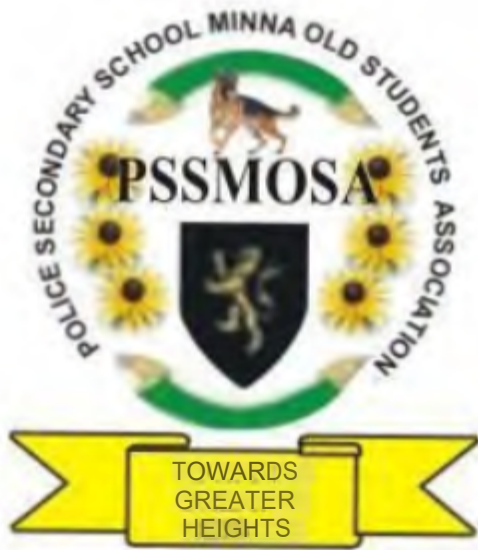


Alumni Chapter Manual



This Manual provides structure, organization and management of any chapter of PSSMOSA

SECTION 1

1.1. PURPOSE:

The purpose of establishing a PSSMOSA chapter shall be to bring members of PSSMOSA who reside in a particular state or region and to organize projects that are beneficial to the members of the chapter and the School.

1.2. WHAT ARE THE OBJECTIVES OF CHAPTER FORMATION?

- i. To establish official links, initiate and promote interaction between and among all ExPolS, students of Police Secondary school Minna, the Police and the society in general.
- ii. To formally establish and maintain a chapter directory to enable stable channels of communication between PSSMOSA and the chapter and/or its members.
- iii. To enable the coordination of programs, projects, and activities nationally and internationally.

1.3. WHAT ARE THE QUALIFICATIONS FOR A CHAPTER?

- i. Have ExPolS who are members of the PSSMOSA residing in the area where the Chapter is to be formed.
- ii. Must exhibit the financial capacity (either directly or indirectly) to establish a project in PSS Minna or in other areas as may be directed by the There shall only be one chapter per defined State, region and no 'sub-chaptering' is permitted.
- iii. In order to obtain the proper control and coordination of chapters, PSSMOSA requires that it be informed first of a chapter in the process of formation. Once the approval of the PSSMOSA is obtained, then the chapter may be registered accordingly.
- iv. Have a minimum of twenty (20) qualified EXPols who must as at the date of establishing the chapter must have paid their annual dues for the year

2. SECTION 2

2.1. THE REQUIREMENTS FOR CHAPTER APPLICATION ARE THE FOLLOWING:

A letter of application addressed to the "President, PSSMOSA" specifying the group's intention to form a chapter.

2.2. THE APPLICATION SHALL INCLUDE:

- i. An application letter containing a set of objectives for the chapter
- ii. A statement of adherence to PSSMOSA By-laws and Chapter Manual (Chapter Rules and Regulations)
- iii. In case there is no elected set of officers, the name of an Officer-in-Charge for PSSMOSA registration purposes (upon approval of the application, a set of officers as outlined in the Chapter Manual should be elected)
- iv. A list of at least twenty (20) PSSMOSA members as defined above to serve as the founding members of the Chapter
- v. A definition of the regional coverage of the Chapter (PSSMOSA wants to avoid any overlap of Chapter areas)

3. MEMBERSHIP

All PSSM Alumni who are resident in the Region or state where the chapter is situate

4. RESPONSIBILITY OF THE STATE CHAPTER

4.1. WHAT ARE THE BASIC RESPONSIBILITIES OF A CHAPTER?

- i. To promote the aims and objectives of PSSMOSA
- ii. To assist PSSMOSA collect annual dues on behalf of PSSMOSSA and remit same to the national account.
- iii. To maintain a permanent postal and/or e-mail address which will serve as the communications gateway.
- iv. To create and maintain a mailing list of all actual and potential members residing in its covered area.
- v. To advertise and/or otherwise announce the existence of the Chapter in the coverage area and promote membership.
- vi. To submit to PSSMOSA for approval on a no-objection basis, coordination, and posting in the internet and/or in the PSSMOSA publication a schedule of activities for the year.
- vii. To use all PSSMOSA prescribed logos and letterheads as per the Chapter Manual of Style to achieve national and international uniformity

- viii. Chapters are renewed annually (in January) as long as the alumni chapter has fulfilled its responsibilities for the previous year.

5. MANAGEMENT OF THE STATE CHAPTER

The state chapter shall be managed by duly elected officers

5.1. OFFICERS:

The chapter shall have an Executive Council (State Exco) comprising of:

- a) Chairman
- b) Vice Chairman
- c) Secretary General
- d) Treasurer
- e) Public Relation Officer
- f) Welfare Officer

All officers of the Executive Council must be duly elected in accordance with, this manual and shall hold such positions for 2 (two) years

6. FUNCTIONS AND POWERS OF OFFICERS OF THE CHAPTER

6.1. Chairman;

The Chairman of the Chapter shall be responsible for carrying out the decisions and for coordinating the work of the Chapter.

He/She shall:-

- i. Be the chief executive of the Chapter.
- ii. Chair all meetings of the state chapter
- iii. Co-ordinate all the activities of other members of the Chapter.
- iv. Ensure proper pursuit of goals and implementation of the policies and programmes of the Chapter
- v. Be a signatory to the Chapter's account.
- vi. Have the casting vote should there be a tie in any voting.
- vii. Have the power to summon any meeting through the Secretary.
- viii. Accountable to the congress for any form of irregularities emanating from his/her office and must conduct himself/herself in a general manner befitting a Chairman of the Chapter.
- ix. Perform other duties as may be delegated by the Executive Council
- x. He shall report to the Executive Council any Chapter officer(s) for misconduct.

- xi. Shall approve all communications, actions, projects and otherwise of the Chapter before they are published, communicated or taken

6.2. Vice Chairman;

He/She shall:-

- i. Assist the Chairman in his/her duties.
- ii. Deputize for the Chairman during his/her absence.
- iii. Perform any other duty as may be directed by the Executive Council.
- iv. Chair meetings of the chapter only in the absence of the Chairman.

6.3. Secretary;

He/She shall:-

- i. Head the secretariat.
- ii. Keep the minutes of all meetings.
- iii. In consultation with the Chairman, summon all meetings.
- iv. Responsible for all correspondence of the Chapter.
- v. Be a signatory to the Chapter's account.
- vi. By the order of the Chairman, he/she shall read the Chapter Manual to the Officers on assumption of office.

6.4. Treasurer;

He/She shall:-

- i. Maintain the Bank Account(s) of the Chapter.
- ii. Receive from members all monies due to the Chapter and bank same within forty-eight (48) hours of collection.
- iii. Be a signatory to the Chapter's account(s).
- iv. Render statements of account within a week of notice by the Chairman or congress.
- v. Co-operate with the audit committee to achieve its aim.
- vi. Issue receipts of Monies (cash/cheque) and update the Chapter books.
- vii. Perform other duties as may be assigned by the Chairman or congress.
- viii. Shall submit his/her records and render a periodical written statement of account to the Chairman and congress meeting of the Chapter on request.
- ix. Keep an up to date account of money collected in properly kept record book.
- x. Remind every ordinary member of his/her arrears and current payments.
- xi. Shall present on demand all receipts and financial records for auditing.

6.5. Public Relations Officer;

He/She shall:-

- i. Be the image maker of the Chapter and ensure that the Chapter has activities of other similar organization within the state.
- ii. Ensure sharing of knowledge and ideas by acquainting the Chapter with activities of other similar organization within the state.
- iii. Performing any other duty as may be assigned to him/her by the Chairman.
- iv. Make release of the decision of the Officers of the Chapter to the congress.

6.6. Welfare Officer

- i. Be responsible for raising awareness of welfare issues amongst Members of the Association within the Chapter, and the co-ordination of campaigns relating to such issues;
- ii. Be responsible for running welfare programs that are member oriented; and
- iii. Perform such other task or duties as may be assigned to him

7. Qualification of Officers in the Chapter;

- i. Must have acquired a minimum of ten (10) years post-graduation experience from Police Secondary School Minna.
- ii. Must be PSSM alumni and a qualified (dues paying) member of PSSMOSA
- iii. Must be of impeccable character
- iv. Must have attended at 2/3 of the meetings of the state chapter in the year of the election
- v. Ability to motivate members
- vi. Proven leadership in other organizations, associations or clubs.
- vii. Ability to set and achieve goals and objectives
- viii. Must be a registered member of the chapter.
- ix. Such member has not hold the position for which he / she seeks to contest for 2 terms.
- x. Does not hold any electable position in another state chapter or National Executive Council of the Association

8. ELECTIONS

8.1. Time for election

Elections into the State Executive Committee shall be held not earlier 3 (three) months to the expiration of the tenure of the members of the State Executive Committee

8.2. The Right to Vote

- i. Must be present at the day of the election. No voting by proxy.
Must be a registered member of the Chapter
- iii. Must be a financially committed (Dues and Chapter levy paying) member of the Association

8.2. Nomination Fees

- I. State Chairman: N20,000.00
- II. State V/Chairman: N10,000.00
- III. Other Officers: N 5,000.00

8.3. All fees referred herein shall be paid into the National Account and shall be shared between the National and State Chapter at a ratio of 60:40 in favor of the State Chapter

8.4. Term of office: Members of the State Executive Committee shall hold office for a term of 2 years from the date the said members take their oath of office

9. Meetings:

Meetings must be held on a monthly basis. The date, time and venue of the meeting shall be mutually agreed by members of the chapter.

10. Discipline of a State EXCO Officer

An officer of the State Chapter EXCO may be disciplined if:

- I. At least 2/3 of the registered members of the Chapter submits a petition to the National Executive that the affected officer is guilty of misconduct. Or a petition signed by at least 2/3 of the State Exco officers sign a petition to the National Executive that the affected officer is guilty of misconduct.
- II. In any case, the National Exco shall within 7 (seven) days of receipt of the petition commence investigations into the petition and report back to the chapter members stating whether a misconduct has been committed or not and where a misconduct has been committed, recommend the appropriate sanctions.
- III. The members of the chapter shall deliberate on the report as presented by the National executive council and shall by 2/3 majority of all members present adopt the recommendation of the National Executive.
- IV. Any officer who misses 3 (three) consecutive meetings without any justification shall be suspended for a period of 3months,

- V. Where a State Exco member is guilty of continuous absence from meetings, the State Chairman will recommend appropriate action to be taken to the National Exco,
- VI. Where a member of the State Exco is recommended for disciplinary action in accordance with (V) above, National Exco shall investigate such complaint and recommend appropriate sanctions.

11. VOTING:

Passage of a motion or to vote an officer into the Exco of the State Chapter shall require a simple majority.

12. CHAPTER LEVY:

Each member of the chapter shall pay a Monthly Chapter Levy of ₦500.00. This can be done on or before each general monthly meeting.

13. AMENDMENTS:

This manual may be amended by a simple majority of the National Executive Council

14. DISSOLUTION /DISSOLVE OF CHAPTER:

- 14.1.** PSSMOSA reserves the right to dissolve any Alumni Chapter at their discretion. Chapters that do not meet the responsibilities stated in this Alumni Chapter Manual will be dissolved.
- 14.2.** Chapters are renewed annually (in January) as long as the alumni chapter has fulfilled its responsibilities for the previous year.
- 14.3.** PSSMOSA reserves the right to dissolve its association with an alumni chapter if the chapter:
 - a) Does not fulfill its chapter responsibilities
 - b) Violates the guidelines within the Alumni Chapter Manual
- 14.4.** If a chapter is dissolved, the following policies and guidelines will need to be followed by the exiting board members:

- a) "PSSM Alumni Association", "PSSMOSA", and the PSSMOSA logo cannot be used in chapter name, materials, or website.
- b) PSSMOSA will not list the chapter on any of its marketing materials nor will PSSMOSA any events that the chapter hosts or participates in.
- c) If the chapter is using a hosted website through PSSMOSA, it will be taken down.
- d) The chapter will not be covered under PSSMOSA's event
- e) If the chapter was provided with a PSSMOSA-made banner, it must be returned it to PSSMOSA. It will be returned if the chapter re-establishes itself.
- f) The chapter must relinquish all official chapter monies to PSSMOSA and close any accounts associated with PSSMOSA ID. The monies will be held with PSSMOSA in the chapter's name and given back to the chapter if it re-establishes itself or if another chapter is started that serves the same constituents.

15. Alumni Chapter Reporting

- 15.1.** Provide an up-to-date alumni chapter membership list not later than March 1st of each calendar year – Excel compatible format only – template available from PSSMOSA if needed.
- 15.2.** Provide bank statement of the chapter as at December 31st of the preceding year and an "End of Year Balance Sheet" to the office of the Vice President in charge of the chapter not later than March 1 – template for balance sheet provided by PSSMOSA.
- 15.3.** Submission of Event Report with attendance list to the Secretary General of PSSMOSA, two (2) weeks after each event. The Event Report will be made available as an online and printable form.
- 15.4.** Provide timely updates to the Secretary General of PSSMOSA about any changes in Chapter officers.

16. Chapter Audit

The National Executive shall conduct annual audit of the books of accounts, minutes of meetings and other necessary documents of the chapter to ensure full compliance of this manual, bye laws and constitution of PSSMOSA

17. Account Opening

- 17.1.** All chapters must maintain a bank account with any bank of their choice
- 17.2.** Before any chapter opens an account with a bank, it must receive a written approval signed by the President of the Association, the Vice President in charge of the chapter and the Secretary General or Assistant

18. Books to be maintained by the Chapter

All chapters of PSSMOSSA shall maintain the following Books:

- a) Minutes Books to record all minutes of meetings of the Association
- b) Register of members showing their attendance of meetings
- c) Statement of financial position
- d) Register of payments
- e) Receipt booklet

19. Alumni Community Engagement

- a) Hold at least one event per quarter for all alumni in area/interest.
- b) Chapter must maintain an up-to-date website and social media (if applicable).
- c) Maintain regular communications with membership base – at minimum, one email per quarter associated with the event the chapter is hosting – this email can be the quarterly email blast that PSSMOSA provides to each chapter.
- d) The Chapter agrees to actively promote PSSMOSA membership at their events, in their emails, and on their online communication channels (Website/social).
- e) Co-sponsor PSSMOSA/PSSM events and programs in your area (when appropriate and within means).



President



Secretary General

OATH OF OFFICE FOR THE..... CHAPTER OF POLICE SECONDARY
SCHOOL MINNA OLD STUDENTS' ASSOCIATION

I do solemnly Swear/affirm that I will be faithful and bear true allegiance to Police Secondary School Minna Old Students' Association. As theof the Lagos State Chapter of this Association; that I will discharge my duties to the best of my ability, preserve, protect and defend the bye-laws of the Association; that I will abide by the code of conduct contained in Session 18 of the bye-law of this Association (PSSMOSA). I will do right to all members of the Association according to the bye-law without fear or favour, affection or ill-will, and I will devote myself to the service and well being of the Association. So help me God.

Name of Officer: _____

Position: _____

Signature: _____

Dated: _____