

THE CONSTITUTION  
OF THE  
ALUMNI FELLOWSHIP OF THE  
FELLOWSHIP OF CHRISTIAN  
STUDENTS, FEDERAL UNIVERSITY OF  
TECHNOLOGY, MINNA  
(AFFCS FUT MINNA)

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## **PREAMBLE**

We, the Alumni of the Fellowship of Christian Students, Federal University of Technology Minna irrespective of nationality, ethnicity, socio-economic status, gender or diversity, having firmly and solemnly resolved to support each other spiritually, morally, financially, professionally and other wise for the promotion of our common good, subject to the authority of the Word of God, do hereby given to ourselves this constitution.

## **ARTICLE ONE**

### **Section 1. General Information**

#### **(A) Name and Status of the Association**

The name of this association shall be Alumni Fellowship of the Fellowship of Christian Students, Federal University of Technology Minna, hereafter known as and called the AFFCS

#### **(B) Relationships**

- i. The AFFCS is a fully recognized Association in Nigeria with all rights, privileges and obligations pertaining thereto as detailed in the constitution of the Association.
- ii. Nothing in this constitution shall be deemed to be in conflict with or run contrary to the Holy Bible and the laws of the land.

#### **(C) Incorporation.**

- i. The AFFCS is fully incorporated in the Federal Republic of Nigeria

## **ARTICLE TWO**

### **Section 1. Doctrinal Beliefs**

- i. We believe in the totality and infallibility of the scripture (The Holy Bible) as the inspired word of God and the divine and final authority for the Christian faith and life (2 Tim. 3:16-17, 2 Pet. 1:20-21, Rev. 22:18-19).
- ii. We believe in the unity of the Godhead (God the Father, God the Son and God the Holy Spirit-The Trinity) 1 Jn. 5:7, Matt. 3:16-17.
- iii. We believe in Jesus Christ as our Lord and Saviour and His virgin birth (Matt. 1:18-25, Lk. 1:26-38, Is. 9:6).
- iv. We believe He has given us new life through salvation (Jn. 3:3-5, Jn. 3:16, 2 Cor. 5:17, Eph. 2:8, Jn. 14:6, Jn. 4:12, 1 Jn. 5:12).
- v. We believe in the Crucifixion, physical death, burial of the Lord Jesus Christ, His bodily resurrection, His ascension and the hope of His physical return for His body, the Church (Rom. 8:34, Matt. 27:1-54, Matt. 28:1-8).
- vi. We believe that He is coming back again, and the believers who are dead in Him shall be resurrected and together with those who are alive and remain at His coming shall be caught up to meet Him in the air. (1 Thess. 4:16-17, Acts 1:10-11, Rev. 20:6).

- vii. We believe in water baptism by immersion, baptism of the Holy Spirit with evidence of Speaking in tongues and sanctification (Matt.28:19, Col. 2:12, Acts 8:36-39, Acts 1:8 Acts 2:38-39, Acts 2:1-4, Rom. 6:3-9).
- viii. We believe in the sacrament of the Holy Communion, the Lord's Supper (Lk. 22:14-20, 1 Cor. 11:23-26).
- ix. We believe in Hell for unrepented Sinners and Heaven as the eternal home of believers in Christ. (Heb. 9:27, Rev. 19:20, 1 Thess. 4:16-17, Matt. 25:45-46).
- x. We believe in the sanctity of marriage as ordained by God and it is strictly between a biological man and a biological woman (Gen. 2:21-25, Matt. 19:4-6, Mark 10:6-8, Eph. 5:31,33)

## **ARTICLE THREE**

### **Section 1. Aim and Objectives**

#### **(A) Aim**

To provide a forum where the alumni of the Fellowship of Christian Students, Federal University of Technology Minna will find support Spiritually, Morally, and Professionally as well as be responsible for FCS FUT MINNA.

#### **(B) Objectives**

The Alumni Fellowship shall fulfil the stated Objectives to the Alumni Body;

- i. Bring together past members of the FCS FUT Minna within the country and in the Diaspora.
- ii. Provide support spiritually and encourage one another in order to remain knitted together as one family under God.
- iii. Initiate and develop programs for the benefit of the alumni.
- iv. Create a networking platform for business and career opportunities
- v. Facilitate capacity building towards career development and fulfilment of purpose.
- vi. Provide mentorship to fresh graduates and those needing it.
- vii. Identify with each other wherever we may reside across the globe.
- viii. Offer welfare assistance to any member in times of need.
- ix. Organize reunion fellowship meetings from time to time to enable brethren meet with each other and their families and to showcase the faithfulness of God in their lives.
- x. Contribute to the general well-being and development of the association.

## **ARTICLE FOUR**

### **Section 1. Membership**

#### **(A) Qualification**

- i. Membership of the AFFCS FUT Minna is voluntary and opened to Alumni of the Federal University of Technology Minna who were members of the Fellowship of Christians Students FUT Minna
- ii. The membership of the association shall consist of persons who are registered by completing an application form which must be supported by two existing members of the AFFCS and are willing to follow the guidelines prescribed by this constitution and assigned a registration number.
- iii. Members shall be Up to date in their financial obligation to the association.

## **ARTICLE FIVE**

### **Section 1. The Leadership Structure, Duties & Responsibilities**

#### **(A) Leadership Structure**

The AFFCS FUT Minna shall comprise of the following leadership structures for administrative purposes

- i. Central Executive Committee
- ii. Expanded Executive Committee
- iii. State/Diaspora Executive Committee
- iv. Standing Committees
- v. Board of Trustees (BoT)

#### **(B) Central Executive Committee (CENTCOM)**

- i. The activities of the Association shall be under the general direction and authority of CENTCOM who shall also coordinate the activities of other organs of the association.
- ii. The CENTCOM shall consist of a total of Eleven (11) members elected by plurality at the Biennial General Meeting (BGM) of the Association.
- iii. The CENTCOM shall be elected for one Term of two (2) years.
- iv. An Executive may serve up to a maximum of two (2) terms (Except as the Ex officio I as the case may be).
- v. An Executive of CENTCOM shall cease to hold office if:
  - a. by notice in writing to the Association, he/she resigns his/her office in writing to the President of CENTCOM, or
  - b. the members of the Association by resolution passed by at least two-thirds (2/3) of the votes cast in a meeting of the members, of which notice signifying the intention to pass such a resolution has been given, remove him/her from office.
- vi. The CENTCOM shall hold quarterly meetings each year.

- vii. The President shall be empowered to call additional meetings of the CENTCOM
- viii. A Quorum shall be two - third (2/3) of the members of the executives including the President and the Secretary or their assistants. (where either of them is unavailable)
- ix. Resolution at any meeting of the CENTCOM shall be by at least two –third (2/3) of votes of those Executives present.
- x. The CENTCOM shall submit to the Biennial General Meeting a Biennial report on its activities and an audited financial account.
- xi. The CENTCOM shall as deemed fit engage the services of an Administrator as a staff of the National office in Minna.
- xii. The CENTCOM Tenure of service begins after every BGM within the third quarter of the year.

**(C) The Portfolios of CENTCOM shall include**

- i. President
- ii. Vice President
- iii. General Secretary
- iv. Assistant Secretary
- v. Finance Secretary
- vi. Treasurer
- vii. Public Relations officer
- viii. Welfare Secretary
- ix. Ex-officio I (Immediate Past President)
- x. Ex-officio II
- xi. Auditor

**(D) DUTIES AND RESPONSIBILITES OF CENTCOM**

**I. President:**

- i. Shall preside over all meetings of the CENTCOM and general meetings.
- ii. Shall be the prime mover of the Association and shall always ensure that all resolutions and other decisions of the Association are duly complied with.
- iii. Shall perform general duties incidental to the office.
- iv. Shall convene meetings through the Secretary.
- v. Shall perform other duties as the association shall direct.

**II. Vice President**

- i. Shall assist the President.
- ii. Shall perform all duties of the President in his absence.
- iii. Shall perform such duties as shall be directed by the President

**III. General Secretary**

- i. Shall summon meetings of the Forum at the instance of the President.

- ii. Shall take, implement and keep minutes of meetings and have them signed by the President and himself.
- iii. Shall sign and conduct correspondence on behalf of the Association as directed by the CENTCOM.
- iv. Shall prepare an annual report of the Association and present same to the BGM.
- v. Shall keep and distribute the minutes of all meetings of the CENTCOM and of official business at the Biennial General Meeting and special meetings of the Association
- vi. Shall disseminate information directly to the members of the Association as needed and maintain valid members contacts.
- vii. Shall perform any other duties as may be directed by the CENTCOM.

#### **IV. Assistant General Secretary**

- i. Shall assist the secretary in his duties.
- ii. Shall perform all the duties of the General Secretary in his absence.
- iii. Shall perform such duties as shall be directed by the General Secretary

#### **V. Financial Secretary**

- i. Shall keep records of all financial activities of the Association.
- ii. Shall assess the accuracy of the CENTCOM cheque book, month to month spread sheet and bank statements.
- iii. Shall prepare an annual financial report of the Association
- iv. Shall Present audited financial report at the CENTCOM meetings and BGM.
- v. Shall perform any other duties as the Association may direct.

#### **VI. Treasurer**

- i. The Treasurer shall have custody of the funds of the Association within a general banking resolution passed by the CENTCOM.
- ii. Shall keep or have kept proper books of account,
- iii. Shall make disbursement as authorized by budget or resolution of the CENTCOM.
- iv. Shall not hold money in excess of an approved amount, depositing other monies into bank accounts as approved by the Association in her name
- v. Shall perform any other duties as the Association may direct.

#### **VII. Public Relationship Officer**

- i. Shall facilitate communication within the Association
- ii. Shall develop and maintain the Association's website and social media accounts.
- iii. Shall develop and publish news, information and resources of interest to members on the Association website and Social Media Handles.
- iv. Shall be responsible for the dissemination of information of the Association to the general public.

### **VIII. Welfare Secretary**

- i. Shall be the chief welfare officer of the Association and shall attend to the welfare need of members where and when possible.
- ii. Shall be the chairman of the Central Welfare Committee
- iii. Shall routinely provide welfare packages for members who may have needs.
- iv. Shall be responsible for the general welfare needs of members during meetings.

### **IX. Ex-officio I (Immediate Past President)**

- i. Shall serve in advisory capacity to the CENTCOM.
- ii. Shall perform any other duty assigned to him by the CENTCOM

### **X. Ex-officio II**

- i. Shall serve in advisory capacity to the CENTCOM.
- ii. Shall perform any other duty assigned to him by the President or the CENTCOM

### **XI. Internal Auditor**

- i. Shall audit the financial records of the Association annually.
- ii. Shall advice the CENTCOM on Financial Management.

## **(E) Expanded Executive Committee (EEC)**

- i. This shall include the CENTCOM and the State/Diaspora Coordinator, Secretaries and Head of standing Committees.
- ii. They shall meet at least once a year.

## **(F) State/Diaspora Chapter and Executive Committee**

- i. The State/Diaspora Chapter shall comprise all such alumni in that state/region and shall organize itself and its activities to be in consonance with the aims and objectives of the Association.
- ii. Every State/Diaspora Chapters shall elect among its members a
  - a) Coordinator
  - b) Assistant Coordinator
  - c) State/Diaspora Secretary
  - d) Liaison officer/PRO
  - e) Treasurer
  - f) Welfare secretary.
- iii. A State/Diaspora chapter may, if it considers it fit, have other officers that may assist in the smooth running of its affairs after consultation with the CENTCOM.
- iv. The State/Diaspora Chapters shall meet at least once every quarter.
- v. The State/Diaspora chapters shall submit annual report of their activities and their Audited financial report to the CENTCOM.

## **(G) Duties and Responsibilities Of State/Diaspora Chapter Executives**

### **I. Coordinator**



- i. Shall coordinate all chapter meetings.
  - ii. Shall be a member of Expanded Executive Committee (EEC)
  - iii. Shall preside over the chapter executive meetings
  - iv. Shall be the chief accounting officer of the Chapter
  - v. Shall present report on the affairs of the State/Diaspora at the EEC
  - vi. And any other responsibility that shall be assigned by the CENTCOM
  - vii. Shall be responsible to the CENTCOM
- II. **Assistant Coordinator**
  - i. Shall assist the coordinator in facilitating chapter meetings.
  - ii. Shall hold brief for the coordinator.
  - iii. Any other assignment given to him by the Coordinator and/or Executive
- III. **Secretary**
  - i. Shall consult with chapter coordinator and his/her assistant for agenda of every meeting.
  - ii. Shall keep records of activities of chapter meetings.
  - iii. Shall oversee all the activities of the chapter secretariat
  - iv. Shall be a member of EEC
  - v. Shall prepare report for EEC meetings
- IV. **Liaison Officer/Pro**
  - i. Shall facilitate communications within the chapter
  - ii. Shall develop and publish news, information and resources of interest to members
  - iii. Shall liaise with the Final Year Brethren (FYB) coordinators and Students body.
  - iv. Any other assignment given to him by the Executive
- V. **Treasurer**
  - i. Shall have custody of the chapter's funds and keeps proper books of account
  - ii. Shall make disbursements as authorized by budget resolution of the chapter Executives
  - iii. Any other assignment given to him by the Executive
- VI. **Welfare Secretary**
  - i. Shall be the chief welfare officer of the chapter
  - ii. Shall coordinate the committee to attend to the welfare needs of members where and when possible.
  - iii. Shall be responsible for the general welfare needs of members during meetings.
  - iv. Any other assignment given to him by the Executive

## ARTICLE SIX

### Section 1. Electoral Matters

#### (A) Elections

- i. General elections shall hold in the course of proceedings at every Biennial General Meeting (BGM).
- ii. The members of the electoral committee shall be inaugurated by CENTCOM at least 90 days prior to BGM.
- iii. The electoral committee shall initiate the process of the elections based on the Constitutional provisions.

#### (B) Eligibility

- i. Elective offices are open to all members.
- ii. He/she **MUST** be Born Again and fulfill the conditions stated in 1Timothy 3:1-7 for kingdom leadership.
- iii. A member shall be qualified to participate in the association's election, to vote and be voted for if he/she is a graduate of the Federal University of Technology, Minna, Nigeria and was a fully registered member of Fellowship of Christian Students
- iv. Every member that would be elected into leadership portfolios must be duly registered with the association and be active and financially up to date.
- v. A candidate nominated for election shall provide a referee who shall be a senior pastor of his/her local church or father in the Lord if he/she is the founder of the church to vouch for their spiritual wellbeing.
- vi. A member nominated for election shall be present physically at the BGM.
- vii. A husband and wife who are both members of the association cannot be nominated simultaneously to stand election or serve in the same executive council.

#### (C) Nomination and Screening

- i. A call for Nomination shall be sent to all members not less than thirty (60) days prior to the BGM. All nominations of candidates for the CENTCOM shall be submitted to the Electoral Committee not less than thirty (30) days prior to the meeting.
- ii. Members shall prayerfully and secretly nominate any member as laid in their hearts using a nomination form as provided by the electoral committee and shall submit same.
- iii. The electoral committee shall notify in writing 3 of the members with the highest nomination for a particular post.
- iv. All nominations shall be signed by the candidate and two (2) other committed and financially up to date members of the association.
- v. Nominated members shall be required to collect screening form as provided by the electoral committee, fill and submit same.
- vi. Any nominee that fails to collect or return the screening form within the stipulated time shall be considered to have declined the nomination.

- vii. The motive for nominating any candidate for election must be to serve and not to be served, not to promote self but rather, lose self for the sake of the kingdom.
- viii. No candidate shall be nominated based on such sentiments as ethnicity, tribe, sex/year of graduation, quota system, sex, federal character etc. Nominations must purely be based on the convictions of and by the Holy Spirit.

#### **(D) Election Process**

- i. The Election into the CENTCOM shall be by secret ballot at the Biennial General Meeting (BGM),
- ii. Each up-to-date financial member of the Association present virtually or in-person at the BGM shall be eligible to vote.
- iii. Those to be voted for are members that have been duly nominated and screened by the electoral committee and presented to the association.
- iv. A member is duly elected if he/she has a simple majority of the number of votes cast in the election
- v. Where there is a tie, the electoral committee shall conduct a vote among themselves to break the tie.
- vi. The result of the election shall be announced immediately after the vote count
- vii. There shall be no electioneering campaign of any form. Any violation of this rule the candidate stands disqualified.

#### **(E) Bye-Election**

- i. In a case where an office becomes vacant as a result of death, resignation or an officer is placed under discipline, bye-elections shall be held within a minimum of one month but not later than two month

## **ARTICLE SEVEN**

### **Section 1. Financial Matters**

#### **(A) Sources of Income**

- i. There shall be annual membership dues as may be prescribed by the CENTCOM and agreed upon by the general assembly.
- ii. There shall be other levies as may be prescribed by the CENTCOM.
- iii. Free-will offerings, pledges and donations.
- iv. The CENTCOM may come up with income generating ventures. Such ideas should be agreed upon at the expanded executive council, and ratified by the General Assembly.

#### **(B) Signatories, Banking and Management**

- i. All funds of the Association shall be deposited to the credit of the Association in such banks in current accounts and/or savings accounts as agreed by the CENTCOM.
- ii. All cheques, drafts, orders for the payment of money, notes or other evidence of indebtedness issued in the name of the Association shall be signed by the President and any two of the General secretary, Financial Secretary and Treasurer.
- iii. The annual accounts of the Association shall be audited at the end of the fiscal year by a registered firm of Chartered Accountants appointed by the CENTCOM.
- iv. The President and any of these two can authorize transactions provided that no money may be withdrawn from the account without the approval of 50% of the CENTCOM
- v. Any withdrawal over the sum of two million Naira (N2,000,000) shall be referred to BoT for approval
- vi. The CENTCOM shall determine the monthly impress for running of the secretariat.

#### **(C) Fiscal Year**

The Fiscal Year of the Association shall run from January 1st to December 31st of the same year.

## **ARTICLE EIGHT**

### **Section 1. General Supplementary Provisions**

#### **(A) Biennial General Meeting (BGM)**

- i. The Biennial General meeting (BGM) of the Association shall be held in September.
- ii. All members of the Association are expected to attend the Biennial General Meeting.
- iii. The CENTCOM shall be responsible for the agenda of the BGM

#### **(B) Anniversary**

- i. The association shall celebrate the fellowship anniversary every Five Years.

#### **(C) State/Diaspora**

Every State/Diaspora shall have their meetings once in a quarter or twice in a year or as appropriate.

#### **(D) Discipline**

I. Gross misconduct on the part of any member shall be punishable by expulsion. However, persuasions, counseling and appeal may be used to restore any erring member. The first level of discipline shall be Suspension. Expulsion shall be employed only where these aforementioned methods fail. A suspended member can appeal within 30 days to the Disciplinary Committee.

II. Gross Misconduct shall constitute any act(s) that is against

- i. The Holy Scriptures and the doctrinal beliefs of the association
- ii. All set down rules of the Association or any other one that the leadership may come up with.
- iii. The laws of the land

#### **(E) Disciplinary Committee:**

- i. A disciplinary committee shall be constituted to investigate and address all disciplinary cases
- ii. The disciplinary committee shall comprise of five members appointed by the CENTCOM soon after their election into office.
- iii. The disciplinary committee shall be dissolved at the expiration of the tenure of the CENTCOM
- iv. The disciplinary committee shall submit its reports and recommendations to the CENTCOM for further actions.
- v. Any disciplinary issue with respect to any member of CENTCOM shall be referred to the BoT
- vi. The State/Diaspora EXCO shall set up their disciplinary committee at the State/Diaspora level and their report and recommendations shall be submitted to the leadership at that level for further actions.

#### **(F) Appeal**

- I. Whoever is not satisfied with the decision of the State/Diaspora disciplinary action can appeal to the CENTCOM and ratified by the BoT.

- II. Whoever is not satisfied with the decision of the CENTOM can appeal to the BoT

## **Section 2. Responsibilities to the FCS FUT Minna**

The Association through the CENTCOM shall fulfil the stated responsibilities to FCS FUT MINNA;

- i. Provide support spiritually, financially, materially to the fellowship.
- ii. play advisory and/or supervisory roles to the Fellowship of Christian Students (FCS) Executives and the Fellowship in General in every matter relating to the fellowship.
- iii. participate in major programmes of the fellowship- Missions, Elections etc.
- iv. The CENTCOM shall appoint representatives to monitor the Elections of the main Executives of the FCS FUT Minna and submit the report to the CENTCOM.
- v. provide training for New Executives, Final Year Brethren and others as the need may arise.
- vi. provide mentorship to brethren who may require it.
- vii. The CENTCOM shall ensure that the student body maintains adequate financial discipline.
- viii. Shall receive, preview and review the annual audited financial report of the FCS FUT Minna and advise accordingly.
- ix. Shall ensure smooth and cordial relationship with the University Chapel (Chapel of Grace)
- x. Shall ensure the fellowship complies with her constitutional provisions at all times.
- xi. Shall handle any disciplinary issues with respect to member(s) of the Main Executives.

## **Section 3. Board of Trustees (BoT)**

### **A. Definition**

- i. The Board of Trustees shall play an advisory role to the CENTCOM
- ii. Members of the board of trustees shall be nominated and screened by the CENTCOM and nominees shall be ratified by the General Assembly.
- iii. The BoT shall handle every disciplinary issues that has to do with the CENTCOM.
- iv. The BoT shall entertain appeal from aggrieved members of the association after all the due process of conflict resolutions has been exhausted. (Article 8, Section 1 D, E and F)
- v. The BoT shall serve a single tenure of 5 years only
- vi. In the instance of death or voluntary resignation or incapacitation, the CENTCOM shall appoint replacement accordingly.
- vii. The BoT shall be observers during the Election of the CENTCOM
- viii. Any other matter referred to it by the CENTCOM

## **B. Composition**

The BoT shall comprise of seven members;

- I. Three persons who shall be drawn from among known Christians in the Christian community and the Alumni. They shall have track records of good Christian living and be deemed successful in their various endeavors.
- II. Four Past Main Executive Members of FCS; One of which must be past President.
- III. Any resolution of the BoT shall pass either by unanimous decision or minimum of 5 votes

## **Section 4. Procedure for Amendment of the Constitution:**

This Constitution shall only be amended at the Biennial General Meeting subject to the following conditions:

- i. This constitution has been operated for a duration of 5 years
- ii. There is a two-third majority quorum of financial up to date members of the association.
- iii. Portion(s) to be amended shall be clearly written out and the proposed amendment circulated to members minimum 90 days to the BGM.
- iv. Amendment may be proposed by the CENTCOM or a quarter of the membership strength of the association at a given time.

## **Adoption of the Constitution:**

This Constitution is hereby adopted by the Association this.....day of.....20.....at the ordinary General Meeting held for the purpose.

## CONSTITUTION DRAFTING COMMITTEE MEMBERS

We wish to acknowledge everyone that contributed to the drafting of this constitution at one point or the other. The final draft of this Constitution was prepared by the following listed persons on behalf of the Alumni Fellowship of Fellowship of Christian students, Federal University of Technology Minna.

Names	Signature
1. Pst Adekunle Adeyemo (Chairman)	 24/03/23
2. Prof Moses Abalaka (Co-Chairman)	 26/03/23
3. Dr (Mrs) Elizabeth Eterigho (Member)	 27/03/2023
4. Pst Olawuyi Yinka (Member)	 24/03/23
5. Dr Mathew Kolo (Member)	 24/03/23
6. Bro John Chawa (Secretary)	 24/3/2023