

**ST PAUL'S COMPREHENSIVE SECONDARY
SCHOOL**

ALUMNI ASSOCIATION

CONSTITUTIONAL ELECTORAL GUIDELINES

First Executive Election

Class Set:	2001 Set
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Official Document

St. Paul's Comprehensive Secondary School Alumni 2001 Set

CONSTITUTIONAL ELECTORAL GUIDELINES

First Executive Election

Article 1. Legal Basis and Scope

- 1.1 These Electoral Guidelines establish the rules governing the election of the Executive Officers of the 2001 Set.
 - 1.2 The provisions herein are binding on all members and candidates.
 - 1.3 The Electoral Committee is the sole authority responsible for administering the election process and declaring results.
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Article 2. Electoral Funding and Accountability

- 2.1 Election expenses shall be financed through:
 - a. Voluntary supports from members.
 - 2.2 The Electoral Committee shall maintain complete financial records and present a post-election accountability report.
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Article 3. Electoral Method

- 3.1 Voting will be conducted through an electronic voting system.
 - 3.2 Each eligible voter shall cast one vote per office.
 - 3.3 Results shall be publicly visible within the platform for transparency.
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Article 4. Executive Offices and Functions

4.1.1 President

Leads the group, chairs meetings, and represents the class in official matters.

4.1.2 Vice President

Assists the President and coordinates approved programs and activities.

4.1.3 General Secretary

Keeps official records, prepares meeting minutes, and manages correspondence.

4.1.4 Assistant Secretary

Assists with documentation, maintains archives, and tracks implementation of meeting decisions.

4.1.5 Treasurer

Manages finances, prepares reports, and safeguards funds.

4.1.6 Financial Secretary

Records contributions, issues receipts, and keeps transaction records.

4.1.7 Public Relations Officer

Manages communications and shares official information with members.

4.1.8 Director of Welfare

Coordinates member welfare and organizes social and reunion activities.

4.2 Tenure of Office

The tenure of office shall be two years.

4.2 The Terms of Reference shall be determined by the Executives with the approval of the general house.

Article 5. Eligibility for Candidacy

5.1 A candidate shall:

- a. Be an active member of the alumni group.
- b. Have made at least one contribution in the last three alumni contributions.
- c. Any candidate newly added to the group who haven't made any contribution in the past shall pay at least one outstanding contribution into the contribution account, in an amount not less than 5,000 Naira.
- d. Not be under disciplinary sanction.

5.2 Compliance shall be verified through screening conducted by the Electoral Committee.

Article 6. Eligibility for Voting

6.1 A voter shall:

- a. Be a member of the alumni set.
- b. Be an active member of the alumni in one way or the other.
- c. Members of the Electoral Committee are eligible to vote.

Article 7. Nomination Procedure

7.1 Candidates shall obtain and submit completed nomination forms before the screening date.

7.2 Nomination forms shall be provided at no cost, and the offices to be filled are listed below.

President

Vice President

General Secretary

Assistant Secretary

Treasurer

Financial Secretary

Public Relations Officer

Director of Welfare

7.3 Candidates who doesn't meet basic requirements will be disqualified.

Article 8. Voter Verification

8.1 There will be no separate voter registration process.

8.2 Verified membership records will be used to check eligibility.

8.3 Eligibility for voting is open to every member of this set and are on this platform.

8.4 The Electoral Committee will publish a provisional list of eligible voters before Election Day.

Article 9. Candidate Screening

9.1 Screening shall be conducted before Election Day.

9.2 The process shall verify:

- a. Confirmation to be a member of the set.
- b. Membership standing
- c. Compliance with nomination requirements

9.3 Candidates who fail to satisfy requirements shall be disqualified prior to the campaign period.

Article 10. Election Timeline

10.1 Campaign Period

24th March to 27th March

Campaigning outside this period is prohibited and will result in disqualification.

10.2 Manifesto Presentation

Candidates shall present manifestos on Election Day through voice notes on the official alumni platform.

Written manifestos shall not be accepted.

10.3 Screening Date

To be fixed and announced by the Electoral Committee prior to Election Day.

10.4 Voting Schedule

Date: 28th March

Opening Time: 6:00 AM

Closing Time: 11:00 PM

Article 11. Voting Regulations

11.1 Voting shall occur electronically through the designated platform.

11.2 Each voter shall cast one vote per office.

11.3 Attempts to manipulate or unduly influence the voting process by any member of the group such a person will be suspended temporarily from the group. If such manipulation is traced to any candidate, such a candidate will be disqualified.

Article 12. Announcement of Results

12.1 Declaration of Results

The Electoral Committee shall officially declare the results immediately after the close of voting and completion of vote verification.

12.2 Method of Announcement

Results shall be announced through the official alumni communication platform and recorded in the election report.

12.3 Form of Results

The announcement shall state:

- a. Total number of votes cast.
- b. Votes obtained by each candidate per office.
- c. Name of the candidate elected for each office.

12.4 Finality of Results

Declared results shall be deemed valid unless a formal complaint is submitted in accordance with the dispute procedure.

12.5 Record Keeping

The Electoral Committee shall preserve the official record of results as part of the permanent alumni archives.

12.6 Assumption of Office

Elected officers shall assume office on a date determined and communicated by the Electoral Committee.

Article 13. Rerun of Election

13.1 Grounds for a Re-run.

A rerun election shall be conducted where:

- a. A tie occurs between the highest polling candidates.
- b. The Electoral Committee confirms a significant procedural irregularity affecting the result.
- c. A declared winner is disqualified before assumption of office.
- d. Voting is disrupted in a manner that compromises the credibility of the process.

13.2 Authority to Order a Re-run.

The Electoral Committee shall determine and officially announce the necessity of a re-run.

13.3 Scope of the Re-run

A re-run shall be conducted only for the affected office or offices.

13.4 Timeline

The re-run shall be conducted within seven days of the official announcement unless exceptional circumstances require adjustment.

13.5 Eligible Candidates

Only candidates duly cleared during the original screening shall participate, except where disqualification requires removal.

13.6 Procedure

The re-run shall follow the same voting method and rules applied in the original election.

Article 14. Interpretation and Amendments

14.1 The Electoral Committee shall interpret these guidelines where clarification is required.

14.2 Amendments may be adopted by majority approval of eligible members prior to Election Day.