

KFLA ALUMNI NETWORK AND FAMILY CONSTITUTION



Globalizing the world through leadership advancement

SECTION A PREAMBLE

We, the entire members of the **KFLA ALUMNI NETWORK** and **FAMILY** in order to perpetuate the growth of a responsible KFLA alumni members, we recognize the need to consolidate ourselves into truly autonomous, progressive and democratic network to assert our rights and discharge our responsibilities as informed of the society, realize the unique role we have to play in the technological, cultural and socio-political development of the world and our sincere contribution to the unity, dignity and greatness of our land and human race, appreciate the problem of our time and our role in the maintenance of a fair, open and progressive educational system that will guarantee equalitarianism in our society, and committed to the pursuance with all our strength, the growth of intelligent citizenship; cordial relationship with constituted authority and compliance with the law establishing KFLA ALUMNI NETWORK and FAMILY do hereby make and give unto ourselves the following constitution:

ARTICLE 1

(a) Supremacy

The constitution shall prevail on any recommendation or decision taken by any Committee/Board Authority, Officers or Members such recommendation of decision shall to the extent of the inconsistency be null and void.

- (b) The provision of this constitution is supreme and shall at all times have binding force on all authority and members of the network.
- (c) It shall be mandatory for every member of the network to have a copy of the constitution.
- (d) We, the member of KFLA ALUMNI NETWORK of KFLA Leadership Academy conscious of the need to foster unity and leadership advancement of our academy particular and the nation at large have decided to form a non-religious, but Academy network of past graduate of the Academy for the welfare members, to facilitate the development growth of the nation's leadership strength.
- (e) This instrument shall be called the constitution of the Network and all members of the body shall adhere strictly to the laws as documented on this constitution.
- (f) This constitution must not be amended until after two years.
- (g) No amendment of this constitution shall be valid unless passed by a two-third majority of members of the executives. Such amendment shall be communicated to the Academy Director for approval

SECTION B

ARTICLE 1

NAME: The Network shall be called and addressed as KFLA ALUMNI NETWORK and FAMILY (KFLAANF).

ARTICLE 2

MOTTO: Globalizing the world through leadership advancement

ARTICLE 3

AIMS AND OBJESCTIVES

- i. To protect the image and right of KFLA ALUMNI members
- ii. To expose KFLA ALUMNI members by organizing seminars, symposium, exhibitions and publications.
- iii. To promote the spirit of oneness and unity of purpose among KFLA ALUMNI members
- iv. To promote awareness and understanding between members and the community at large.
- v. To promote cordial relationship between members and staff of the Academy.
- vi. To protect the fundamental human rights of the members.
- vii. To cater for the wellbeing and welfare of the members, when the need arises,
- ix. To undertake all such lawful activities as may be necessary for the attainment of these objectives.

ARTICLE 4

CONTROL

The Network secretarial and facilities shall remain the property of KFLA, The Academy Authority which also supplies certain services and utilities to the network, to

vote any proposed action or resolution of the network which is considered by the Authority not to be in accordance with its policies and to require any activities being carried on in the Network or under the Network's sponsorship to cease.

ARTICLE 5

MEMBERSHIP

Membership of **KFLA ALUMNI NETWORK AND FAMILY** shall be open to every graduate of the Academy and admitted through proper screening (duration of which shall not be less than one year) provided such member meet their obligations as stipulated in other provisions of this constitution.

(A) Duties

As member of the Alumni shall:

- (i) Attend all general Meetings (Offline and Online).
- (ii) Attend yearly Leadership Boot camp Conference
- (iii) Be involved in all its activities.
- (iv) Serve in any Committee/Board to which he/she may be appointed.
- (iv) Fulfill all financial obligations.

(B) Rights and Privileges

Members of the Association shall:

- (i) Have equal opportunities to serve in the network
- (ii) Be free to be members of the KFLA ALUMNI members.
- (iii) Have the right to individually or collectively make recommendations towards the progress of KFLA
- (iv) Have the right to wear the emblem of KFLA.
- (v) Be entitled to all fringe benefits of KFLA
- (vi) Have the right to vote and be voted for in the Network's approval elections subject to other provisions of this constitution.
- (vii) Have equal voting right of one at a time.
- (viii) Have the right to seek the support of the Network if Aggrieved by forces outside the Association; but such request must be made in writing.

(C) Forfeiture of Membership

- (i) Any member found guilty of misconduct or criminal offence, either by court

- of law or any corporate body, shall forfeit his/her membership.
- (ii) Any member that fails to fulfill the financial obligations.

ARTICLE 6

ELECTIONS

- (i) Elections shall be open to the general membership of the network (Reference Candidature).
- (iii) Elections shall be by open ballot online in the group.
 - (iv) All Executive offices shall be democratically contested for on the same day and the same manner.
 - (v) A period shall be decided upon by the Electoral Commission within which contestants shall be free to canvass for votes.
- (vi) The Electoral Commission reserves the right to disqualify any contestant that contradicts any of the electoral regulations or fails to meet the requirements stipulated for such office,
- (vii) Elections shall not be in proxy.

(A) Candidature

- i. Elections shall be open to all financial member of the association who have not defaulted in any financial responsibility.
- (ii) Any contestant for any elective post must have at least spend six months in the network

ARTICLE 7

(D) DUTIES

(I) President

- (i) He shall be the leader of the network and Head of the Alumni network.
- (ii) He shall be charged with leadership responsibilities of the network.
- (iii) He shall preside over all General and Executive Meetings.
- (iv) He shall summon all such meeting (General, Emergency and Executive) through the General Secretary.
- (v) He shall be a compulsory signatory to KFLA ALUMNI NETWORK accounts.
- (vi) He shall sign the minutes of all meetings and the accurate or the proceedings of such meetings (s) after approval by the members who were present at that meeting.

(vii) He may write press release (s) and shall be a signatory to any press release.

(viii) The President shall approve contracts subject to The approval of the Academy Director

(ix) The president and its executive members shall form any committee/forum.

2 General Secretary

I. he shall compile the annual report of the network make same to be published for internal circulation

II. he shall summon all general, emergency and executive meetings as directed by the president

III. he shall keep records of meeting

IV. he shall receive and present for consideration all correspondence of Network

V. he shall respond to all correspondence with the consent of the president

(3) Financial Secretary

(a) He shall maintain an accurate record of the Network's assets and liabilities e.g. Network Business, Dues, vests, magazine or journals for sale,

(b) He shall prepare a statement of account for the network at the end of every Year.

(c) He shall keep on up to date and accurate financial account of KFLA ALUMNI NETWORK.

(d) He/she shall be a signatory to the association's account.

(j) He shall prepare a draft estimate of all budgets for the running of KFLA alumni network activities for the period subject to the ratification of

(4) Director of Welfare

I. he shall ensure that members welfare is fulfilled

II. he shall head the welfare committee to look into members need
Such member wedding ceremony, naming ceremony, payment of school fees, etc

(5.) Project Director

1. Project director shall proposed project to the house

2. he shall head the project committee

3. he shall be in charge of business development committee

4. he shall be responsible for all social work

ARTICLE 8

BOARD/COMMITTEE

(a) Composition

There shall be the following Boards/Committee membership which will be appointed by the Executive

- (i) Editorial Publicity Board
- (ii) Boot Camp Conference
- (iii) Welfare Committee
- (iv) Business Committee
- (v) Project Committee

(i) Editorial/Publicity Board

- (a) Shall be responsible for the organization of symposia, seminars and lectures. Articles etc
- (b) Shall draft advertisement for the news media.
- (c) Shall be responsible for all educational activities.
- (d) The general secretary shall be the Chairman of this Board.

(ii) KFLA BOOTCAMP Conference

- (a) Shall organize KFLA leadership Bootcamp conference.
- (b) Shall arrange sponsors for the said programme.
- (c) The President shall be the Chairman of this Committee
- (d) The Project Director shall be the Vice Chairman
- (e) The Welfare Director is the accountable officer of this committee

(iii) Welfare Committee

1. Shall look into the welfare of the members
2. Investigate each member requesting for help for their wedding, school fees, lost of love one to know their financial responsibility and commitment in the network
3. The welfare Director is the head of the committee
4. The committee shall have members across states and country
5. After investigating request by the committee, the committee shall forward the request to the president which shall be approval by the president and send to the

director for further approval and allocation of funds

(iv) Business Committee

1. Shall set up businesses across the globe to create employment for the Alumni members and generate a source of revenue for the network
2. Shall investigate business and draft a proposal and forward it to president
3. The Project Director shall be the head of this committee

(v) Project Committee

1. S
shall be responsible for community development project, such as workshop, seminar, prison visitation etc
2. T
The project director shall be the chairman of the committee

(iv) Ad-Hoc committee

The necessity for this committee shall be determined from time to time by executive

ARTICLE 9

SPONSORS AND HONOURS

(i) Patron

The Director of the Academy and other distinguished individual who show unreserved interest towards leadership Advancement shall be appointed as Patrons. The members and the personalities are subject to the approval of this Exco.

(ii) Coordinator/Adviser

There shall be a coordinator from among the staff in the Academy appointed by the Director to coordinate all the activities of the network

SECTIONS C

General Provisions

Article 10:

Meetings

Section 1 — Regular Meetings.

(a) Day and Time. This Network shall hold a regular weekly meeting on the day and time

set in the bylaws or instant Practice's

(b) Method of Meeting:

Attendance may be in person, by telephone, online, or

through an online interactive activity. An interactive meeting shall be considered

to be held on the day that the interactive activity is posted.

(c) Change of Meeting. For good cause, the Network may change a regular meeting to

any day between the preceding and following regular meetings, to a different time

of the regular day, or to a different place.

(d) Cancellation. The Network may cancel a regular meeting for these reasons:

(1) A holiday, or during a week that includes a holiday;

(2) In observance of the death of a member;

(3) An epidemic or a disaster that affects the whole community; or

(4) an armed conflict in the community.

The board may cancel up to four regular meetings a year for causes not listed here, but may not cancel more than three consecutive meetings.

(e) Satellite Campus Meeting (When Applicable). If provided in the bylaws, a satellite club shall hold regular weekly meetings at a day, time, and place decided by its members. The day, time, and place of the meeting may be changed in a way similar to that provided for the club's regular meetings in section I(c) of this article. A satellite club meeting may be cancelled for the reasons in section I(d) of this article. Voting procedures shall be as provided in the bylaws.

(f) Exceptions. The bylaws may include provisions that are not in accordance with this section. A club, however, must meet at least twice per month.

Section 2 — Annual Meeting.

(a) An annual meeting to elect officers and present a mid-year report, including current year income and expenses, together with a financial report on the previous year, shall be held before 31 December, as provided in the bylaws.

(b) A satellite Campus club shall hold an annual meeting of its members before 31 December to

elect officers for the satellite club.

Section 3 — Board Meetings

Within 60 days after all board meetings, written minutes must be duly documented and filled according to the rules.

Article II

Section I Termination Non-attendance.

(a) Attendance Percentages. A member must:

(1) attend or make up at least 50 percent of regular Network meetings or satellite Campus club

meetings; engage in club projects, events, and other activities for at least 12

hours in each half of the year; or achieve a proportionate combination of both;

or

(2) Attend at least 30 percent of this Network regular meetings or satellite club

meetings or engage in club projects, events, and other activities in each half of

the year (foreigners shall be excused from this requirement).

A member who fails to attend as required may be terminated unless the Network consents to the non-attendance for good cause.

(b) Consecutive Absences. Non-attendance may be considered a request to terminate membership in this club, if a member fails to attend or make up four consecutive regular meetings, unless otherwise excused by the Network for good and sufficient reason or pursuant to relevant Sections of these Constitution

3: After the Network notifies the member, the Network, by a majority vote, may terminate the member's membership.

(C) Exceptions. The bylaws may include provisions in accordance with international best Practices.

Section 2

Termination — Other Causes.

(A) Good Cause. The Network may terminate the membership of any member who ceases to have the qualifications for KFLA ALUMNI membership or for any good cause by a vote of at least two-thirds of the Alumni members present and voting, at a meeting called for that purpose.

(B) Notice.

Before the KFLA ALUMNI acts under subsection (a) of this section, the member shall be given at least 10 days' written notice and an opportunity to respond in writing to the board. Notice shall be delivered in person or by registered letter to the member's last known address. The member has the right to appear before the Network to state his or her case.

Section 3— Right to Appeal, Mediate, or Arbitrate Termination

(A) Notice: Within seven days after the Network decision to terminate or suspend membership, the secretary shall notify the member in writing. Within 14 days after the notice, the member may give written notice to the secretary of an appeal to the Alumni or a request for mediation or arbitration. The procedure for mediation or arbitration is provided.

(B) Appeal. In the event of an appeal, the Network shall set a date for the hearing at a regular ALUMNI meeting held within 21 days after receipt of the notice of appeal. At least five days' written notice of the meeting and its special business as the case might be

Section 4 — Board Action Final. Board action shall be final if no appeal to this Alumni Network is taken and no arbitration is requested.

Section 5 — Resignation A member's resignation from this Network shall be in writing, addressed to the president or secretary. The KFLA ALUMNI shall accept the resignation unless

the member owes debt to this Network

Section 6 — Forfeiture of Property Interest. Any person whose ALUMNI membership is terminated in any manner shall forfeit all interest in any funds or other property of this Network if, under local laws, the member acquired any right to them upon joining the Network.

Section 7— Temporary Suspension. Notwithstanding any provision of this constitution, if in the opinion of the board

(a) credible accusations are made that a member has refused or neglected to comply

with this constitution, or is guilty of conduct unbecoming a member or harmful to KFLA ALUMNI; and

(b) those accusations, if proved, constitute good cause for terminating the

membership of the member; and

(c) no action should be taken on the membership of the member, pending the outcome of a matter or an event that the Network believes should properly occur

first; and

(d) it is in the best interests of the Network to temporarily suspend the member without a

vote on the member's membership and to exclude the member from attendance at

meetings and other Network activities and from any club office or position;

the KFLA ALUMNI may, by at least a two-thirds vote, temporarily suspend the member for a reasonable period up to 90 days and with any other conditions the Network sets. A suspended member may appeal the suspension or may request mediation or

arbitration as provided in section 3 of this article. During the suspension, the member shall be excused from attendance requirements. Before the suspension ends, the board must either move to terminate the suspended KFLA ALUMNI or reinstate the Alumni to full

regular status.

Article 12 Community, National, and International Affairs

Section 1 — Proper Subjects. Any public question involving the welfare of the community, the nation, and the world is a proper subject of fair and informed discussion KFLA ALUMNI meeting. However, this Network shall not express an opinion on any pending controversial public measure.

Section 2 — No Endorsements. This Alumni shall not endorse or recommend any candidate for public office and shall not discuss at any club meeting the merits or demerit of any political parties.

Section 3—
Non-Political.

(a) Resolutions and Opinions. KFLA ALUMNI shall neither adopt nor circulate resolutions

or opinions and shall not take action dealing with world affairs or international policies of a political nature.

(b) Appeals. KFLA ALUMNI shall not direct appeals to clubs, peoples, or governments, or circulate letters, speeches, or proposed plans for the solution of specific international problems of a political nature.

Section 4 — Recognizing KFLA ALUMNI Beginning. The week of the anniversary of The Alumni founding, Shall be duly Communicated by the Director, Tagged: World Understanding and Peace Week. During this week, this Network will celebrate KFLA ALUMNI services, reflect upon past achievements, and focus on programs of peace, understanding, and goodwill in the community and throughout the world.

Section 2 — Subscription Collection. The subscription fee shall be collected by this Network from each member in advance and remitted to The Alumni or to the office of a regional publication as determined by the Alumni board of Directors.

Article 12

Acceptance of Object and Compliance with Constitution and

Bylaws

By paying dues, a member accepts the principles of KFLA ALUMNI expressed in its object and agrees to comply with and be bound by the Network constitution and bylaws. On these

conditions alone is a member entitled to the privileges of this Network. Each member shall

be subject to the terms of the Alumni constitution and bylaws whether or not the member

has received copies of them or Not.

Article 14

Arbitration and Mediation

Section 1 — Disputes. Any dispute between any current or former member(s) and this

Network, any Alumni officer, or the board, except a decision of the board, shall, upon a request

to the secretary by any disputant, be resolved by either mediation or arbitration.

Section 2 — Date for Mediation or Arbitration. Within 21 days after receipt of the request, the board shall, in consultation with the disputants, set a date for the mediation or arbitration.

Section 3 — Mediation. The procedure for mediation shall be

(a) recognized by an appropriate authority with national or state jurisdiction; and must be in compliance with international best practices.

(b) recommended by a competent professional body whose recognized expertise covers alternative dispute resolution; or

(c) recommended in documented guidelines determined by the Alumni board or KFLA Trustees.

Only KFLA ALUMNI may be mediators. The Network may ask the The Director or the Directors's

representative to appoint a mediator with appropriate mediation skills and experience.

(a) Mediation Outcomes. The outcomes or decisions agreed to by the disputants after mediation shall be recorded and copies given to each party, the mediator or mediators, and the board. A summary statement acceptable to the parties shall be prepared for the information of the Network. Any disputant, through the president or

secretary, may call for further mediation if a party has retracted significantly from the mediated position.

(b) Unsuccessful Mediation. If mediation is requested but is unsuccessful, any disputant may request arbitration, as provided in section I of this article.

Section 4 — Arbitration. In the event of a request for arbitration, each disputant shall appoint an Alumni as an arbitrator and the arbitrators shall appoint another person as an umpire.

Section 5 — Decision of Arbitrators or Umpire. The decision reached by the arbitrators or, if they disagree, by the umpire shall be final and binding on all parties and not be subject to appeal.

Article 15: Bylaws

KFLA ALUMNI Network shall adopt bylaws that are consistent with the Assembly constitution and bylaws,

with the rules of procedure for an administrative territorial unit, where established and with this constitution, to give additional provisions for the government of this

Network. The bylaws may be amended as they provide.

Article 16: Amendments

Section 1 — Manner of Amending. Except as provided in section 2 of this article, this constitution may be amended only by a majority vote of those voting at the council on legislation.

Section 2 — Amending Article 2 and Article 4. Article 2, Name, and article 4, Locality

of the Network, may be amended at any regular ALUMNI meeting, if a quorum is present, by at

least a two-thirds vote of all voting members. Notice of the proposed amendment shall

be given to each member and the Director at least 21 days before the meeting. The

amendment shall be submitted to the board of directors or any adhoc entity and becomes effective only

when approved. The Director may offer an opinion to the Alumni board of directors resolutions

Article 17

VACANCY OF OFFICE

Section 1:-(1) Where an office in the KFLA ALUMNI becomes vacant, the office shall be filled

through a bye-election, which shall hold within 60 days from the date of the vacancy or at

the next General Election for the same office, whichever date is earlier.

(2) Without prejudice to Section of this Constitution, the Management Council shall

reserve the right to assign the functions of the vacant office in the Management Council

to any officer of the Management Council until the office is filled following a bye election or substantive election.

Section 2:

MEETINGS OF THE MANAGEMENT COUNCIL

(1) The KFLA ALUMNI shall hold a meeting at least once in a month or as the business of the Council may demand in the month.

(2) Eight (8) members of the Management Council, of which Four (4) must be portfolio officers, must be present to form a quorum.

(3) Any Member absent from three consecutive Management Council meetings shall be

deemed to have resigned from the Management Council unless the Secretary General is

informed in writing of the member's intention to be absent.

Provided that the President or Director shall preside at all meetings of the KFLA ALUMNI and,

in his absence, the Vice President shall preside and, in his absence the next office assumes position.

Article 18;

CESSATION OF MEMBERSHIP

SECTIONS 1.-(1) Membership of the Network shall cease in any of the following circumstances:

- (a) Death of a member
- (b) Voluntary withdrawal of membership
- (c) Expulsion from the Club
- (d) During period of suspension

Article 19

MOTIONS

Section 1(1) Notice of motions shall be submitted to the Secretary General at least 21 days before the

date of the meeting at which it is to be moved; such notice shall be posted by the General

Secretary on the notice boards of the Network or any other arena so choosen and 14 days prior to the said meeting.

(2) Any counter-motion to any motion shall be submitted at least 7 (Seven) days prior to the

said meeting to the Secretary General. Such counter-motion shall be posted on the notice

board or arena at least 3 days to the said meeting.

(3) All motions and Counter Motions shall be posted on the Notice Board of the Network or any other