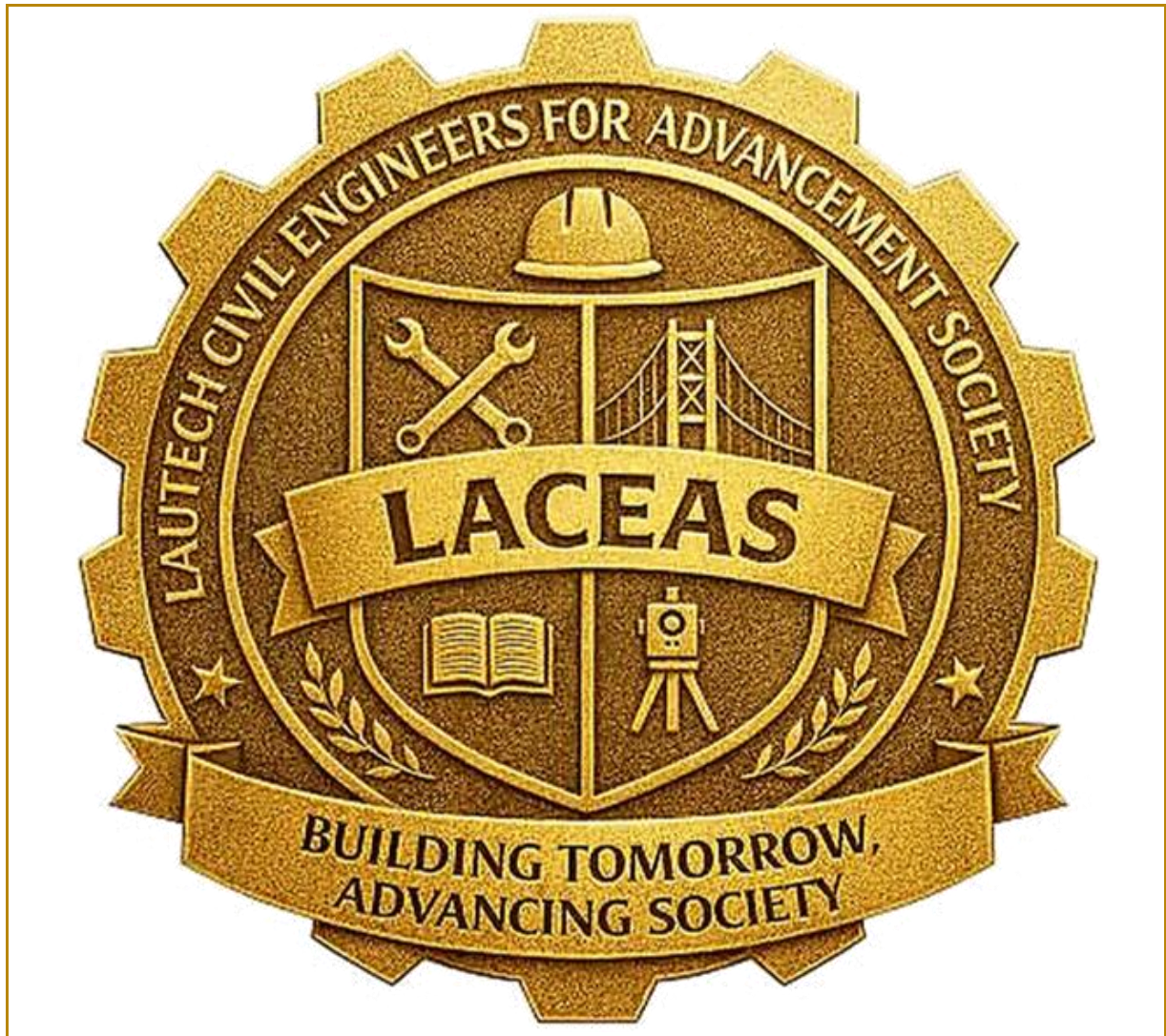




LACEAS

Constitution of LAUTECH Civil Engineers for Advancement Society

Advancing Civil Engineering Excellence, Fellowship, and Community Impact

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Glossary of Terms

This glossary explains key terms used throughout the constitution and should be read together with the relevant articles.

AGM: Annual General Meeting, the yearly meeting where members review reports, accounts, elections, policies, and other important business.

Annual Subscription: The yearly membership payment required from members, unless changed by members at a meeting.

Appeal: A request for a disciplinary or administrative decision to be reviewed.

Appendix: A supporting document or template attached to the constitution for reference or use.

Application Fee: A one-off payment required when applying for membership.

Assets: Property owned by LACEAS, including money, equipment, records, documents, accounts, logos, websites, and other resources.

Authorised Officer: An officer permitted by LACEAS to carry out a specific duty, approval, communication, payment, or administrative action.

Authorised Signatory: An approved officer permitted to authorise, sign, or approve financial transactions or official documents on behalf of LACEAS.

Absence Fee: A fee charged to a member who fails to attend required meetings as provided in the constitution or approved by members.

Chairperson: The officer responsible for presiding over meetings, providing leadership, and representing LACEAS where required.

Code of Conduct: The standards of behaviour expected from members, officers, and anyone acting on behalf of LACEAS.

Conflict of Interest: A situation where a personal, financial, family, business, professional, or other interest may influence, or appear to influence, a person's judgement or actions for LACEAS.

Disciplinary Procedure: The process for handling alleged misconduct, breaches of the constitution, or behaviour harmful to LACEAS.

Dues: Additional member contributions approved by LACEAS to meet specific agreed expenses or obligations.

Executive Committee: The elected officers responsible for managing the day-to-day affairs of LACEAS.

Fees: One-off payments charged for specific purposes, such as membership application, absence penalties, events, or administrative services.

Financial Assistance: Money or support provided to an eligible member in genuine need, subject to approval and available funds.

Financial Irregularity: Any suspected misuse, loss, fraud, unauthorised transaction, inaccurate record, or improper handling of LACEAS funds or financial records.

Financial Secretary: The officer responsible for managing financial records, reports, payments, and accounts.

Financial Year: The accounting period of LACEAS, ending in March each year unless members approve otherwise.

General Meeting: A valid meeting of members, including the AGM and any special or ordinary meeting.

General Secretary: The officer responsible for records, minutes, notices, correspondence, and administrative documentation.

Good Standing: A member's status where they have met required obligations, including

payment of subscriptions or dues and compliance with the constitution.

Handover: The transfer of records, documents, passwords, assets, financial information, and ongoing matters from outgoing officers to incoming officers.

Indemnity: Protection or support given by LACEAS to an officer or member who acted honestly, reasonably, and within their authority.

LACEAS: LAUTECH Civil Engineers for Advancement Society.

LAUTECH: Ladoke Akintola University of Technology.

Levies: Mandatory contributions approved by members for a specific project, event, welfare matter, or financial need.

Member: A person admitted into LACEAS whose membership has not been suspended or terminated.

Minutes: The official written record of discussions, decisions, actions, and resolutions made at a meeting.

Motion: A proposal submitted for discussion and decision at a meeting.

Nomination: The formal proposal of an eligible member to stand for an open or vacant office.

Notice: Formal communication issued to members about a meeting, election, amendment, decision, or other official matter.

Oath of Office: A formal declaration made by a newly elected officer before or upon assuming office, confirming commitment to uphold the constitution and perform the role faithfully.

Officer: A member elected or appointed to hold a recognised role within LACEAS.

Officer Pledge: A written or spoken commitment by an elected officer to uphold the constitution, act with integrity, protect confidential information, avoid conflicts of interest, and serve LACEAS faithfully.

Open Office: An officer position available for election, appointment, or nomination.

Quorum: The minimum number of members required to conduct valid business at a meeting.

Resolution: A decision formally approved by members at a meeting.

Safeguarding: Steps taken to protect members, participants, students, young people, vulnerable persons, and guests from harm, abuse, neglect, or exploitation.

Special Meeting: A meeting called outside the usual meeting schedule to deal with a specific matter.

Sub-committee: A smaller group appointed by the Executive Committee or members to carry out a specific task or assignment.

Subscription: The regular membership payment, usually annual, required to maintain membership in good standing.

Vacant Office: An officer position that is empty because the previous officer resigned, was removed, became unable to continue, or the position was otherwise unfilled.

Welfare Officer: The officer responsible for coordinating member welfare support and related welfare matters.

Welfare Support: Non-financial or financial assistance provided to eligible members in genuine need, subject to approval and available funds.

Witness: A person who confirms that a document, pledge, signature, or declaration was made or signed.

Preamble: We, the members of LACEAS, united by our shared experiences as graduates and supporters of Civil Engineering at Ladoke Akintola University of Technology (LAUTECH), and committed to advancing civil engineering excellence, professional development, fellowship, mentoring, community impact, and lifelong connections, do hereby establish this constitution.

Article 1: Name

The name of this group shall be LAUTECH Civil Engineers for Advancement Society (LACEAS).

Article 2: Definitions

1. In this constitution, unless the context requires otherwise, “LACEAS” means LAUTECH Civil Engineers for Advancement Society.
2. “LAUTECH” means Ladoke Akintola University of Technology.
3. “Member” means a person admitted into LACEAS whose membership has not been suspended or terminated.
4. “Executive Committee” means the elected officers responsible for managing the affairs of LACEAS. Any reference to “Management Committee” in older records shall be interpreted as a reference to the Executive Committee.
5. “General meeting” means any valid meetings of members, including the Annual General Meeting.
6. “Quorum” means the minimum number of members required to conduct valid business at a meeting.
7. “Financial year” means the accounting period of LACEAS ending in March each year, unless otherwise approved by members.
8. “Subscription” means the regular membership payment, usually annual, required to maintain membership in good standing.
9. “Dues” means additional member contributions approved by LACEAS to meet specific agreed expenses or obligations.
10. “Levies” means mandatory contributions approved by members for a specific project, event, welfare matter, or financial need.
11. “Fees” means one-off payments charged for specific purposes, including membership application, absence penalties, events, or administrative services.

Article 3: Purpose

The purpose of LACEAS is to strengthen fellowship among LAUTECH Civil Engineering alumni and supporters while promoting professional advancement, mentoring, service, and community impact.

1. Foster friendship and fellowship among members.
2. Organise and take part in social, recreational, and cultural activities.
3. Offer support and encouragement to members during times of need.
4. Develop and deliver additional programmes and events for LAUTECH and other institutions, as agreed by members, in addition to those already planned.
5. Ensure all tasks and events align with the aims of LACEAS.

Promote professional networking, mentoring, knowledge sharing, and career advancement opportunities for members.

Undertake projects, programmes, and initiatives that support students, members, professional growth, and the welfare and development of our communities.

6. Encourage members to maintain integrity, discipline, and excellence in both their professional and personal lives.
7. Carry out any other lawful activities consistent with the aims and objectives of LACEAS.

Article 4: Membership

This article explains who may become a member, how membership is approved, members' rights and duties, subscriptions, resignation, and termination.

1. All members shall have a copy of the constitution.
2. Membership is open to anyone who shares the group's values and interests, particularly graduates of LAUTECH Civil Engineering.
3. New members shall apply online or by submitting the approved application form to the General Secretary. Applications shall be screened by selected committee members, after which the Executive Committee may recommend eligible candidates to existing members for approval by majority vote. Final admission shall take effect after approval, completion of any required screening records, and payment of applicable fees.
4. Membership categories may include Graduate/Professional Members, Undergraduate Members, Honorary Members, and any other category approved by LACEAS. Undergraduate Members may participate in LACEAS activities, programmes, mentoring, volunteering, and community impact initiatives; however, they shall not have voting rights and shall not be eligible to hold office until they have graduated and are admitted or recognised as full Graduate/Professional Members in line with this constitution.
5. Members are expected to participate in group activities and respect the group's rules and values.
6. The Executive Committee may refuse or withdraw membership where a person fails to meet membership requirements, acts against the interests, values, or aims of LACEAS, or provides false or misleading information, provided the person has a fair opportunity to respond before a final decision is made.
7. All LACEAS members shall be bound by this constitution.
8. Every member shall have one vote at general meetings except where otherwise stated in this constitution.
9. All members shall pay an annual subscription. The rate and due date shall be set by members at a general meeting or AGM, on the recommendation of the Executive Committee. Membership may be terminated if payment is not made within two (2) months of the due date.
10. **Subscription amount:** The subscription fee shall be ₦20,000 per month or ₦240,000 per annum, subject to annual review based on inflation and the financial needs of LACEAS, as approved by members at a general meeting or AGM.
11. **Review of subscription amount:** The subscription amount shall be reviewed annually by the Executive Committee before the AGM, taking into account inflation, LACEAS's financial position, planned activities, and members' affordability. Any proposed change shall be presented to members for approval at the AGM or a general meeting before it takes effect.
12. Any member may resign from LACEAS by giving written notice to the General Secretary.

13. Membership may be terminated after three (3) suspensions, subject to review by the Executive Committee and compliance with the Disciplinary and Appeal Procedure. No financial refund shall be made to any dismissed member.
14. A member may be suspended or terminated for misconduct, breach of this constitution, or conduct that harms the aims, reputation, unity, or administration of LACEAS, provided the matter is handled fairly and in line with the Disciplinary and Appeal Procedure.
15. Honorary membership may be granted by the Executive Committee to individuals who have rendered outstanding service to LACEAS or its objectives.
16. The membership application fee is ₦100,000 for graduates and professionals, and ₦50,000 for undergraduates.
17. A member who is absent for three consecutive meetings will be subject to a ₦10,000 fee.

LACEAS shall organise at least one charity, mentoring, professional development, or community impact event each year, subject to available resources, and may publish details of such activities on laceas.com or through appropriate official media channels.

Article 5: Welfare and Financial Assistance Policy

This article explains how LACEAS may support members in genuine need, including eligibility, approval, confidentiality, and record keeping.

1. LACEAS may provide welfare support or financial assistance to members in genuine need, subject to available funds and approved procedures.
2. A member seeking assistance must submit a request to the Welfare Officer or Executive Committee, providing reasonable details of the need and any supporting information required for fair assessment.
3. Eligibility for assistance shall normally require active membership, good standing, payment of at least eighty per cent of required subscriptions, and meaningful participation in LACEAS activities, unless members approve an exception on compassionate grounds.
4. All requests shall be treated confidentially and assessed fairly by the Welfare Officer, Executive Committee, or any welfare sub-committee appointed for that purpose.
5. Financial assistance may be approved as a grant, loan, contribution, or other support as determined by members or the Executive Committee within approved limits.
6. Any welfare payment above the limit approved by members shall require approval at a general meeting or AGM, except in urgent circumstances where immediate support is reasonably necessary.
7. The Executive Committee shall keep proper records of welfare decisions and payments while protecting the privacy and dignity of the member concerned.
8. No member has an automatic right to financial assistance; all support is discretionary and subject to funds, evidence of need, and approval.

Article 6: Meetings

This article explains how meetings are called, how decisions are made, and what business is normally handled at the AGM.

1. Regular meetings shall be held monthly at a time and place agreed by the members.

2. The Executive Committee shall meet bi-weekly, or as required, and provide updates to members.
3. Special meetings may be called by any member with at least three (3) days' notice.
4. Decisions at meetings shall be made by a majority vote of members present.
5. LACEAS shall hold an Annual General Meeting (AGM) to review its policies, administration, finances, elections, and other relevant business. The AGM shall be held no later than six (6) weeks after the end of the financial year. All members shall be entitled to attend and notice of the meeting shall be given at least fourteen (14) days in advance. A record of the AGM shall be made available to members.
6. Unless otherwise stated in this constitution, one-third of members in good standing shall form a quorum for any general meeting, including the AGM, ordinary general meetings, and special meetings.
7. All motions shall be circulated to members not less than fourteen (14) days before the meeting.
8. All voting at meetings shall be by simple majority, with the Chairperson holding a casting vote if required.
9. The normal business of the AGM shall be: to receive reports from the Chairperson and accounts from the Financial Secretary; to approve the annual accounts; to acknowledge Executive Committee members standing down after their period of service; to elect Executive Committee members, subject to nomination, proposal, and seconding in accordance with this constitution; to agree the annual subscription rates; to consider proposals for amendments to the constitution; and to consider any motions arising.

Article 7: Electronic Meetings and Voting

This article explains how LACEAS may hold online or hybrid meetings and conduct electronic voting.

1. Meetings of LACEAS may be held physically, virtually, or by hybrid arrangement, provided members are given reasonable notice and access details.
2. Members attending electronically shall be counted as present for quorum and voting purposes where their identity and participation can reasonably be confirmed.
3. Voting may be conducted in person, electronically, by secret ballot, or by any other fair method approved by members.
4. Electronic voting shall be conducted in a manner that is transparent, secure, and capable of being recorded or verified where necessary.
5. Decisions made at properly convened electronic or hybrid meetings shall have the same effect as decisions made at physical meetings.

Article 8: Management

This article explains the structure, roles, term of office, accountability, and basic responsibilities of the Executive Committee.

1. The group shall be governed by an Executive Committee comprising the Chairperson, Vice Chairperson, General Secretary, Assistant General Secretary, Financial Secretary, Welfare Officer, Public Relations Officer, and at least two other elected members. Members of the Executive Committee shall be elected at the Annual General Meeting (AGM).

2. In the absence of the Chairperson, the Vice Chairperson shall act in their place. Where both are unavailable, the Executive Committee may delegate another committee member to act temporarily.
3. The Executive Committee shall be accountable to the members of LACEAS.
4. Executive Committee officers shall serve for two (2) years unless members decide otherwise.
5. The duties of the officers shall be as follows:
 - a. Chairperson: Preside over meetings, provide leadership, and represent LACEAS where required.
 - b. Vice Chairperson: Support the Chairperson and act in their absence.
 - c. General Secretary: Keep minutes of meetings, maintain group records, issue notices, and handle correspondence.
 - d. Assistant General Secretary: Support the General Secretary.
 - e. Financial Secretary: Manage LACEAS finances, keep proper accounts, provide financial reports, and support the annual audit or review of accounts.
 - f. Welfare Officer: Oversee the welfare and support of members.
 - g. Public Relations Officer: Handle communications, publicity, and social media.
6. The Executive Committee may appoint sub-committees or working groups for specific purposes.
7. Where an elected officer resigns, is removed, or is unable to continue in office, the vacancy may be filled temporarily by the Executive Committee until the next AGM or general meeting where an election can be held.

Article 9: Powers, Duties and Authority of the Executive Committee

This article sets out the authority, limits, reporting duties, and responsibilities of the Executive Committee.

1. The Executive Committee shall manage the day-to-day affairs of LACEAS, subject to this constitution, the group's aims, and decisions made at general meetings.
2. The Executive Committee may implement member-approved decisions, coordinate programmes and events, represent LACEAS, and take reasonable administrative action for the group.
3. The Executive Committee may make urgent decisions on behalf of LACEAS where delay may affect the group's interests, provided such decisions are reported to members at the next general meeting for noting, review, or approval where required.
4. The Executive Committee shall not act outside the purposes of LACEAS, override this constitution, misuse group funds, or make major decisions affecting the membership, finances, assets, or reputation of LACEAS without appropriate approval from members.
5. The Executive Committee shall have authority over administrative matters, membership records, meeting arrangements, welfare coordination, communication, financial administration, event planning, and any other matters delegated to it by members.
6. The Executive Committee may establish sub-committees or working groups for specific assignments, projects, welfare matters, events, complaints, or disciplinary issues, provided such sub-committees report back to the Executive Committee and remain accountable to LACEAS.
7. The Executive Committee shall ensure transparency, fairness, accountability, confidentiality where required, and proper record keeping in all decisions, financial

transactions, membership matters, welfare matters, and official communications of LACEAS.

8. The Executive Committee shall provide regular updates to members, present reports when required, and be answerable to the general membership for its actions and decisions.
9. Any executive officer who acts outside their authorised duties, fails to act in LACEAS's interests, or breaches this constitution may be subject to review, suspension, removal from office, or other appropriate action.
10. LACEAS may adopt supporting governance documents, including Bylaws or Standing Orders, Terms of Reference, Executive Role Descriptions, Financial Regulations, policies, forms, and procedures, to support the implementation of this constitution. Such documents shall be consistent with this constitution and shall not override it. Where there is any conflict, this constitution shall prevail.

Article 10: Code of Conduct

This article sets the standards of behaviour expected from members, officers, and anyone acting on behalf of LACEAS.

1. All members and officers of LACEAS shall conduct themselves with integrity, respect, fairness, and professionalism at all times, whether during meetings, events, online communications, or any activity connected with LACEAS.
2. Members shall treat one another with courtesy and dignity, and shall not engage in harassment, bullying, intimidation, discrimination, abusive language, or any conduct that may bring LACEAS into disrepute.
3. Members shall respect the views, privacy, personal circumstances, and lawful rights of other members, even where there are differences of opinion.
4. Members shall act in the best interests of LACEAS and shall not use the name, platform, funds, records, or influence of LACEAS for personal gain, unauthorised activities, or purposes contrary to the aims of the group.
5. Members shall maintain confidentiality in relation to sensitive matters, including welfare issues, disciplinary matters, membership applications, financial assistance, personal data, and any other information treated as confidential by LACEAS.
6. Members shall use all LACEAS communication channels responsibly and shall not share false information, offensive materials, private information, or content that may damage the reputation or unity of the group.
7. Executive Committee members and any person acting on behalf of LACEAS shall exercise their duties honestly, transparently, and without favouritism, and shall avoid conflicts of interest or declare them where they arise.
8. Members shall comply with this constitution, approved policies and decisions, and reasonable instructions for safety, order, and proper administration.
9. Any complaint about a breach of this Code of Conduct shall be reported to the Executive Committee or an appropriate committee and handled fairly, confidentially, and promptly.
10. Any member or officer who breaches this Code may face appropriate action, including warning, suspension, removal from office, or termination of membership.

Article 11: Safeguarding and Duty of Care

This article explains LACEAS's duty to protect the welfare, dignity, safety, and wellbeing of members and participants.

1. LACEAS shall take reasonable steps to protect the welfare, dignity, safety, and wellbeing of members, guests, students, undergraduates, volunteers, and participants in its activities.
2. Where activities involve students, young people, vulnerable persons, or community participants, LACEAS shall ensure that appropriate supervision, consent, risk assessment, and safeguarding arrangements are in place.
3. Members and officers shall report any safeguarding concern, risk of harm, abuse, neglect, exploitation, or serious welfare concern promptly to the Executive Committee or designated officer.
4. Safeguarding concerns shall be handled sensitively, confidentially, and without delay, with appropriate action taken to protect those affected.
5. LACEAS may refer serious safeguarding, safety, or criminal concerns to the appropriate external authorities where required.

Article 12: Health and Safety

This article explains how health and safety risks should be assessed, managed, and communicated during LACEAS activities.

1. LACEAS shall take reasonable steps to meet its duty of care and comply with relevant health and safety requirements applicable to its activities.
2. LACEAS shall undertake appropriate health and safety risk assessments before activities where required. Participants shall be informed of relevant safeguards, training, and measures needed to carry out activities safely.
3. Members shall ensure that their conduct and activities do not create avoidable hazards for other members, guests, participants, or visitors at any meeting location or activity venue.

Article 13: Conflict of Interest

This article explains how members and officers must declare and manage actual, potential, or perceived conflicts of interest.

1. A conflict of interest arises where a member, officer, committee member, or any person acting on behalf of LACEAS has a personal, financial, family, business, professional, or other interest that may influence, or appear to influence, their judgement, decision-making, or actions in relation to LACEAS.
2. All members and officers shall act in the best interests of LACEAS and shall avoid situations where their personal interest's conflict, or may reasonably be seen to conflict, with the interests of LACEAS.
3. Any actual, potential, or perceived conflict of interest must be declared as soon as it becomes known, and before any discussion, decision, vote, approval, or action connected with the matter takes place.

4. A declaration of conflict of interest shall be made to the Executive Committee, the Chairperson, or the meeting where the matter is being considered, and the declaration shall be recorded in the minutes or relevant records of LACEAS.
5. A member or officer who has declared a conflict of interest shall not take part in any decision, vote, approval, recommendation, negotiation, or selection process relating to the matter, unless the Executive Committee or members present decide that the conflict is minor and can be properly managed.
6. Where appropriate, the person with the conflict of interest may be asked to leave the meeting or discussion while the matter is being considered, except where they are invited to provide information required for the decision.
7. No member or officer shall use their position in LACEAS to obtain personal advantage, favour, contract, financial benefit, appointment, recommendation, confidential information, or any other improper benefit for themselves, their family, friends, business, or associates.
8. Any procurement, appointment, award, financial assistance, partnership, sponsorship, or other arrangement involving a person connected to a member or officer shall be handled transparently, fairly, and in the best interests of LACEAS.
9. The Executive Committee shall maintain proper records of declared conflicts of interest and the steps taken to manage them.
10. Failure to declare or manage a conflict of interest may be treated as misconduct and may result in warning, suspension, removal from office, or termination of membership.

Article 14: Complaints and Dispute Resolution

This article explains how complaints and disputes should be raised, reviewed, resolved, and recorded fairly.

1. Any member may raise a complaint or dispute relating to the affairs of LACEAS, conduct of members, decisions of officers, membership matters, finances, welfare, or interpretation of this constitution.
2. Complaints should first be addressed informally where appropriate, with the aim of resolving matters respectfully, fairly, and without unnecessary escalation.
3. Where informal resolution is not appropriate or is unsuccessful, the complaint shall be submitted in writing to the General Secretary, Chairperson, or Executive Committee.
4. The Executive Committee may appoint a neutral person or sub-committee to review the complaint, meet with affected parties, consider relevant evidence, and recommend a fair resolution.
5. Any person directly involved in a dispute or having a conflict of interest shall not take part in deciding the outcome.
6. Where a complaint involves misconduct, breach of the Code of Conduct, or possible disciplinary action, it shall be handled under the Disciplinary and Appeal Procedure.
7. All complaints and disputes shall be handled fairly, confidentially, promptly, and with proper records maintained by LACEAS.

Article 15: Disciplinary and Appeal Procedure

This article explains the process for handling misconduct allegations, disciplinary decisions, appeals, and urgent protective action.

1. **Scope and complaints:** This procedure shall apply where a member or officer is alleged to have breached this constitution, the Code of Conduct, the Conflict-of-Interest provisions, any approved policy of LACEAS, or acted in a manner harmful to the aims, reputation, unity, or proper administration of LACEAS.
2. **Complaint submission:** Any complaint or allegation shall be submitted in writing to the Executive Committee or General Secretary, stating the issue, key facts, and any supporting evidence.
3. **Initial review:** The Executive Committee shall review the complaint and may dismiss it where it is clearly unfounded, resolve it informally where appropriate, or refer it for formal disciplinary consideration.
4. **Notice and hearing:** Where formal disciplinary action is considered, the member or officer shall receive written notice of the allegation, reasonable details, and an opportunity to respond before a final decision is made.
5. **Opportunity to respond:** The member or officer concerned shall be given a fair opportunity to provide responses or explanations, provide evidence, and attend a meeting or hearing if required by the Executive Committee or any disciplinary panel appointed by LACEAS.
6. **Fair decision-making:** Any person involved in making the complaint, directly affected by the matter, or having a conflict of interest shall not take part in deciding the disciplinary outcome.
7. **Temporary action:** Pending the outcome of an investigation or hearing, the Executive Committee may temporarily suspend a member or officer from specific duties, meetings, platforms, activities, or access to records where this is necessary to protect LACEAS, its members, or the integrity of the process.
8. **Outcomes:** Where a breach is established, appropriate action may include verbal or written warning, requirement to apologise, restriction from certain activities, suspension for a stated period, removal from office, termination of membership, or any other reasonable action approved by LACEAS. The decision and reasons shall be given in writing within a reasonable period.
9. **Appeal:** A member or officer who is dissatisfied with a disciplinary decision shall have the right to appeal in writing within fourteen (14) days of receiving the decision, stating the grounds of appeal.
10. **Appeal panel:** An appeal shall be considered by an appeal panel appointed by LACEAS, made up of persons who were not directly involved in the original complaint, investigation, or decision.
11. **Appeal decision:** The appeal panel may confirm, vary, or overturn the original decision. Its decision shall be final unless members decide otherwise at a general meeting.
12. **Records and urgent protection:** All disciplinary and appeal matters shall be handled fairly, confidentially, promptly, and with proper records kept.
13. **Immediate protection:** Nothing in this procedure shall prevent LACEAS from taking immediate reasonable action where urgent steps are required to protect members, funds, property, confidential information, or the reputation of LACEAS.

Article 16: Data Protection and Privacy

This article explains how members' personal information is collected, used, stored, shared, protected, and kept.

1. LACEAS shall collect, use, store, and protect members' personal information only for lawful and legitimate purposes connected with membership, administration, communication, welfare, finance, events, and governance.
2. Personal information may include names, contact details, membership records, payment records, welfare information, attendance records, photographs, and any other information reasonably required for LACEAS activities.
3. Access to personal information shall be limited to officers or authorised persons who require it for proper LACEAS purposes.
4. Sensitive information relating to welfare, disciplinary matters, financial assistance, complaints, or personal circumstances shall be handled confidentially and shared only where necessary.
5. Photographs, videos, or personal details of members shall not be published outside LACEAS without appropriate consent, except where publication has been clearly agreed for an event or activity.
6. Members may request access to their personal information held by LACEAS and may request correction of inaccurate information.
7. Personal information shall be kept only for as long as reasonably necessary for LACEAS purposes, legal requirements, financial records, or administration.

Article 17: Communication and Official Notices

This article explains how official notices, meeting communications, and public statements are issued on behalf of LACEAS.

Official communication and notices of LACEAS may be issued by email, official messaging platform, laceas.com, written notice, or any other communication channel approved by members.

1. The General Secretary or authorised officer shall be responsible for issuing official notices, meeting invitations, agendas, minutes, and formal correspondence on behalf of LACEAS.
2. Members are responsible for keeping their contact details up to date and checking official communication channels for notices and updates.
3. Unless this constitution states otherwise, notice of an AGM, election, or proposed amendment shall be given at least fourteen (14) days before the meeting.
4. Urgent notices may be issued at shorter notice where necessary to protect the interests, safety, funds, property, or reputation of LACEAS.
5. Only authorised officers may issue statements, publications, or public communications on behalf of LACEAS.

Article 18: Finances and Financial Controls

This article explains how LACEAS funds are approved, recorded, spent, audited, and protected from misuse.

1. **Use of funds:** All money, income, subscriptions, donations, grants, levies, dues, and other financial resources obtained by LACEAS shall be used only for purposes consistent with its aims and objectives.
2. **Bank account:** Any bank account used for LACEAS funds shall be held in the name of LACEAS.

3. **Payment approval:** Payments shall require approval by at least two authorised officers, one of whom shall normally be the Financial Secretary, unless members approve otherwise.
4. No single officer or member shall have sole authority to withdraw, transfer, spend, or commit LACEAS funds.
5. **Records:** The Executive Committee shall ensure that proper financial records are kept for all income and expenditure, including receipts, invoices, bank statements, approvals, and supporting documents.
6. **Budget and subscriptions:** The annual budget, subscription rate, levies, dues, and major planned expenditure shall be presented to members for approval at the AGM or a general meeting.
7. **Routine expenditure:** Routine expenditure for approved activities may be authorised by the Executive Committee, provided it is reasonable, properly recorded, within the approved budget, and reported to members at the next appropriate meeting.
8. **Major expenditure and debt:** Any major expenditure, loan, debt, financial commitment, purchase of assets, sponsorship, grant, welfare payment, or donation above a limit approved by members shall require prior approval at a general meeting or AGM. LACEAS shall not incur debt without prior approval by members.
9. **Reimbursements:** All reimbursements to members or officers shall be supported by receipts or evidence of expenditure and approved before payment is made.
10. **Prohibited use:** No member or officer shall use LACEAS funds, bank account, property, or financial records for personal purposes or unauthorised transactions.
11. **Financial reporting:** The Financial Secretary shall provide regular financial updates to the Executive Committee and members, including income, expenditure, outstanding liabilities, and bank balance where appropriate.
12. **Annual review or audit:** The accounts of LACEAS shall be reviewed or audited annually by a suitably appointed person who is not responsible for day-to-day management of the funds, and the report shall be presented at the AGM. The financial year shall end in March each year unless otherwise approved by members.
13. **Financial irregularities:** Any suspected misuse, loss, fraud, unauthorised transaction, or financial irregularity shall be reported promptly to the Executive Committee and investigated under the approved disciplinary procedure.
14. **Transparency:** The Executive Committee shall ensure that financial decisions are made transparently and fairly, and that members are provided with reasonable access to financial reports upon request.

Article 19: Assets and Property

This article explains ownership, custody, return, disposal, and protection of LACEAS assets and property.

1. All assets, funds, equipment, documents, records, intellectual property, logos, websites, social media accounts, publications, and other property acquired or created for LACEAS shall belong to LACEAS.
2. No member or officer shall claim personal ownership of LACEAS property or use it for personal purposes without approval.
3. The Executive Committee shall maintain reasonable records of major assets and property of LACEAS, including custody, condition, and location where appropriate.

4. Officers or members holding LACEAS property, records, passwords, accounts, or documents shall return them promptly when requested, upon leaving office, or when membership ends.
5. Disposal, sale, transfer, or permanent removal of significant LACEAS assets shall require approval of the Executive Committee or members, depending on the value and importance of the asset.
6. Upon dissolution, remaining assets and property shall be dealt with under the Dissolution article.

Article 20: Insurance and Liability

This article explains when LACEAS may obtain insurance and how liability is managed for members, officers, and volunteers.

1. LACEAS may obtain appropriate insurance for events, activities, property, public liability, officers, volunteers, or any other risk approved by the Executive Committee or members.
2. Members, officers, and volunteers shall act responsibly and within the authority given to them by LACEAS when carrying out duties or activities on behalf of the group.
3. No member or officer shall commit LACEAS to any liability, contract, debt, loan, insurance obligation, or legal responsibility without proper authority.
4. LACEAS shall not be responsible for personal loss, injury, damage, or liability caused by a member's unauthorised, reckless, unlawful, or negligent conduct.
5. Where an officer or member acts honestly, reasonably, and within their authority on behalf of LACEAS, the group may support or indemnify them to the extent permitted by law and approved by members.

Article 21: Election and Handover Procedure

This article explains how officers are nominated, elected, recorded, handed over, and temporarily replaced where needed.

1. **Timing of elections:** Elections for officers and Executive Committee members shall be held at the AGM or another general meeting where an election is required.
2. **Notice:** Notice of any election shall be given to members at least fourteen (14) days before the meeting, together with details of the positions to be filled, nomination requirements, and voting arrangements.
3. **Nominations:** Any eligible member may be nominated for office, provided the nomination is proposed and seconded by members and accepted by the nominee before voting takes place.
4. **Eligibility:** To be eligible for election or to contest for any open or vacant office, a member must be in good standing, have been a member of LACEAS for at least six (6) months, have paid all required subscriptions, dues, levies, and fees, support the aims of LACEAS, be willing and able to carry out the duties of the office, have demonstrated commitment to LACEAS activities, not be subject to any current suspension or unresolved disciplinary matter, and declare any actual, potential, or perceived conflict of interest before nomination is confirmed.
5. **Unopposed candidates:** Where only one eligible nominee is proposed for a position, that nominee may be elected unopposed, subject to confirmation by members present at the meeting.

6. **Voting method:** Where more than one nominee is proposed for a position, election shall be by majority vote of members present and entitled to vote. Voting may be by show of hands, secret ballot, electronic vote, or any other method approved by members.
7. **Tie-breaking:** In the event of a tie, a second vote shall be conducted. If the tie remains, the Chairperson shall have a casting vote, unless the Chairperson is a candidate for the position, in which case members present shall agree an alternative fair method of deciding the result.
8. **Recording results:** The result of every election shall be announced at the meeting and recorded in the minutes, including the names of elected officers and the positions held.
9. **Start of term:** Newly elected officers shall assume office at the end of the AGM or on a date approved by members and shall serve until their term ends unless they resign, are removed, or are unable to continue.
10. **Oath or pledge of office:** Newly elected officers shall, before or upon assuming office, make a pledge to uphold this constitution, act in the best interests of LACEAS, perform their duties faithfully, protect confidential information, avoid conflicts of interest, and serve members with integrity, fairness, and accountability.
11. **Handover period:** Outgoing officers shall complete a proper handover to incoming officers within thirty (30) days of the election, unless members approve a different period.
12. **Handover records:** The handover shall include transfer of all relevant records, minutes, financial documents, bank information, membership records, passwords, correspondence, assets, ongoing matters, pending decisions, and any other information necessary for continuity.
13. **Financial handover:** The Financial Secretary shall provide a handover statement showing the current financial position of LACEAS, including bank balance, income, expenditure, outstanding liabilities, assets, and any pending financial commitments.
14. **Cooperation:** Outgoing officers shall cooperate fully with incoming officers and shall not withhold documents, funds, passwords, property, or information belonging to LACEAS.
15. **Vacancies:** Where an officer resigns, is removed, or cannot continue, the Executive Committee may fill the vacancy temporarily until the next AGM or general meeting where an election can be held.
16. **Failure to hand over:** Failure by an outgoing officer to complete a proper handover or return LACEAS property may be treated as misconduct and handled under the Disciplinary and Appeal Procedure.

Article 22: Amendments

This article explains how amendments to the constitution may be proposed, circulated, and approved by members.

1. This constitution may be amended by a two-thirds majority vote of members present and entitled to vote at an AGM or properly called general meeting.
2. Proposed amendments must be submitted in writing and circulated to members at least two (2) months before the meeting at which they will be considered.

Article 23: Review of Constitution

This article explains how often the constitution should be reviewed and how review recommendations may lead to amendments.

1. This constitution shall be reviewed at least once every three (3) years, or earlier where required by members, changes in law, governance needs, or the development of LACEAS.
2. The Executive Committee may appoint a review sub-committee to consider the constitution and recommend amendments to members.
3. Any proposed changes arising from a review shall be circulated to members in accordance with the Amendments article.
4. A review does not amend the constitution unless members approve the proposed amendments.

Article 24: Dissolution

This article explains how LACEAS may be dissolved and how remaining funds will be handled.

1. LACEAS may be dissolved by a two-thirds majority vote of members present and entitled to vote at an AGM or properly called general meeting.
2. Upon dissolution, no remaining funds or assets shall be distributed to members. Any remaining funds or assets shall be donated to a charity or non-profit cause chosen by members and consistent with the aims of LACEAS.

Article 25: Adoption of the Constitution

This constitution was adopted by the members present at the meeting held on 11 October 2025.

Signed for and on behalf of LACEAS:

..... (Chairperson)

..... (General Secretary)

..... (Financial Secretary)

..... (Welfare Officer)

..... (Public Relations Officer)

..... (Member)

..... (Member)

..... (Member)

..... (Member)

..... (Member)

..... (Member)

Appendix 1: Officer Pledge Form

This form should be completed by each newly elected officer before or upon assuming office.

Officer Pledge Form	
Name of Officer	
Position	
Date of Election	
Pledge	I, the undersigned, having been elected or appointed to serve as an officer of LACEAS, solemnly pledge to uphold the constitution of LACEAS, act in the best interests of the group, perform my duties faithfully, protect confidential information, avoid conflicts of interest, promote unity and fairness, and serve members with integrity, transparency, accountability, and respect. I also pledge to return all LACEAS property, records, documents, funds, passwords, and information in my possession when required, upon leaving office, or at the end of my term.
Officer Signature	
Date	
Witness Name	
Witness Signature	
Position of Witness	

Appendix 2: New Member Application Form

This form should be completed by any person applying to become a member of LACEAS.

1. Personal Details	
Full Name	
Date of Birth	
Contact Address	
Phone Number	
Email Address	
Current Location/Country of Residence	

2. LAUTECH Details	
Department	
Matriculation Number, if available	
Year of Admission	
Year of Graduation	
Degree/Programme Completed	
Set/Class Year	

3. Professional Details	
Current Occupation	
Employer/Business Name	
Professional Field	
Professional Qualifications or Memberships	
LinkedIn/Profile Link, if applicable	

4. Membership Category	
Graduate/Professional Member	☐
Undergraduate Member	☐
Honorary Member	☐
Other Category Approved by LACEAS	☐

5. Reason for Joining	
Why do you want to join LACEAS?	
How do you hope to contribute to the group?	
Areas of Interest	Welfare ☐ Events ☐ Mentoring ☐ Finance ☐ Publicity ☐ Community Impact ☐ Professional Development ☐ Other ☐

6. Referee/Nominator Details	
Name of Nominating Member	
Membership Status	
Phone Number/Email	
Signature of Nominating Member	
Name of Seconding Member, if required	
Signature of Seconding Member	

7. Declaration	
Declaration	I confirm that the information provided in this application is true and complete. I agree to abide by the Constitution, Code of Conduct, policies, decisions, and approved procedures of LACEAS. I understand that membership is subject to

	screening, approval, payment of applicable fees, and compliance with the obligations of membership.
Applicant Signature	
Date	

8. Consent	
Personal Information Consent	I consent to LACEAS storing and using my personal information for membership administration, communication, welfare, finance, events, and governance purposes. Yes ☐ No ☐
Official Communication Consent	I consent to being contacted through official LACEAS communication channels. Yes ☐ No ☐
Photo/Video Consent	I consent to photographs or videos of me being used for event publicity or official LACEAS publications where appropriate. Yes ☐ No ☐

9. Payment Details	
Application Fee Paid	Yes ☐ No ☐ Amount:
Annual Subscription Paid	Yes ☐ No ☐ Amount:
Payment Date	
Receipt/Reference Number	

10. Official Use Only	
Date Received	
Screening Completed	Yes ☐ No ☐
Application Status	Approved ☐ Declined ☐ Pending ☐
Date of Approval	
Membership Number	
Notes/Comments	

General Secretary Signature	
Financial Secretary Signature	
Chairperson Signature	

Appendix 3: Membership Register Template

Membership Register Template	
Membership Number	
Full Name	
Membership Category	Graduate/Professional ☐ Undergraduate ☐ Honorary ☐ Other ☐
Date Joined	
Phone Number	
Email Address	
Current Location	
LAUTECH Set/Class Year	
Application Fee Paid	Yes ☐ No ☐ Amount:
Annual Subscription Status	Paid ☐ Part-paid ☐ Outstanding ☐
Dues/Levies Status	Paid ☐ Outstanding ☐ Not Applicable ☐
Good Standing Status	Yes ☐ No ☐
Notes	

Appendix 4: Meeting Minutes Template

Meeting Minutes Template	
Meeting Type	AGM ☐ General Meeting ☐ Executive Committee Meeting ☐ Special Meeting ☐
Date	
Time	
Venue/Platform	
Chairperson	
Minutes Taken By	
Members Present	
Apologies	
Quorum Confirmed	Yes ☐ No ☐
Agenda Items	
Matters Discussed	
Decisions/Resolutions	
Action Items	
Responsible Persons	
Deadline/Follow-up Date	
Next Meeting Date	
Chairperson Signature	
General Secretary Signature	

Appendix 5: Financial Report Template

Financial Report Template	
Reporting Period	
Opening Balance	
Income Received	
Subscriptions Received	
Dues/Levies Received	
Donations/Grants Received	
Total Income	
Expenses Paid	
Welfare Payments	
Event/Programme Expenses	
Administrative Expenses	
Total Expenditure	
Outstanding Liabilities	
Closing Balance	
Bank Balance Confirmed	Yes ☐ No ☐
Prepared By Financial Secretary	
Signature	
Date	

Appendix 6: Conflict of Interest Declaration Form

Conflict of Interest Declaration Form	
Form Guidance	This form should be completed where a member or officer has an actual, potential, or perceived conflict of interest.
Name	
Position/Membership Status	
Date of Declaration	
Matter Affected	
Nature of Conflict	Personal ☐ Financial ☐ Family ☐ Business ☐ Professional ☐ Other ☐
Details of Conflict	
Steps Taken to Manage Conflict	
Will the person withdraw from discussion/voting?	Yes ☐ No ☐ Not Applicable ☐
Recorded in Minutes/Register	Yes ☐ No ☐
Signature of person making declaration	
Chairperson/General Secretary Signature	
Date	

Appendix 7: Officer Handover Checklist

Officer Handover Checklist	
Checklist Guidance	This checklist should be completed when an outgoing officer hands over to an incoming officer.
Outgoing Officer Name	
Incoming Officer Name	
Position	
Date of Handover	
Records and Minutes Transferred	Yes ☐ No ☐ Not Applicable ☐
Financial Documents Transferred	Yes ☐ No ☐ Not Applicable ☐
Bank Information Transferred	Yes ☐ No ☐ Not Applicable ☐
Membership Records Transferred	Yes ☐ No ☐ Not Applicable ☐
Passwords/Account Access Transferred	Yes ☐ No ☐ Not Applicable ☐
Correspondence and Emails Transferred	Yes ☐ No ☐ Not Applicable ☐
Assets/Property Returned or Transferred	Yes ☐ No ☐ Not Applicable ☐
Pending Matters Explained	Yes ☐ No ☐
Outstanding Actions/Deadlines	
Notes	

Outgoing Officer Signature	
Incoming Officer Signature	
Witness Signature	
Date	

Appendix 8: Event Risk Assessment Template

Event Risk Assessment Template	
Template Guidance	This template may be used before any LACEAS event, programme, visit, meeting, or activity where risks should be identified and managed.
Event/Activity Name	
Date of Event	
Venue/Platform	
Responsible Officer	
Expected Participants	
Hazards Identified	
Persons at Risk	Members ☐ Guests ☐ Students ☐ Volunteers ☐ Public ☐ Other ☐
Control Measures Required	
Emergency Arrangements	
Safeguarding Considerations	
Insurance Required	Yes ☐ No ☐ Not Applicable ☐
Risk Level Before Controls	Low ☐ Medium ☐ High ☐
Risk Level After Controls	Low ☐ Medium ☐ High ☐
Approved to Proceed	Yes ☐ No ☐ Further Action Required ☐
Reviewed By	

Signature	
Date	

Appendix 9: Data Consent and Photo Consent Form

Data Consent and Photo Consent Form	
Form Guidance	This form may be used to record a member's or participant's consent for personal data use, communication, and event publicity.
Full Name	
Membership Number, if applicable	
Phone Number	
Email Address	
Consent to Use Personal Data	I consent to LACEAS collecting, storing, and using my personal information for membership administration, communication, welfare, finance, events, governance, and related purposes. Yes ☐ No ☐
Consent to Official Communication	I consent to being contacted through official LACEAS communication channels. Yes ☐ No ☐
Photo/Video Consent	I consent to photographs or videos of me being used for event publicity, reports, newsletters, websites, social media, or other official LACEAS publications where appropriate. Yes ☐ No ☐
Withdrawal of Consent	I understand that I may withdraw consent where applicable by notifying the General Secretary in writing, subject to any lawful record-keeping requirements.
Signature	
Date	

Appendix 10: Complaint Form

Complaint Form	
Form Guidance	This form may be used by members to submit a complaint or dispute for review in line with the Complaints and Dispute Resolution article.
Complainant Full Name	
Membership Number, if applicable	
Phone Number	
Email Address	
Date of Complaint	
Person, decision, or matter complained about	
Type of Complaint	Conduct ☐ Membership ☐ Finance ☐ Welfare ☐ Communication ☐ Governance ☐ Other ☐
Details of Complaint	
Date(s) of Incident or Matter	
Evidence or Supporting Documents Provided	Yes ☐ No ☐ Not Applicable ☐
Details of Evidence	
Steps Already Taken to Resolve the Matter	
Desired Resolution	
Confidentiality Acknowledgement	I understand that this complaint will be handled fairly, confidentially, and in accordance with LACEAS procedures.

Complainant Signature	
Date	

Appendix 11: Annual Review Checklist

Annual Review Checklist	
Checklist Guidance	This checklist may be used annually by the Executive Committee to review governance, finance, membership, welfare, risk, and administrative compliance.
Review Year	
Date of Review	
Review Conducted By	
Constitution Reviewed	Yes ☐ No ☐ Further Action Required ☐
Proposed Amendments Identified	Yes ☐ No ☐ Details:
Membership Records Reviewed	Yes ☐ No ☐ Further Action Required ☐
Subscription, Dues, Levies, and Fees Reviewed	Yes ☐ No ☐ Further Action Required ☐
Financial Records Reviewed	Yes ☐ No ☐ Further Action Required ☐
Annual Accounts Reviewed or Audited	Yes ☐ No ☐ Not Applicable ☐
Welfare Support Records Reviewed	Yes ☐ No ☐ Further Action Required ☐
Complaints and Disputes Reviewed	Yes ☐ No ☐ Not Applicable ☐

Conflict of Interest Register Reviewed	Yes ☐ No ☐ Not Applicable ☐
Data Protection and Consent Records Reviewed	Yes ☐ No ☐ Further Action Required ☐
Safeguarding and Health and Safety Arrangements Reviewed	Yes ☐ No ☐ Further Action Required ☐
Assets and Property Register Reviewed	Yes ☐ No ☐ Not Applicable ☐
Insurance and Liability Arrangements Reviewed	Yes ☐ No ☐ Not Applicable ☐
Officer Handover Records Reviewed	Yes ☐ No ☐ Not Applicable ☐
Appendices and Forms Reviewed	Yes ☐ No ☐ Further Action Required ☐
Key Actions Agreed	
Responsible Persons	
Target Completion Dates	
Reviewed By	
Signature	
Date	

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