Decisions of the Association are made at the General meeting where mandates to progress with executing such decisions is given to the Executives.
- 10.2 Except as otherwise provided in this Constitution, all decisions of the Association's General and Executive members and its Committees or Sub-committees shall be by simple majority vote.

11.0 AMENDMENT OF THE CONSTITUTION

- 11.1 This constitution shall be reviewed and amended every 4 years or as/and when necessary at a General Meeting of the Association provided that the following conditions are satisfied: -
- a) That the motion for such amendment shall be proposed to all members and seconded in writing or electronic form by persons eligible to vote at the Annual General Meeting.
 - b) That the motion which shall specify the desired amendment shall have been delivered to the General Secretary or the President at least 28 days before the date of the Annual General Meeting at which the proposed amendment is to be debated.
 - c) That the notice of such an amendment shall be sent to all executive members at least 14 days before the date of the Annual General Meeting; and
 - d) That the proposed amendment is carried by at least two-thirds majority of the votes of all members present and eligible to vote at the Annual General Meeting.
 - e) Any amendments due to a change in legislation will be affected immediately by the Executive Committee and communicated to members in writing within 5 days of implementation.

12.0 DISSOLUTION

- a) If a meeting, by simple majority, decides that it is necessary to close down the Association, it may call a Special General Meeting to do so. The sole business of this meeting will be to dissolve the association.

- b) If it is agreed to dissolve the association, all remaining money and other assets, once outstanding debts have been paid, will be donated to Reagan. This will be agreed at the meeting which agrees the dissolution.
- c) The President shall send a statement (along with a document listing the attendees of the meeting, initialed by each attendee), confirming dissolution of the group to all members via all previously used modes of communication.
- d) The email and all associated data will be retained by the President and Vice president for 6 years plus one (7years); in the 6th year an email will be sent by the President or Vice-president confirming imminent deletion of records.
- e) Thereafter all data held will be deleted from the mailbox and all other portals where it is held.
- f) The use of members' data from the date of dissolution will cease to be the responsibility of ROGA UK Executives or authorized officers.
- g) After dissolution, individuals will be personally liable for any use or misuse (of previously received) data.
- h) Any other or new associations created with the same or similar name to ROGA UK shall be independent and not linked to the dissolved association; for the avoidance of doubt, no association shall be deemed to be a continuation of the dissolved ROGA UK as from the date of dissolution, whether or not they comprise same members.

13.0 COMPLAINTS

The Association treats complaints seriously.
There are formal and informal ways of complaining.

The procedure for investigating complaints will normally commence with the Informal Procedure outlined under (1) below; however, in exceptional cases if a complainant or the association feels that the informal process is not workable in their situation, the formal procedure may be used without exhausting the informal procedure. In the case of a complaint, this would normally be done upon the advice of the President of ROGA UK in full consultation with the individual(s) concerned.

1. Informal procedure

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- a) A complainant should seek to resolve the matter informally with the person against whom the allegation is made. Where it is found that the complaint was as a result of a misunderstanding, or they were not aware that it was a contravention of ROGA UK constitution.
- b) If an informal approach under 1(a) is unsuccessful or inappropriate, complainants should raise the matter in writing, with the President of the Association.

The President shall, within a reasonable time (recognising that the President's role, like all members, is a non-stipendiary post and she may have other obligations and personal commitments outside the association that may affect her available time):

- i) Discuss the complaint with the complainant/s (this may be done by e-mail, WhatsApp, or by telephone, and a record should be kept).
 - ii) Contact the person/s against whom the complaint has been made and outline the nature of the complaint and ascertain that person/s respond/s to the complaint.
 - iii) If appropriate, arrange a joint meeting with the parties to discuss the case, with the aim of resolving the situation amicably and to the mutual satisfaction of the parties concerned.
 - iv) Make recommendations to the parties for resolving the matter (without necessarily attributing blame or responsibility) in a way that seeks to establish and promote a respectful (if not cordial) relationship between the parties.
 - v) Keep a brief written record available to share with appropriate (legal) parties upon request.
- c) If ROGA UK's President is the person against whom the complaint is made, paragraph 1(b) shall be interpreted as referring to the ROGA UK Vice-President. The same applies to the formal procedure under 2(b).

2. Formal procedure

If the informal procedure fails to resolve the matter, if settlement cannot be agreed between the parties, or where because of the serious nature of the alleged behavior the informal procedure is deemed to be inappropriate, then the complainant or association may bring a formal complaint under this Procedure.

- b) A formal complaint should be made in writing to the President of ROGA UK who will immediately send a copy of the complaint to the person(s) against whom the allegation is made.
- c) A written complaint should include the following information:
 - i) The name of the person against whom the complaint is being made.

- ii) The nature of the conduct about which a complaint is made, including where possible dates and times.
 - iii) The names of any people who may have witnessed the conduct complained of.
 - iii) Any action that may already have been taken (either under (1) above or otherwise) to resolve the matter.
- d) The ROGA UK President will initiate an investigation of the complaint.
- i) An investigation shall be undertaken by an ad hoc committee (comprising Executive and non-executive members) appointed by the ROGA UK President in consultation with the Executive Officers.
 - ii) The ad hoc committee may require the parties and any witnesses (whether or not identified by either party) to present evidence within a reasonable time of the request being made. All evidence will be given in writing (including WhatsApp and e-mail). Individuals may also be called to present an oral statement from their written statement to the committee. Those who provide evidence should be reminded at the outset that it will be used in order to resolve the matter.
- e) The ad hoc committee will prepare a report which will review the evidence and:
- j) recommend that on the basis of the evidence the complaint is dismissed.
 - ii) OR make recommendations for informally resolving the matter (without necessarily attributing blame or responsibility) in a way that seeks to establish and promote a respectful (if not also cordial) relationship between the parties using any mediation services that may be available.
 - iii) OR decide that there is a prima facie case to answer and recommend that the matter be dealt with by a formal resolution discussed at a ROGA UK Executive meeting. Notice of 21 days will be given to the subject complained about so they can attend and make their case.
- f) The Executive has the following disciplinary powers:
- (i) to write a formal letter of censure/ warning letter.

- (ii) to exclude individuals either temporarily or permanently from specific ROGA UK tasks or related activities
- (iii) to temporarily suspend membership.
- (iv) to suspend membership permanently/expel from the association.

f) An appeal may be made against the outcome of the investigation, either by the complainant or by the person against whom a complaint has been made; any appeal should be made in writing to ROGA UK President (or ROGA UK Vice- President, if the complaint is against the President). An appeal can be made only on grounds of procedural irregularity or where the outcome of the investigation is seen to be manifestly unreasonable.

3. General

- a) A party or witness acting under any stage of this Procedure who knowingly makes a statement that is untrue, malicious, and frivolous or in bad faith may be subject to the disciplinary powers of the Executives as detailed under 2(f). The *ad hoc* committee should investigate any such action and make recommendations as part of its report.
- b) At all stages of this Procedure the complainant/s, person/s against whom the complaint has been made or witness/es may be accompanied by a colleague who does not have to be a member of ROGA UK.
- c) All information gathered under this Procedure will be treated in confidence and kept in accordance with DPA.

Formal Warning

A warning letter will be sent by the ROGA UK Welfare Officer to the contravening member detailing the issue, the grounds for the warning and the period agreed (usually 2 Quarters or 6 months- whichever is longer) for the warning to be closed or to move to suspension and the general member notified.

Suspension

If a decision to suspend the member has been determined, the Welfare officer will communicate this in writing to the contravening party confirming the decision and the suspension period (usually 2 Quarters or 6 months- whichever is longer) before the member can be reinstated or moved to termination of their membership if the contravention continues.

Cancellation or Termination

The reasons for cancelling or terminating ROGA UK membership are:

- The member writes to cancel their membership.
- The member has been found to have contravened against the ROGA UK constitution following suspension, their membership is terminated.

A resolution to remove a member from membership may only be passed if:

- that member has been given at least 21 days' notice in writing of the date of a meeting of the General meeting at which the resolution will be proposed, and the reason why it is being proposed.
- that member or, at the option of the member, the member's representative (who need not be a member of ROGA UK) has been allowed to make representations to the meeting as to why their membership should not be terminated.
- Forfeiture of Sub - There shall be no refund of any sub where any member has been terminated or cancelled.

14.0 ROGA UK CODE OF CONDUCT

ROGA UK encourages the free and sociable conduct of its meetings and recognises the spirit of joy, energy, excitement, cheerfulness, and the return to childhood behaviors resulting from reminiscing about school days.

The association welcomes varied or differing opinions and discussions that continue to enable the association to fulfil its objectives. It is understood that not all opinions will be agreed or accepted by all; hence decisions are made based on a

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majority vote.

The association recognises that deliberations at meetings may be charged with passionate expressions of opinions; with this in mind, all members are required to act in accordance with the principles outlined in this document.

Members are required to respect one another; any harassment or abuse of members will not be permitted; such unacceptable behavior includes (and is not limited to):

- Abusive or insulting words or coercive or controlling behavior.
- Writing threatening, abusive, or insulting communications
- Slandorous or malicious communication
- Abuse of the ROGA UK mailing list; using the ROGA UK distribution list without consent of the Data Controller (Executive team).

To enable the appropriate behaviors, members are required to abide by the following principles of the ROGA UK code of Conduct.

The code of Conduct is based on **five key principles** outlined below:

1. Responsibility & Accountability

All members should be aware of their ethical and legal responsibilities incumbent to their communities and to ROGA UK. All individuals should avoid personal and professional misconduct that might bring ROGA UK into disrepute.

- Members shall not speak or make commitments in the name of the association, its' executive committee, or members, without the express authorisation of the Executive committee.
- Members should not participate in any malicious interference with any of the association's activities.

2. Integrity & Honesty

All members should be:

- honest and accurate in conveying any information, conclusions, opinions within and outside ROGA UK.

3. Respect and Fairness

ROGA UK is committed to maintaining and promoting a social and supportive environment within which its members treat each other with dignity and respect.

At all times, people's feelings will be valued and respected, all members shall:

- not discriminate against, bully or harass others on the basis of: cultural and role difference, including (but not exclusively) those involving age, disability, education, ethnicity, language, national origin, political beliefs, race,

religion, sexual orientation, marital or family status and socio-economic status.

- respect the knowledge, insight, experience, and expertise of fellow members, (regardless of age, school leaving year, career stage and length of ROGA UK membership) relevant third parties, and members of the public.

Bullying

- ROGA UK recognises bullying as a behavior that may be characterised as offensive, intimidating, malicious or insulting, an abuse or misuse of power through means intended to undermine, humiliate, denigrate, or injure the recipient.
- Bullying does not need to be deliberate; someone may demonstrate bullying behavior, which falls within the above definition, without intending to.

Whichever form it takes, it is unwarranted and unwelcome to the individual and will often cause embarrassment, fear, humiliation, or distress to an individual or group of individuals. (Bullying often results from a misuse of individual power derived from status/position, physical strength, or force of personality. It can also arise from collective power arising out of strength of numbers).

Harassment

- ROGA UK recognises as harassment any unwelcome verbal or physical behavior, including sexual advances, when the unwanted conduct has the purpose or effect of either violating another person's dignity or creating an intimidating, hostile, degrading, humiliating, or offensive environment for that person.
- Harassment does not need to be deliberate; someone may harass another person without intending to. In some situations where the unwanted conduct is serious, a single incident may constitute harassment. In other situations, conduct may become harassment if it is repeated or sustained.
- Unwelcome verbal conduct: This may include the making of remarks and comments about appearance, lewd comments, innuendo, and banter, the making

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or repetition of offensive or stereotyped comments, jokes, or songs, the making of threats or the making of patronising comments.

- Unwelcome written or visual interaction: This may include sending unwelcome emails, notes, or pictures, displaying, or sending offensive material on any ROGA UK social media/websites/blogs etc.

Given the degree of current reliance upon electronic means of communication it should be specifically noted that harassment, bullying and victimisation by members by electronic means is also unacceptable. For example, this might involve:

- Sending WhatsApp messages or e-mails (with or without attachments) which breach the terms of this code.
- Inappropriate copying of e-mails to parties not seen as relevant to the discussion, as a way of intimidating or inappropriately gaining leverage over other members.

4. Avoidance of Personal Gain

All members should neither offer nor accept bribes or inducements on behalf of ROGA UK.

5. Conflict of Interest

- An interest is anything which can objectively be seen as prejudicing a person's impartiality in their judgement, choices, or behavior.
- All members should declare to ROGA UK any competing professional or personal interests that may be pertinent to their activities within ROGA UK and supported events and alumni groups. Any activities undertaken in ROGA UK's name must be consistent with ROGA UK's vision, objectives and the principles outlined in this guide.
- If a conflict of interest does arise, the individual must inform ROGA UK and the President immediately the matter becomes apparent and must take the following actions:
 - a. Abstain from the activity in question.
 - b. Declare the conflict of interest and pass the role to the ROGA UK Executive team or.
 - c. Stand down/withdraw from the activity.

Failure to do so may lead to the imposition of actions, including a ban on participation at specific ROGA UK tasks, suspension from membership of the Association, and ultimately termination of their ROGA UK membership.

Summary

This code of conduct establishes the principles for all ROGA UK members to adhere to; however, it may not cover every issue that may arise. The code encourages trust and respect from its members and non-members involved in our activities.

15.0 BREACH OF THE CODE OF CONDUCT

The Association treats breaches of the Code of Conduct seriously as breaches are likely to harm not only another person but also the reputation of the Association.

Failure to comply with the Codes of Conduct will be subject to investigation and may include sanctions such as formal warnings or being asked to leave the Association.

Reporting a breach of the Code of Conduct

There are formal and informal ways of raising a breach of the Code.

The procedure for investigating allegations of a breach of one of ROGA UK Codes of conduct will normally commence with the Informal Procedure outlined under (1) below; however, in exceptional cases if a complainant or the association feels that the informal process is not workable in their situation, the formal procedure may be used without exhausting the informal procedure.

15.1 Informal procedure

15.1.1 A complainant who considers that they are a victim of a breach of one of the ROGA UK Codes of Conduct should seek to resolve the matter informally with the person against whom the allegation is made. Where it is found that the breach was as a result of a misunderstanding or they were not aware that it was a breach, they will be reminded of the code of conduct and the matter is closed.

15.1.2 If an informal approach under 1(a) is unsuccessful or inappropriate, complainants should raise the matter in writing, with the President of the Association.

The President shall, within a reasonable time (recognising that the President's role, like all members, is a non-stipendiary post and she may have other obligations and personal commitments outside the association that may affect her available time):

- 15.1.3 Discuss the breach with the complainant/s (this may be done by e-mail, WhatsApp, or by telephone, and a record should be kept); depending on the nature of the breach.
- 15.1.4 Contact the person/s against whom the complaint has been made and outline the nature of the breach and ascertain that person/s respond/s to the complaint.
- 15.1.5 If appropriate, arrange a joint meeting with the parties to discuss the case, with the aim of resolving the situation amicably and to the mutual satisfaction of the parties concerned.
- 15.1.6 Make recommendations to the parties for resolving the matter (without necessarily attributing blame or responsibility) in a way that seeks to establish and promote a respectful (if not cordial) relationship between the parties.
- 15.1.7 Keep a brief written record available to share with appropriate (legal) parties upon request.
- 15.1.8 If ROGA UK's President is the person against whom the complaint is made, paragraph 1(b) shall be interpreted as referring to the ROGA UK Vice- President. The same applies to the formal procedure under 2(b).

15.2 Formal procedure

If the informal procedure fails to resolve the matter, if settlement cannot be agreed between the parties, or where because of the serious nature of the alleged behavior the informal procedure is deemed to be inappropriate, then the complainant or association may bring a formal complaint under this Procedure.

- a) A formal complaint should be made in writing to the President of ROGA UK who will immediately send a copy of the complaint to the person(s) against whom the allegation is made.
- b) A written complaint should include the following information:

- i. The name of the person against whom the complaint is being made.

- ii. The nature of the conduct about which a complaint is made, including where possible dates and times.
- iii. The names of any people who may have witnessed the conduct complained of.
- iv. Any action that may already have been taken (either under (1) above or otherwise) to resolve the matter.

15.3 The ROGA UK President will initiate an investigation of the alleged breach.

- i. An investigation shall be undertaken by an ad hoc committee (comprising Executive and non-executive members) appointed by the ROGA UK President in consultation with the Executive Officers.
- ii. The ad hoc committee may require the parties and any witnesses (whether or not identified by either party) to present evidence within a reasonable time of the request being made. All evidence will be given in writing (including WhatsApp and e-mail). Individuals may also be called to present an oral statement from their written statement to the committee. Those who provide evidence should be reminded at the outset that it will be used in order to resolve the matter.
- iii. The ad hoc committee will prepare a report which will review the evidence and:
 - a) recommend that on the basis of the evidence the complaint is dismissed.
 - b) OR make recommendations for informally resolving the matter (without necessarily attributing blame or responsibility) in a way that seeks to establish and promote a respectful (if not also cordial) relationship between the parties using any mediation services that may be available.
 - c) OR decide that there is a prima facie case to answer and recommend that the matter be dealt with by a formal resolution discussed at a ROGA UK Executive meeting. Notice of 21 days will be given to the subject complained about so they can attend and make their case.

15.4 The Executive has the following disciplinary powers:

- i. to write a formal letter of censure/ warning letter.

- ii. to exclude individuals either temporarily or permanently from specific ROGA UK tasks or related activities
- iii. to temporarily suspend membership.
- iv. to suspend membership permanently/expel from the association.

15.5 An appeal may be made against the outcome of the investigation, either by the complainant or by the person against whom a complaint has been made; any appeal should be made in writing to ROGA UK President (or ROGA UK Vice- President, if the complaint is against the President). An appeal can be made only on grounds of procedural irregularity or where the outcome of the investigation is seen to be manifestly unreasonable.

15.5.1 General

15.5.1.1 A party or witness acting under any stage of this Procedure who knowingly makes a statement that is untrue, malicious, and frivolous or in bad faith may be subject to the disciplinary powers of the Executives as detailed under 2(f). The ad hoc committee should investigate any such action and make recommendations as part of its report.

15.5.1.2 At all stages of this Procedure the complainant/s, person/s against whom the complaint has been made or witness/es may be accompanied by a colleague who does not have to be a member of ROGA UK.

15.5.1.3 All information gathered under this Procedure will be treated in confidence and kept in accordance with DPA.

15.5.2 Arrangement for Sanctions (ref: ROGA UK Code of Conduct 2024).

Suspension, Cancellation or Termination of ROGA UK membership

If a breach has been deemed to have occurred by members at the General meeting, the member will be served a formal warning, or their membership will be suspended or/ and thereafter terminated, following consultation with the ROGA UK members and Executives. The member can only be suspended or removed from membership by a resolution of the members that it is in the best interests of the Association that her membership is terminated and there is a record in the minutes of that meeting evidencing that decision.

A resolution to remove /terminate a member from membership may only be passed if:

- that the member has been given at least 21 days' notice in writing of the date of a meeting of the General meeting at which the resolution will be proposed, and the reason why it is being proposed.

- that the member or, at the option of the member, the member's representative (who need not be a member of ROGA UK) has been allowed to make representations to the meeting as to why their membership should not be terminated.
- As required or necessary the member can be offered mediation or reconciliation without prejudice. The reconciliation/mediation ad hoc will comprise of at most 3 subscribing members and a welfare officer.

Formal Warning

A warning letter will be sent by the ROGA UK Welfare Officer to the breaching member detailing the issue, the grounds for the warning and the period agreed (usually 2 Quarters or 6 months- whichever is longer) for the warning to be closed or to move to suspension and the general member notified.

Suspension

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If a decision to suspend the member has been determined, the Welfare officer will communicate this in writing to the breaching party confirming the decision and confirming the suspension period (usually 2 Quarters or 6 months- whichever is longer) before the member can be reinstated or moved to termination of their membership if the breach continues.

Cancellation or Termination

The reasons for cancelling or terminating ROGA UK membership are:

- The member writes to cancel their membership.
- The member has been found to have breached/violated any of the principles stated in this code and following suspension, their membership is terminated.

If a breach has occurred, the member's membership will be suspended or/ and thereafter terminated, following consultation with the ROGA UK members and Executives.

The member can only be suspended or removed from membership by a resolution of the members that it is in the best interests of the Association that her membership is terminated and there is a record in the minutes of that meeting evidencing that decision.

A resolution to remove a member from membership may only be passed if:

- that member has been given at least 21 days' notice in writing of the date of a meeting of the General meeting at which the resolution will be proposed, and the reason why it is being proposed.
- that member or, at the option of the member, the member's representative (who need not be a member of ROGA UK) has been allowed to make representations to the meeting as to why their membership should not be terminated.

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GLOSSARY OF KEY TERMS

Subscribing Member: - members who are up to date with their subscription within the current calendar year, and/or have a record of full payment for the previous year.

GDPR: General Data Protection Regulation is a Regulation of the European Union that protects natural persons (called data subjects) regarding the processing and free movement of their personal data.

Data Controller: the person (executive) which, alone (or depending on the organization and personal data processing activity), in collaboration with others, defines what needs to happen with the member's personal data (and also collects personal data).
The controller determines how and why personal data is used, as long as this of course happens in a GDPR compliant way.

Data Processor: the person who processes members' personal data (uses them to send emails, or sends email to those on the mailing list, or messages to those on the WhatsApp text group) on behalf of the Data Controller.

Processors (and sub-processors or anyone working for processors) can never process personal data on behalf of controllers except when they have clear instructions regarding the processing of those data.

Both the processor and controller can be held individually liable in event of GDPR infringements that could lead to GDPR fines.

Data Subject: the individuals whose data is being collected/processed e.g., members, Principal, Reagan girls, sponsors, etc.

Personal Data: is any data (name, age, date of birth, email, address, phone number, gender, etc.), owned by an individual not owned by the controller or data processor.

Data Protection Act 1998 (DPA): The Act allows members of the public to know what information is held by the association about them and to gain access to this information.

Members of the public have the right to view any emails, records or notes made about them. Please be cautious when documenting (or receiving) any conversation or information about a member, alumni or sponsor!

This constitution was agreed at the General Meeting of ROGA UK and signed-off (in the last page) as approved, by 2 general members and 2 Executives (the President and another executive):-

Date/...../.....

Executive's Name and position:

Signed:.....

Executive's Name and position.....

Signed:.....

Member's Name:.....

Signed:

Member's Name:.....

Signed

