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# CONSTITUTION

OF

# NIGERIA COMPUTER SOCIETY (NCS)

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## INTERPRETATION

	<b>Term</b>	<b>Definition</b>
1.	The Article	means these Articles of Society
2.	Society	means Nigeria Computer Society
3.	Computing	means the practice of computer science and information technology & systems
4.	Digital Divide	means the recognition that real disparities exist in access to and use of information and communications technology (ICT) between countries (the "international digital divide") and between groups within countries (the "domestic digital divide"). The digital divide is not a single thing, but a complicated patchwork of varying levels of ICT access, basic ICT usage, and ICT applications among countries and peoples.
5.	Professional	means an individual or corporate body engaged in computing
6.	Member	means an individual or corporate body registered by the Society
7.	The Council	means the National Executive Council of the Society
8.	Council Member	means a member of The Council
9.	R.I.G	Means Registered Interest Groups by <b>NCS</b>

## PREAMBLE

**W**e the stakeholders (COAN, ITAN, ISPON, ISPAN) in the Nigerian Computing and Information Technology profession and industry, having established a consensus on the way forward for the profession and industry in Nigeria hereby agree to the establishment of the Nigeria Computer Society as a successor to COAN and be bound by this constitution hereto from.

## ARTICLE I- NAME

The Society shall be called and known as "NIGERIA COMPUTER SOCIETY", abbreviated as "NCS", and herein referred to as "THE SOCIETY".

## ARTICLE II – AIMS AND OBJECTIVES

The aims of the Society shall be the advancement of Computer Science, Information Technology & Systems and their applications/deployments to Professional Practice in education, government, the military and industry. It shall seek to confer valuable professional advantages and privileges, impose professional responsibilities on its members and encourage them to support work, which is important to the general community and the profession at large. The objectives of the Society shall be as follows:

1. To promote the education and training of Computer & Information Scientists, Computer Engineers, Information Architects and Information Technology & Systems Professionals.
2. To actively encourage research in the advancement of Computer & Information Science, Information Technology & Systems, and practice; and disseminate results of scientific works carried out in industry, military and education sectors.
3. To promote the interchange of information about the sciences and arts of information processing and management among specialists and the public.
4. To develop the competence of members and encourage integrity among members who are engaged in the practice of Computing, and to uphold the ethics of the profession as contained in the Code of Conduct and the Code of Practice of the Society.
5. To promote and protect the professional interests of its members.
6. To advise members, governments, other competent authorities and the general public, on national and international policy matters affecting the computing, information & systems technology industry.
7. To build global affiliations, to cooperate with similar professional organizations throughout the world, and to receive, render or reciprocate such services as are beneficial to and consistent with the objectives of the Society.
8. To position as the sole representative of members of the Society in all negotiations and consultations with the Federal, State and Local governments and their agencies on matters of policy affecting the conduct and practice of the computing and information technology & systems profession and industry.
9. To contribute to the formulation of policies, and the development and assessment of educational and training curricula relating to the profession.
10. To recognise and advance the interests of gender, the handicapped and other disadvantaged groups as enshrined in the Constitution of the Federal Republic of Nigeria as relates to the information and computing society.
11. To advocate for the recognition by Government of that complex of issues and concepts subsumed in the "Digital Divide".
12. To collaborate with relevant governments, institutions and organisations in proffering solutions to the issues of the "Digital Divide".
13. To institute National merit awards for deserving members of the Society and other promoters of Information Technology.

### **ARTICLE III – MEMBERSHIP CATEGORIES**

- (1) Membership is open to every person involved either directly or indirectly in computer science, and information technology & systems . There shall be five classes of membership:
  - a) Professionals
  - b) Sub Professionals
  - c) Non Professionals
  - d) Corporate
- (2) The requirements for each class shall be under continuous review in order that the Society may respond rapidly to changing situations arising from new developments.
- (3) The professional grades are:

- a) Fellow
  - b) Member
  - c) Associate
- (4) The basic qualifications for advancement are of a similar nature in each case, being a varying combination of attainment of a certain minimum standard of education, and evidence of experience of computing over a specified number of years.
  - (5) Those interested in computing and wishing to support the activities of the Society may join individually as Certified Users.
  - (6) Students and individuals undergoing various improvement trainings in Computer Science and Information Technology may join the Society in the Technology Artisan Cadre Membership as appropriate to the level of training and practical experience they have acquired.
  - (7) Every applicant for NCS membership shall pay a stipulated non-refundable application fee to qualify the applicant to receive an application form prior to the usual processing of the application. This application fee shall not form part of the annual dues which shall normally become payable by the applicant if admitted to NCS. In case of applicant for student membership, the student applicant shall pay a stipulated fee for students provided the applicant submits a letter of attestation from his/her head of department before receiving an application form.
  - (8) Voting rights are only available to the professional grades.

## **ARTICLE IV – MEMBERSHIP QUALIFICATION and CESSATION OF MEMBERSHIP**

### **5.1 PROFESSIONAL MEMBERSHIP**

- a) **FELLOW (FNCS):** The grade of Fellowship is granted only to a member who can prove his/her professional activities, justify his/her acceptance as an authority in his/her particular field of computing; has made significant contribution to the growth of the Society; and has in addition fulfilled the following requirements:
  - i) He/she is at least thirty years of age and has not less than ten years relevant professional working experience, at least five of which must have been in positions of managerial responsibility.
  - ii) His/her professional activities and achievements justify his /her acceptance as an authority in the profession.
  - iii) He/she is otherwise considered by the Society to be a fit and proper person to be so recognized.
  - iv) He/she is a holder of a certificate of an examination or examinations recognized by the society for the membership grade.
  - v) His/her application in that behalf is sponsored by two Fellows in writing and in such manner as the Society may, from time to time, prescribe.
  - vi) Fellowship is not considered until the applicant has been a Member for at least 10 (ten) years, of which at least 2 (two) years out of 3(three) years (preceding the date of application), of regular attendance/participation in the activities of the Society can be verified.
- b) **MEMBER (MNCS):** The grade of member is granted only to a person who can prove his/her professional activities justify his/her acceptance as a member and has in addition fulfilled the following requirements:

- i) A minimum of five (5) years professional experience.
  - ii) Applicants with Masters or Doctorate Degree in Computer Science or Technology together with a minimum of three (3) years and two (2) years professional experience respectively shall be considered for membership. He or she must have passed PE3 level of the professional examination prescribed by the Society.
  - iii) He/she must not be below the rank of a Programmer/Developer or its equivalent.
  - iv) He/she is a holder of a certificate of an examination recognized by the Society for the membership grade and has not less than five years relevant professional working experience.
  - v) He/she is otherwise considered by the Society to be a fit and proper person to be so registered.
  - vi) His/her application in that behalf is sponsored by two fellows or by one fellow and two full members.
- c) **ASSOCIATE** (AMNCS): This grade is open to a holder of a Certificate of an examination recognized by the Society or exempted by the Society and possess one of the following:
- i) A pass in the CPN PE II level of the professional examination prescribed by the Society, or an equivalent qualification.
  - ii) A university Degree in Computer Science or Computer Technology or Electronic/Electrical Engineering with Telecommunication bias or equivalent academic qualification.
  - iii) Those who have passed the minimum examination prescribed by the Society together with a minimum of 3 years professional experience.
  - iv) Those who have a University first Degree in fields other than Computer Science, or equivalent, and a minimum of two (2) years of recognized professional experience in computing will be considered for Associate membership subject to approval of the Society.
  - v) He/she is otherwise considered by the Society to be a fit and proper person to be so registered; and,
  - vi) His/her application is sponsored by two full members in writing in such a manner as the Council may, from time to time, prescribe.

## 5.2 SUB — PROFESSIONAL MEMBERSHIP

- a) **GRADUATE MEMBER** This grade is open to those who fulfill the following conditions:
- i) A university Degree in Computer Science or Computer Technology or Electronic/Electrical Engineering with Telecommunication bias or equivalent academic qualification.
  - ii) A Diploma adjudged equivalent to PEII, with a minimum of three years experience
  - iii) Those who have passed the minimum examination prescribed by the Society.
  - iv) His/her application is sponsored by two full members in writing in such a manner as the Council may, from time to time, prescribe.
- b) **ARTISAN MEMBERSHIP.**
- vii) **LICENTIATE:** This grade is open to those who fulfill the following conditions:
    - (1) He/she is at least eighteen years of age; and,
    - (2) He/she has passed an examination prescribed by the Society;(CPN PE 1 or its equivalent)

- (3) He/she has attained a computer training for at least one year or has worked for two years in computer environment ; and
- (4) He/she has passed at credit level in at least five subjects in not more than two sittings in WASC and or GCE or SSCE.
- (5) His/her application must be sponsored by two members not below the rank of Member.

ii) **CERTIFIED USER:** This grade is open to those who fulfill the following conditions:

- 1) He/she is at least eighteen years of age and,
- 2) He/she is a graduate of a numerate discipline or any other relevant discipline and has at least two years practical experience in a computer environment under the supervision of a member not below the category of an Associate Member, or
- 3) He/she has passed examination(s) conducted and certified by international IT bodies so accredited by the Society as suitable qualification for the cadre of Certified User

**C) STUDENT :** This grade is open to those who fulfill the following conditions:

- viii) He/she is at least sixteen years of age;
- ix) He/she is currently undergoing a course of study in computer science or Computer Engineering in a University or Polytechnic or other Institutions of Higher learning recognized by the Society.

### 5.3 **NON — PROFESSIONAL MEMBERSHIP**

a) **HONORARY FELLOW:** This grade is open to those who fulfill the following conditions:

- (1) He/she is at least thirty years of age and has made significant contributions to the course of computing in other various areas of endeavour; and
- (2) He/she is otherwise considered by the Society to be a fit and proper person to be so registered; and
- (3) His/her Conferment is at the discretion of NEC

b) **AFFILIATE MEMBERSHIP:** This grade is open to those who fulfill the following conditions:

- 1. He/she has attended computer training for at least one year or has worked for 2 years in a computer environment; and
- 2. He/she has passed at least 5 subjects in not more than two sittings in WASC or GCE or SSCE and attained the level of credit in at least two (2) subjects; and
- 4. His/her application must be sponsored by two members not below the rank of Associate.

c) **HONORARY MEMBER:** This grade is open to those who fulfill the following conditions:

- (1) He/she is at least thirty years of age and has made significant contributions to the course of computing in other various areas of endeavour; and,
- (2) He/she is otherwise considered by the Society to be fit and proper person to be so registered.
- (3) His/her Conferment is at the discretion of NEC

#### 5.4. CORPORATE MEMBER:

The grade is open to Corporate bodies, Companies, Institutions and Societies that are willing to promote the aims and objectives of the Society and in addition fulfill the following conditions:

- x) Membership of RIG's
- xi) The organization is a body corporate; institution whose activities involve the practice and or teaching of Computer Science or Computer Engineering; or
- xii) Has one fellow or one full registered member of the Profession, as a full time employee of the organization or two associate members are full time employee(s) of the organization.

The grade is open to Corporate bodies, Companies, Institutions and Societies that are willing to promote the aims and objectives of the Society and in addition fulfill the following conditions:

i. The organization is a body corporate; whose activities involve the use of Computers or IT related equipment or Knowledge in it's operation.

- xiii) Has one fellow or one full registered member of the Profession, as a full time employee of the organization or two associate members are full time employee(s) of the organization.

iv) **PATRON:** The Society may confer the title PATRON on a deserving person who has made significant contribution to the growth of the profession and the objectives of the Society.

v) **GRAND PATRON:** The Society may confer the title "GRAND PATRON on a deserving person who has made continuous exemplary and fundamental contributions to the activities of the Society and the profession locally and globally.

#### 5.5 USE OF DESIGNATORY LETTERS BY MEMBERS.

d) The designatory letters of the – members so elected to the various grades shall be entitled to use the following designatory letters for corresponding cadres to which he/she has been elected as follows:

- i) Fellow of the Nigeria Computer Society shall be "FNCS"
- ii) Member of the Nigeria Computer Society shall be "MNCS"
- iii) Associate of the Nigeria Computer Society shall be "AMNCS"

#### 5.6 . CESSATION OF MEMBERSHIP

i. ANY MEMBER SHALL ipso facto cease to be a member of the Society:

- (a) If he is adjudicated a bankrupt or suspends payment of compounds with his

creditors;

- (b) In the case of an individual member, if he is found to be a lunatic or is medically certified of unsound mind.
- (c) If he shall neglect for twenty four (24) months to pay his annual subscription as provided by Article 9 hereunder, or if he shall persistently neglect or refuse to pay any other monies, which, may be due from him to the Society, but he may be readmitted at any meeting of Council by resolution and on paying his subscription or other dues in arrears
- (d) If he is convicted on indictment and imprisoned for any criminal offence involving dishonesty;
- (e) If he shall neglect or refuse to comply with any Article of Association or Bye-law of the Society for the time being after a written notice sent to him by registered post to his last known address registered with the Society, by the President, on the instructions of the Council directing his attention to such neglect or refusal.

## ii. **EXPULSION OF MEMBERS**

The Council shall have powers on all authorized representatives of members, which power shall be exercised in accordance with the provisions of these Articles.

(a) A member whose conduct is to be taken into consideration by the provisions of Articles IV.4 shall receive twenty one clear days in writing forwarded to him by registered post to his last known address with the Society, and upon his giving notice in writing to the President of his intention to appear shall be heard by the Council , either in person or through his duly authorised agent. Alternatively or in addition, he may put in written statement which shall be taken into consideration.

(b) Any person who has been dealt with in accordance with the preceding paragraph and found guilty may be expelled from the Society, fined or have his accreditation cancelled or dealt with in any other manner considered appropriate by the Council.

## iii. **ANNUAL SUBSCRIPTIONS**

The council, with the consent of members at a General Meeting, may from time to time vary the annual subscription payable to the Society. A member's subscription shall be due on the 1st day of May in each year.

## iv. **ARREARS OF SUBSCRIPTION**

A member whose subscription is in arrears and is duly notified cannot vote, and when his subscription is twenty four (24) months overdue, all privileges of membership will be forfeited. The council may take any7 necessary step(s) in recovering of arrears of subacriptionj including the publication of names of defaulters. His / her name shall be brought before the council and minuted at their discretion but the arrears will be a debt due and recoverable by the Society

## v. **REGISTER OF MEMBERS**

- (a) Subject to article 2 of the Articles of Association the President shall keep at all

times, a Register of Members of the Society which shall be open for inspection during the ordinary business hours of the Society or by electronic means by any member. The names and addresses of all persons, firms and companies who are now or shall be inscribed in the Register together with the names of their duly authorised representatives.

- (b) Members shall from time to time, as necessary, inform the President in writing of changes in their authorised representatives and such changes shall be inscribed in the Register of Members.

## **ARTICLE V – THE NATIONAL EXECUTIVE COUNCIL**

The Society shall have a governing council to be known as the "National Executive Council" responsible for the day-to-day running of the Society

### **1) COMPOSITION**

The composition of the Council shall include but not limited to :

#### Elected Members

- The President
- 1<sup>st</sup> Vice President
- 2<sup>nd</sup> Vice President
- Chairman, Audit Committee
- Chairman, Publicity, Events and Trade Committee
- Chairman, Conferences Committee
- Chairman, Ethics and Discipline.
- Chairman, Research Standards & Publications
- Chairman, Education and Manpower Development
- Chairman, Credentials Committee
- 2 x Ex-Officio Members

#### Statutory Members

- The Immediate Past NCS President
- President of CPN or his/her representative
- Chairman of RIGs
- The Executive Secretary

- a) Each elected officer shall hold office for a period of 2 years each, up to a maximum of 2 terms in the same post.
- b) Each Vice President shall supervise 3 zones (Geographical). The Chapters within each zone shall elect a Zonal Chairman whose tenure would be a single term of 2 years each.
- c) Registered Interest Groups are as defined in the section, "Interpretation".
- d) The Executive Secretary, a non-voting member of the Council, shall be a full-time functionary, appointed by the Executive Council.

## **2) FUNCTIONS**

- a) It shall prepare or cause to be prepared by the President and submit for the approval of the Society at the Annual General Meeting a budget containing the estimates, revenue and expenditure of the Society for any current financial year; it shall submit an audited account to an annual general meeting;
- e) It shall have power to take offices or acquire premises for the use of the Society and to appoint a Executive Secretary and such other officers as in. its opinion are necessary for the due conduct of the business of the Society, with annual salaries or otherwise, to engage professional assistance and to make regulations concerning conditions of service and remunerations for all persons employed by them.
- f) Subject to the provisions of the Memorandum of Association and these Articles, to appoint their own meetings and regulate their own proceedings, to manage and superintend the affairs of the Society and act in the name of the Society
- g) Without prejudice to the liberty of Registered Interest Groups to pursue on their own, matters affecting their specific Group interests, to authorise any petition to government, memoranda or other document and generally to exercise all powers and functions of the Society not hereby conferred upon General Meetings of the Society.
- h) It shall give an account of its stewardship at the annual general meeting

## **POWERS AS TO BYE LAWS**

- (1) The Council shall have power to make, alter, or revoke bye-laws for carrying on the business of the Society, provided always, that the bye-laws in force shall not be repugnant to the Memorandum and Articles of Association of any suggested alteration of any bye- laws should be given to each member of the council, in the agenda paper for the council meeting at which the alteration is to be considered. In the event of any alteration being approved, it shall become operative immediately.
- (2) The Council shall have powers to nominate and appoint representatives for the Society on public committees, Boards and other official bodies from within its own membership, provided that such nominations and/or appointments may be revoked and/or withdrawn or substituted at any time at council's discretion and while serving, no representative of the Society may, receive remunerations from Council for such membership of such Board/Boards other than transport and other incidental expenses.

## **SERVICE COMMITTEES**

- (3) The council may appoint service committees to deal with special matters and may appoint such other committees as it may deem necessary from time to time. The council may at its discretion, appoint such other committees as it may deem necessary from time to time. The council may, at its discretion, appoint any individual member as Chairman, but if such appointment is not made by the council, the committee may, in its own discretion, appoint its own Chairman, provided always that, no person shall be Chairman of more than two standing committees.

## **ADHOC COMMITTEE**

- (4) The council may appoint from time to time committees as may be necessary and shall have power to associate with those committees, any member of the Society, or person or persons whose name or names appear in the Register of Members, and who (not being a member of the council) shall have full privilege to act and vote on these committees.
- (5) In special circumstances, non-members of the Society may also be associated but without power to vote.
- (6) It shall have the power to discipline any member acting contrary to the code of conduct and the code of practice of the Society arising from the recommendation of the Ethics and Discipline Committee.

## **ARTICLE VI – ELECTION OF OFFICERS**

- (1) The NEC shall appoint an Election Committee in each even-numbered year. This committee will receive nominations of candidate (s) for each elective office and secure acceptance of nominees. They are to be appointed at least six (6) months before an election.
- (2) Elections shall be held at the biennial conference of the Society and voting shall be by secret ballot.

## **ARTICLE VII – FUNCTIONS OF OFFICERS**

- (1) The duties of the **PRESIDENT** includes:
  - a) Calling and presiding at meetings of the Council and of the Society;
  - b) Appointing, with consent of the Council members of ad hoc committees.
  - c) The exercise of functions that may be delegated by Council either fully or in part, such of its powers and functions as it may deem fit from time to time including, but not limited to:
    - i) all matters relating to the paid staff of the Society;
    - ii) the management of Secretariat and its properties;
    - iii) the articulation and achievement of financial and other targets as set out in the approved Annual Budget of the Society;
    - iv) all matters relating to the external relations of the Society
- (2) The duties of the **1<sup>ST</sup> and 2<sup>ND</sup> VICE-PRESIDENTS** include:
  - a) Assisting the President in the discharge of his duties;
  - b) Presiding at meetings in the absence of the President;
  - c) Assuming the duties of the President in the event of the President's resignation or incapacitation, such resignation or incapacitation being determined by the Council.
  - d) Exercising financial functions in line with B signatory status
  - e) In the performance of these duties, the 1<sup>st</sup> Vice-President takes precedence over the 2<sup>nd</sup> Vice-President.
  - f) Supervision of zones
- (3) The duties of the **EXECUTIVE SECRETARY** includes:
  - a) Running the daily activities of the Society in an organised and efficient manner
  - b) Liaising with members of the press with the approval of the President as at when due
  - c) Giving adequate support to the President and other members of the Executive in the running of various Committees
  - d) Preparing for consideration and consent of the President the following key documents:
    - i) Developing and periodically reviewing as necessary a detailed organisational structure and operational guidelines with the Chairman Audit Committee on the day-to-day running of the Society for discussion and consent of the President prior to consideration for adoption of Council;
    - ii) Developing and implementing a Performance Management System for the Secretariat including training of staff on operational procedures

- iii) Developing and implementing strategies for creating broad awareness of the Society with a view to engendering goodwill and a positive disposition to the Society;
- iv) Developing strategies in encouraging members to participate fully in the daily activities of the Society
- v) Developing and implementing consistent and on—going strategies for membership enrolment, recruitment and maintenance
- e) Preparing periodic reports covering operational and financial issues to the President for further consideration by Council
- f) Developing strategies in reducing members’ unpaid subscriptions
- g) Preparing the Annual Budget for the various activities of the Society
- h) Ensuring the financial viability of the Secretariat;
- i) Maintaining the register of members;
- j) Keeping minutes of business meeting of the Society and of the Executive Council;
- k) Informing members of the time, place and agenda of meetings
- l) Organising, managing & administering the content of NCS website & portal

### **1. Publications, Standards, Research and Development-**

- i) Coordinates domestic and international requirements for IT research and development; establishes and encourages domestic standards and best practices in conformity with International Standards (ISO) and Best Practice Management (BPM) to enthrone the necessary discipline for domestic growth and global competitiveness.
- ii). The Publications Committee shall be responsible for the publication of the: Journal of Computer Science and its Applications
- iii). Arrange ways of circulating the publication (s) as a means of generating revenue for the society
- iv) Any other publication (s) the Council may deem necessary from time to time

### **2. Conferences Committee:**

- i) shall be responsible for arranging NCS sponsorship of such General Conferences as approved by the Society and for planning specialized symposium/ seminar workshop at least once each year.
- ii) The Conferences Chairman will appoint or approve the General Chairman for each **NCS** sponsored or co-sponsored activity with the consent of the Council and of any co- sponsoring groups;
- iii).The activities of the Conferences Committee are to be conducted, among other things, to provide a supplementary revenue sources to enable **NCS** to pursue such goals as may be of benefit to the membership and to the furtherance of the purpose of **NCS**.
- iv). The Conferences Chairman is responsible for complete and timely accounting and reporting for all activity income and expense on a regular basis to the Executive Council;

- (a) accounting shall be an individual activity basis;
  - (b) the Conference Chairman shall maintain an imprest account for the purpose of organizing conferences.
- v. The Conferences Chairman may not permit the liability of any activity to exceed the amount of funding specifically allocated to that activity without prior approval of Council of **NCS** and the authorized representatives of such other groups as may be financially committed as co- sponsors of that activity

3. **Credentials Committee:**

The Credentials Committee shall have the following responsibilities;

- i). Screening of all application forms and recommending appropriate membership grade for each applicant to NEC.
- ii). In the case of the application for the grade of fellow, the Committee will do the prima facie qualification screening and ensure completeness of relevant documentation; and thereafter pass it on to National Executive Council for Consideration and approval who will then send list of approved fellows to the College of Fellows, for inclusion in their list.

4. **Ethics and Disciplinary Committee-**

The Ethics and Disciplinary Committee shall have the following responsibilities;

- 1 Arbitration and ombudsman to internal and external publics on issues relating to the direct activities of individual and corporate members.
- 2. Advise on ethical framework for maintenance of professional standards on conduct and practice.
- 3. Advise on disciplinary methods and procedure for erring members
- 4. Advise on ethical issues

(a) **Education and Manpower Development Committee:**

The Education & Manpower Development Committee shall have the following responsibilities:

Formulation of draft policy on educational programmes for the approval of the Society;

Implementation of the Society's policy on education;

Developing and reviewing syllabus for and conducting Professional Examinations approved by the Society;

Planning and implementing manpower development programmes as approved by the Society;

Representing the Society on all educational matters;

Encouraging the spread of Computer knowledge at all levels.

Fund generation from examinations and other manpower development programmes.

Publicity, Events and Trades Committee

Shall be responsible for

The Publicity Events and Trade Services Committee shall have the following responsibilities:

1. Plans and co-ordinates events that drive the attainment of the objectives of the Society such as exhibitions, tradeshows, summits, Awards etc.
2. Fund generation from such exhibitions, trade shows etc.
3. Co-ordinates for synergy in IT industry – wide exposure of products for export – software, hardware and services.
4. Collaborate with relevant bodies/authorities, government, corporate organizations to arrange programmes/events as approved by the Society.
5. Implements a domestic and foreign engagement policy spanning initiatives for the propagation of information technology application to life in the global village;
6. Creates and coordinates for synergy in industry-wide efforts at developing products for export - software, hardware and services; drives the implementation of policy and the establishment of the desired institutional framework; recognizes knowledge as a capital asset /national resource and advocates policy and framework on intellectual property rights (IPR); promotes anti-piracy initiatives; and propagates the application of information technology for the development, management and deployment of intellectual capital assets.
7. Co-ordination of the interaction and growth of interest groups within the information technology stakeholder community;

Articulation and proactive management of the corporate brand identity with emphasis on communicating the vision and continuing relevance of information to national socio-economical goals

Publication of News Letters (NCS Log-On) and circulation to members and corporate organisations.

Fund generation from the News Letters through advertisement of products and services.

#### **Audit Committee:**

shall have the following responsibilities:

1. To review the account of the Society from time to time.
2. To liaise with the External Auditor on the account of the Society
3. To submit its report to the next Annual General Meeting
4. Find ways of increasing generation of funds for the Society.

The number and specific functions of Committees shall be subject to change to meet the evolving demands of the Society in pursuit of its Aims and Objectives

## ARTICLE VIII – THE BOARD OF TRUSTEES

- (1) Trustee herein after referred to as “**The Trustees**” shall be known as :THE REGISTERED TRUSTEES OF THE NIGERIA COMPUTER SOCIETY.” Their members shall be appointed by NEC (with input from College Of Fellows.) and ratified by the A.G.M..
- (2) **Number:** There shall be not less than 9 (nine) Trustees for the Society as follows: maximum of 1 (ONE) each from Registered Interest Groups, 1 (one) re-elected from the incumbent Board, 1 (ONE) from stakeholder community (non-IT professional).
  - a) Function:** They shall be the legal custodians of the properties of the Society, held in trust for the Society. They are legally responsible for the actions of the Society. They can sue and be sued on behalf of the Society. The Board of Trustees should have oversight of the Executive Council of the new body
  - b) Qualifications:**
    - i) A Trustee must be a Nigerian resident in Nigeria.
    - ii) Eligibility as a Trustee shall not be restricted to members, but should be open to distinguished non-IT professionals and members of society on the basis of self-recognition. Such non-members however shall not exceed 20% of the members of the Board of Trustees
    - iii) A Trustee that is a member of the Society must not be below the rank of Member but excluding Affiliate and Corporate members.
  - c) Term of Office:**
    - i) A Trustee shall hold office for a period of five (5) years subject to the following conditions:
    - ii) The Trustees of the NIGERIA COMPUTER SOCIETY for the purpose of Land (Perpetual Succession) Act Chapter 98 shall be appointed by the National Executive Council.
    - iii) The Trustees may hold office for 5 years but a Trustee shall cease to hold office if he:
      - aiii.) Resigns his office
      - biii.) Ceases to be member of the registered Trustees of the NIGERIA COMPUTER SOCIETY;
      - ciii.) Becomes insane;
      - diii.) Is officially dead or bankrupt;
      - eiii.) Is convicted of a criminal offence involving dishonesty by a court of competent jurisdiction;
      - fiii.)Is recommended for removal from office by an appropriate Committee and approved by majority votes of members present at a general Meeting of the NIGERIA COMPUTER SOCIETY; or
      - giii.) Ceases to reside in Nigeria
    - iv) Upon a vacancy occurring in the number of Trustees, NEC with input from the College of Fellows shall appoint an eligible member of the NIGERIA COMPUTER SOCIETY.
  - d) The Trustees shall have a common seal. The seal can be metal or wood on a handle or a rubber stamp can be used.**

## **ARTICLE IX – COLLEGE OF FELLOWS**

- (1) There shall be a **“College of Fellows”** comprising of Fellows, an award conferred by the body on deserving individuals
- (2) It shall recommend to Council members of the Board of Trustees.
- (3) The functions of the College shall be advisory to the Executive Council.
- (4) The College will assist as a lobby group in supporting the goals and objectives of the new body.

## **ARTICLE X – MEETINGS**

- (1) There will be an Annual General Meeting, where the Executive Council will give account of its stewardship for the year, submit a budget and an audited account for approval. Other necessary matters shall be discussed. At least twenty-one days notice must be given
- (2) There shall be a Biennial Conference of the Society on or before the end of the Society’s calendar.
- (3) Workshops shall be held at least once each year.
- (4) Emergency Meeting. The President, in consultation with Executive Secretary and /or at the request of a member approved by at least ten percent (10%) of the voting members of the Society shall call or cause to be called an Emergency meeting. The procedure shall be as for the Annual General Meeting.
- (5) Quorum:
  - a) The quorum at all general and emergency meetings shall be fifteen percent (15%) of the voting members not less than 25 members.
  - b) Fifty percent (to the next whole number) of the members of any committee including the Executive Council shall form a quorum for any meeting of such committee.

## **ARTICLE XI – FINANCE**

- (1) ENTRANCE FEES AND ANNUAL SUBSCRIPTION: Entrance fees payable by various categories shall be prescribed by the Council from time to time.
- (2) The annual subscriptions are subject to periodic review by the Council, and payable on 1<sup>st</sup> May of each year.

A member who is in arrears of subscription as stipulated cessation of membership shall cease to exercise all the rights of membership until such arrears are settled.
- (3) SIGNATORIES
  - a) The President, Vice Presidents and the Executive Secretary shall be the legal signatories of the Society.
- (4) IMPREST ACCOUNTS:
  - a) Imprest Accounts, to be determined by the Executive Council, shall be provided for the smooth running of the Society.
- (5) External Auditor: An external Auditor shall be appointed at the A.G.M.

## **ARTICLE X1I - REGISTERED INTEREST GROUPS**

- (1) Eligibility: A group of members can form an interest group provided they comply with the following conditions:

- a) Address a unique area of IT-related interest, not already covered by another Registered Interest Group
  - b) Have at least fifty (50) members for individuals only or fifteen (15) for corporate bodies respectively
  - c) Have at least the following officers: Chairman, Secretary and Treasurer
  - d) Demonstrate ability to meet their Organisational and financial responsibilities
  - e) Present an operational guide (mini constitution) to which all the members must subscribe, which defines the Group's structures and regulates its activities. The guide must affirm allegiance to NCS constitution and compel regular meetings of the Group at least once a quarter, one of which must be an Annual General Meeting at which an Annual Report must be presented and officers elected at least once every two years. Protem Officers can only serve for one year.
- (2) NEC Approval and Membership:
- a) Approval shall be given by way of a Certificate upon approval by NEC.
  - b) The Chairman of the Registered Interest Groups is an automatic Member of NEC.

### **ARTICLE XIII - CHAPTERS**

- (1) Eligibility: Members in a State of the Federal Republic of Nigeria can form a Chapter of NCS provided they comply with the following conditions:
- a) Have at least fifty (25) Individual and Corporate members
  - b) Have at least the following officers: Chairman, Secretary, Treasurer and Publicity Secretary
  - c) Demonstrate ability to meet their Organisational and financial responsibilities
  - d) Submit a formal application for registration to NCS NEC for consideration and be duly registered by NEC.
  - e) Adopt the standard operational guide developed by NCS NEC and adhere to the conditions prescribed therein for the regulation of their activities and finances.
  - f) Must hold regular meetings, at least once a quarter, one of which must be an Annual General Meeting at which an Annual Report must be presented and officers elected at least once every two years. Protem officers can only serve for one year.
- (2) NEC Approval and Membership:
- a) Approval shall be given by way of Inauguration at which a Chapter Certificate shall be presented upon approval by NEC.
  - b) The Chairman of the Registered Interest Group is an automatic Member of NEC.

### **ARTICLE XIV - NCS REPRESENTATION AT THE COMPUTER PROFESSIONALS REGISTRATION COUNCIL OF NIGERIA (CPN)**

The Society shall be represented at the Computer Professionals Registration Council of Nigeria (CPN) by the following:

- i) The President
- ii) The 1<sup>st</sup> Vice President
- iii) The Provost

- iv) The Immediate Past President
- v) The Chairman, Education/ Manpower Development Committee
- vi) Seven (7) others, whom shall be elected bi-annually during the Annual General Meeting of the Society.

#### **Article XV - Secretariat Administration**

The National Executive Council shall determine the structure and composition of the National and Liaison offices of the Society.

#### **ARTICLE XVI – AMENDMENTS**

- (1) This constitution shall be subjected to amendments if and when necessary. Any member of the Society desiring an amendment of any section of the Constitution shall give a notice to the Executive Secretary and submit his amendments to him at least thirty (30) days before an Annual General Meeting of the Society. Any amendment of this Constitution shall be by two-third (2 /3) majority vote of the members participating at the Annual General Meeting.

Nigeria Computer Society (NCS)