THE CONSTITUTION OF THE

NIGERIA COMPUTER SOCIETY (NCS)

NATIONAL SECRETARIAT:
Plot 10, Otunba Jobi Fele Way
Central Business District
Alausa, Ikeja
Lagos, Nigeria

Table of Contents

i. DEFINITIONS/ACRONYMS

	Term	Definition
1.	The Articles	Articles of The Society
2.	The Society	Nigeria Computer Society (NCS)
3.	Computing	The design and application of processes and technologies associated with computer *systems*
4.	Software	Series of instructions that direct the activities of a computer
5.	IT	Information Technology
6.	Digital Divide	The disparities existing in access to and use of Information Technology (IT) 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 IT access, basic IT usage, and IT applications among countries and peoples.
7.	Professional	An individual engaged in computing or in the practice of Information Technology and registered with Computer Professionals (Registration Council of Nigeria)
8.	Member	An individual or corporate body registered by the Society
9.	The Council	The National Executive Council of the Society
10.	Council Member	A member of The Council
11.	IG	Interest Groups either established under NCS or incorporated at the formation of NCS
12.	PIG	Pioneer Interest Group

13.	ITAN	Information Technology (Industry) Association of Nigeria
14.	ISPON	Institute of Software Practitioners of Nigeria
15.	ISPAN	Internet Service Providers Association of Nigeria
16.	CPN	Computer Professionals (Registration Council of Nigeria)
17.	AGM	Annual General Meeting
18.	NACOS	National Association of Computing Students (A Student body of Nigeria Computer Society)

ii. PREAMBLE

The Nigeria Computer Society (NCS) was formed in 2001 to replace Computer Association of Nigeria (COAN; established in 1978) to serve as the umbrella body for Computer and Information Technology profession and industry in Nigeria. This was based on a consensus reached by ITAN, ISPON and ISPAN to become Pioneer Interest Groups of NCS.

1. ARTICLE I – NAME

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

2. 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, industry and the Nigeria Society as a whole. 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:

i)   To promote the education and training of Computer & Information Scientists, Computer Engineers, Software Engineers, Information Architects, and Information Technology & Systems Professionals.

ii)   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.

iii)   To promote the interchange of information about the sciences and arts of information processing and management among specialists and the public.

iv)   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.

v)   To promote and protect the professional interests of its members.

vi)   To advise members, governments, other competent authorities, and the general public, on national and international policy matters affecting the computing, information & systems technology industry.

vii)   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.

viii) 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.

ix) To contribute to the formulation of polices the development and assessment of educational and training curricula relating to the profession.

x) 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.

xi) To advocate for the recognition by Government of that complex of issues and concepts subsumed in the "Digital Divide".

xii) To collaborate with relevant governments, institutions, and organisations in proffering solutions to the issues of the "Digital Divide".

xiii) To institute National merit awards for deserving members of the Society and other promoters of Information Technology.

xiv) To undertake any other duties incidental for the purpose of achieving the objectives of

the Society.

3. ARTICLE III – MEMBERSHIP CATEGORIES

3.1 Membership is open to every person involved either directly or indirectly in Computer Science, and Information Technology & Systems. There shall be four classes of membership:

(a) Professionals

(b) Sub Professionals

(c) Non-Professionals

(d) Corporate

3.2 The requirements for each class shall be under continuous review in order that the Society can respond rapidly to changing situations arising from new developments.

3.3 The professional grades are:

      (a) Fellow

      (b) Member

      (c) Associate

3.4 Sub Professional grades

      (a) Graduate

      (b) Technologist

      (c) Artisan

      (d) Certified User

      (e) Student

3.5 Non-Professional grades are:

      (a) Honourary Fellow

      (b) Honourary Member

      (c) Affiliate

3.6 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.

3.7 Those interested in computing and wishing to support the activities of the Society may join individually as Certified Users.

3.8 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.

3.9 Every applicant for NCS membership shall pay a stipulated non-refundable application processing 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 and submit a letter of attestation from his/her head of department before receiving an application form.

3.10 Voting rights are restricted to the Professional grades and the Corporate Members.

4.   ARTICLE IV – MEMBERSHIP QUALIFICATIONS, REGISTRATION AND CESSATION OF MEMBERSHIP

4.1   Membership Registration

Registration of various categories of members including those of corporate organizations under the IGs shall be effected on the unified registration form in which the applicant shall choose his/her membership category or preference in accordance with the criteria specified below. Furthermore, IGs and NCS corporate members must ensure that their members of staff register with NCS. Thereafter, NCS and the IGs shall encourage the registered members to register with CPN to complete the professional practice registration process.

4.2   Selection of Interest Group(s)

New members shall be required to select at least one Interest Group of NCS and process single payment for the NCS and the Interest Group(s).

4.3   Professional Membership

A 1. 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) Be 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 position of senior management responsibility.

ii) Has professional activities and achievements justified and accepted as an authority in the profession.

iii) Be considered by the Society to be fit and proper person to be so recognized.

iv) Holds a certificate of an examination or examinations recognized by the society for the membership grade.

v) Has his/her application sponsored by two Fellows in writing and in such manner as the Society may, from time to time, prescribe.

vi) Applicant for Fellowship grade must have 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.

vii) Must have been registered by CPN for at least 3 years.

OR

A2

i. First Degree (HND or BSc.) in Computer Science/Information Technology or any related discipline

or

Computer Professional Examination (CPE Stage II).

ii. Practicing IT for minimum of Twenty (20) years

iii Must have registered with NCS and CPN or concurrently registering with the Fellowship application.

Iv. Must pay special admission fee to be determined by the Council.

v. Must also fulfil A1 ii, iii, v.

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 Information Technology related discipline together with a minimum of three (3) years and two (2) years professional experience respectively may be considered. He or she must have passed CPN final professional examination.

Iii Must not be below the rank of a Computer Programmer/Developer or its equivalent.

Iv   A holder of a certificate of an examination recognized by the Society for the membership grade with not less than five years relevant professional working experience.

V   Anyone considered by the Society to be a fit and proper person to be so registered.

Vi   Has his/her application sponsored by two Fellows or by one Fellow and two full members.

OR

Vii Graduates of other disciplines who have been practising IT for a minimum of Ten (10) years and holding important positions like CIO, CTO, and Head of IT departments in their organizations, with relevance and recognised professional certifications in computing (Computer Science, Information Technology, Software Engineering, Network Administration, Cybersecurity, Computer Engineering, Data Science, etc. awarded by national and international training institutions. These professional certifications must have been acquired a minimum of ten years ago. This category of graduates may also be subjected to interview

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 must possess:

I   A pass in the CPN intermediate professional examination or an equivalent qualification.

Ii   A university Degree in Computer Science or Information Technology related discipline.

Iii   Anyone who has passed the minimum examination prescribed by the Society together with a minimum of 3 years professional experience.

Iv   Anyone with a University Degree in fields other than Computer Science, or its equivalent, and a minimum of five (5) years of recognized professional experience in computing will be considered for Associate membership subject to the approval of the Council.

V   Anyone that is otherwise considered by the Society to be a fit and proper person to be so registered; and,

Vi   Has his/her application sponsored by two full members in writing in such a manner as the Council may, from time to time, prescribe.

OR

vii. Graduates of other disciplines who have been practising IT for a minimum of Five (5) years and holding important positions like CIO, CTO, and Head of IT departments in their organizations with relevance and recognised professional certifications in computing (Computer Science, Information Technology, Software Engineering, Network Administration, Cybersecurity, Computer Engineering, Data Science, etc. awarded by national and international training institutions. These professional certifications must have been acquired a minimum of five years ago. This category of graduates may also be subjected to interview.

OR

viii. A graduate of Computer Science or Information Technology related discipline who has been a student member for not less than two (2) years while in school.

4.4   Sub – Professional Membership

a)   Graduate Member

This grade is open to those who fulfill any of the following conditions:

i)   A university Degree in Computer Science or Information Technology related discipline.

ii) A certificate adjudged equivalent to CPN Intermediate professional Examination with a minimum of three years' experience

iii) Must have passed the minimum examination prescribed by the Society.

iv) Has his/her application sponsored by two full members in writing in such a manner as the Council may, from time to time, prescribe.

b) Technologist Membership

Must have passed the CPN first stage professional examination or has an OND/NCE certificate in Computer Science from recognized Institution.

c) Artisan Membership.

I. **Licentiate**: This grade is open to anyone who fulfill the following conditions:

1) Be at least eighteen years of age;

2) Must have passed an examination prescribed by the Society; (CPN Intermediate Professional Examination or its equivalent)

3) Must have attained a computer training for at least one year or has worked for two years in computer environment; and

4) Must have passed at credit level in at least five subjects in not more than two sittings in WASC and or GCE or SSCE.

5) Has his/her application sponsored by two members not below the rank of Member.

II. **Certified User:** This grade is open to those who fulfill the following conditions:Be at least eighteen years of age and,

1) Be a graduate of a numerate discipline or any other relevant discipline and

2) 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) Must have passed examination(s) conducted and certified by international IT bodies so accredited by the Society as suitable qualification for the cadre of Certified User

d) **Student**: This grade is open to anyone who fulfills the following conditions:

    a. Be at least sixteen years of age.

    b. Must be currently undergoing a course of study in computing science or Computer Engineering or IT related discipline in a University or Polytechnic or College of Education or other Institutions of Higher learning recognized by the Society.

    c. Must be member of NACOS of Tertiary Institution recognized by the Society.

4.5 Non – Professional Membership

a) **Honorary Fellow**: This grade is open to anyone who fulfills the following conditions:

1) Be at least thirty years of age and has made significant contributions to the course of computing in other various areas of endeavour; and

2) Be 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 the Council

b) **Honorary Member:** This grade is open to those who fulfill the following conditions:

1) Be at least thirty years of age and has made significant contributions to the course of computing in other various areas of endeavour; and,

2) Be considered by the Society to be fit and proper person to be so registered.
3) His/her Conferment is at the discretion of the Council

c) **Affiliate Membership**: This grade is open to those who fulfill the following conditions:

1) Must have attended computer training for at least one year or has worked for 2 years in a computer environment; and

2) Have 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

3) Has application must be sponsored by two members not below the rank of Associate.

4.6 Corporate Membership:

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) Be a body Corporate; whose activities involve the practice, teaching, sale, support or consulting in Computer Science, Software development, Computer engineering and other specialties of Information Technology.

ii) Has one Fellow, one Full Member or two Associate Members who are in good standing and are permanent staff of the organisation.

4.7 Patron:

The Society may confer the title PATRON on a deserving person who has made significant contributions to the growth of the profession and the objectives of the Society.

4.8   Grand Patron:

The Council 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.

4.9   Use of Designatory Letters by Members.

Any member 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:

    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"

4.10   Ethics & Discipline

Ethics speak to the standards, norms, principles, core values and ways of doing things in a decorous manner for the common good of all. The ethics and disciplinary policies and measure of the Society are governed by the Constitution and Code of Conduct of Nigeria Computer Society. The code of conduct document provides the ethical principles and guidelines for the professional practice of members

4.11   Cessation of Membership

i)   Any Member Shall ipso facto ceases to be a member of the Society:

    a)   If he/she is adjudicated a bankrupt or suspends payment of compounds with his creditors.

    b)   In the case of an individual member, if he/she is found to be a lunatic or is medically certified of unsound mind.

    c)   If he/she has neglect, for twenty-four (24) months, to pay annual subscription as provided by Article 4.10.iii hereunder, or if he/she has persistently neglected or refused to pay any other monies, which, may be due to the Society, but may be readmitted at any meeting of

Council by resolution and payment of subscription or other dues in arrears

d) If he/she has been convicted and/or imprisoned for any criminal offence involving dishonesty.

e) If he/she neglects or refuses to comply with the constitution and Byelaw of the Society for the time being after a written notice sent by registered post to the last known address registered with the Society, by the President, on the instructions of the Council directing his attention to such neglect or refusal.

f) A Member may voluntarily withdraw his/her membership of the Society in writing through his/her Chapter to the Chairman of Ethics Committee for consideration by the Council

4.12   Expulsion of Member

The Council shall have powers on all members and authorized representatives of corporate members, which power shall be exercised in accordance with the provisions of this constitution.

a) A member who is alleged of misconduct subject to the provisions of Articles IV.4 shall be notified in writing within twenty-one clear days forwarded to him by registered post to the last known address with the Society, and upon response in writing to the President of intention to appear, shall be heard by the Council, either in person or through duly authorized agent. Alternatively, or in addition, he may put in written statement which shall be taken into consideration.

b) Any person who has been investigated 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.

c) Any person so expelled from the Society or voluntarily withdrawn from the Society must return his/her membership certificate and all other documents belonging to the Society in his/her possession.

4.13   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 first day of the Society's financial year.

4.14   Arrears of Subscriptions

A member whose subscription is in arrears and is duly notified cannot vote, and where such subscription is twenty-four (24) months overdue, all privileges of membership will be forfeited. The council may take any necessary step(s) in recovering of arrears of subscription including the publication of names of defaulters. Such 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

4.15   Register of Members

a)   Subject to article 2 of the constitution the Secretary to the Council 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 current members shall be inscribed in the Register together with the names of their duly authorised representatives.

b)   Corporate 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.

5.   ARTICLE V – THE NATIONAL EXECUTIVE COUNCIL

The Society shall have a governing council to be known as the "National Executive Council" which shall be responsible for policy making and general administration of the Society

5.1 Composition

The composition of the Council shall include the following:

a)   **Elected Members:**

   i)   The President

ii)   Deputy President

iii)   Chairman, Audit Committee

iv)   Chairman, Publicity, Events and Trade Services Committee

v)   Chairman, Conferences Committee

vi)   Chairman, Ethics and Discipline.

vii)   Chairman, Innovation, Research and Development

viii)   Chairman, Education and Manpower Development

ix)   Chairman, Credentials Committee

x)   Six (6) Zonal Coordinators and Representatives to the **CPN Council** each representing the Chapters in each of the six geo-political zones of the Country.

b)   **Statutory Members**

i)   The Immediate Past NCS President

ii)   President of CPN

iii)   Presidents of IGs

iv)   The Executive Secretary

c) **Observatory Member.**

i)   President (Nigeria Association of Computing Students (NACOS))

d) Tenure and Responsibilities of Office

a)   The tenure of office of all elected officers shall be 2 years subject to a maximum of two terms in the same post.

b)   The President is the Chief Accounting Officer of the Society and shall exercise this function in line with the Financial Procedures of the Society.

c)   The Deputy President shall supervise and exercise oversight functions over the activities of the zones through the 6 Ex-officio members from the 6 geo-political zones while the 6 Ex-officio members shall supervise all state Chapters within their respective zone.

d) The Executive Secretary, a non-voting member of the Council, shall be a full-time functionary, appointed by the Council for a term of 4 years which is renewable for a second 4-year term, subject to satisfactory performance and the Council approval. He/she is the Chief Administrative Officer of the Society

5.2   Functions of the Council

a) It shall prepare or cause to be prepared by the President and submit for the approval of the National Executive Council (NEC) following 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.

b) It shall have power to take offices or acquire premises for the use of the Society and to appoint an Executive Secretary and such other officers which in its opinion are necessary for the due conduct of the business of the Society, to engage professional assistance and to make regulations concerning conditions of service and remunerations for all appointed persons or employed by it.

c) Subject to the provisions of this constitution and these Articles, to call its own meetings and regulate its own proceedings, to manage and supervise the affairs and act in the name of the Society

d) The Council shall hold meetings (Physical and/or online) at least once every quarter to plan and review the Society's activities and deal with emerging and prevailing issues. Any Council member who fails to attend the NEC meeting three (3) consecutive times stands suspended and be referred to the Ethics & Disciplinary Committee for advice. All rights / privileges as NEC member are withdrawn while on suspension.
If the affected member is from Interest Group/ Stakeholder, a replacement could be nominated from the Interest Group/Stakeholder in the interim

e) The Society and the Council's Representatives must attend CPN's and Interest Groups' meetings to present the Society's position and foster Profession/Industry integration and congruence of action.

f) To give an account of its stewardship at the Annual General Meeting

5.3 Powers as to Bye Laws and Procedures

i) The Council shall have power to make, alter, or revoke Byelaws and Procedures for carrying on the business of the Society, provided always, that the Byelaws and Procedures in force shall not be repugnant to the constitution. Any suggested alteration of any Byelaw or Procedure should be given to each member of the Council in the notice of the Council meeting at which the alteration is to be considered. In the event of any alteration being approved, it shall become operative immediately.

ii) 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, 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.

5.4 Finance and General-Purpose Committee (F&GPC)

a) This is a committee of the Council which shall be responsible for financial oversight functions of the Society. All Capital Expenditures above the threshold stated in the Financial Procedure must be approved by the Council, on the recommendation of the Committee.

Members:
   i) The Chairman
   ii) Director of Finance
   iii) Executive Secretary

iv) Two other members of the Council who have experience in financial matters.

b) The Deputy President or any NEC member on the recommendation of NEC shall act as the Chairman

c) The quorum for the meeting is any three which must include the Chairman and one member of the Council.

5.5 **Ad hoc Committees**

      i) The Council may from time to time appoint committees as may be necessary and 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 the committees.

      ii) In special circumstances, non-members of the Society may also be co-opted.

6. ARTICLE VI – ELECTORAL PROCESS

1) The Council shall appoint an Electoral Committee in each even-numbered year. This committee will receive nominations of candidate (s) for each elective office and secure acceptance of nominees. Members are to be appointed at least six (6) months before an election.

2) Elections shall be held biennially, and voting shall be by secret ballot and or e-voting.

3) There shall be a transition period and hand over date of not later than 30 days after an election.

4) All activities relating to election shall be guided by the Electoral Guidelines.

7. ARTICLE VII – FUNCTIONS OF OFFICERS

7.1 President: Duties include**:**

  a) Convening 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 other functions as may be delegated by Council either fully or in part, under 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 annual budget of the society approved by the National Executive Council

     iv) all matters relating to the external relations of the Society

7.2 Deputy President: Duties include:

  a) Assisting the President in the discharge of 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) Supervision of zones

7.3 Chairman, Audit Committee: Shall perform the following duties:

  a) To review the account of the Society quarterly, and additionally as may otherwise be deemed necessary.

  b) To liaise with the External Auditor on the account of the Society

  c) To submit audit report to the next Annual General Meeting.

  d) Ensure financial procedures are adhered to

Members of the Committee shall be:

i) Chairman Audit Committee
ii) Chairman Ethics and Disciplinary Committee
iii) Three other members of the Society who have experience in financial matters.

The quorum for the meeting is any 3 members including the Chairman.

7.4 Chairman, Publicity, Events and Trade Services Committee shall perform the following duties:

i) Plans and co-ordinates events that drive the attainment of the objectives of the Society such as exhibitions, trade shows, summits, Awards etc.

ii) Generates fund from such exhibitions, trade shows etc.

iii) Co-ordinates for synergy in IT industry – wide exposure of products for export – software, hardware, and services.

iv) Collaborates with relevant bodies/authorities, government, corporate organizations to arrange programmes/events as approved by the Society/Council.

v) Implements a domestic and foreign engagement policy spanning initiatives for the propagation of information technology application to life in the global village.

vi) 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.

vii) Co-ordination of the interaction and growth of interest groups within the information technology stakeholder community.

viii) To articulate and proactively manage the corporate brand identity with emphasis on communicating the vision and continuing relevance of information to national socio-economic goals

ix) Publication of Newsletters and circulation to members and corporate organisations.

x) Solicits for advertisement of products and services in the newsletter.

7.5   Chairman, 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)   Shall have the power to 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) Shall provide a supplementary revenue source 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)   Shall be responsible for complete and timely accounting and reporting for all the activity income and expense of Conference on a regular basis to the Council.
a)   accounting shall be on individual activity basis.
b)   Maintain an impress account for the purpose of organizing conferences.

v)   Should 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

7.6 Chairman, Ethics and Disciplinary Committee-

The Ethics and Disciplinary Committee shall have the following responsibilities.

i) Arbitration and ombudsman to internal and external public on issues relating to the direct activities of individual and corporate members.

ii) Advise on ethical framework for maintenance of professional standards on conduct and practice.

iii) Advice on disciplinary methods and procedure for erring members

iv) Advise on ethical issues

v) Conducts and concludes all reported ethical or disciplinary issues within six months.

7.7 Chairman, Innovation, Research and Development Committee

i. Unveils innovations in IT and coordinates domestic and international requirements for IT research, global trends, 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. ii). 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. Handles any other publication(s) as the Council may deem necessary from time to time

7.8 **Chairman, Education and Manpower Development Committee:**

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

i) Formulation of draft policy on educational programmes for the approval of the Society.
ii) Implementation of the Society's policy on education.
iii) Developing and reviewing syllabus for and conducting Professional Examinations approved by the Society.
iv) Planning and implementing manpower development programmes as approved by the Society.
v) Representing the Society on all educational matters.
vi) Encouraging the spread of Computer knowledge at all levels.
vii) Revenue generation from examinations and other manpower development programmes.
viii) Handling of the NCS Scholarship Scheme

7.9 Chairman, 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 the Council.
ii) In case of 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.

TAKE NOTICE THAT 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

7.10 Executive Secretary: Duties include:

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 Council in the running of various Committees

d) Preparing the following key documents for consideration and consent of the President

    i) 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) Performance Management System for the Secretariat including training of staff on operational procedures

    iii) Written strategies for creating broad awareness of the Society with a view to engendering goodwill and a positive disposition to the Society.

    iv) Internal memorandum 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 to collect members subscriptions as at and when due.

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

m) Perform other duties as may be directed by the Council for the growth of the Society

8. **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." Members shall be appointed by the Council (with input from College of Fellows) and ratified by the AGM.

2) **Number:** There shall be not less than 9 (nine) Trustees for the Society as follows: maximum of 1 (ONE) each from Interest Groups, 1 (one) re-elected from the incumbent Board, 1 (ONE) from stakeholder community (non-IT professional).

a) **Function:**

Trustees shall be the legal custodians of the properties of the Society and shall be 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 Society.

b) **Qualifications:**

i) A Trustee must be a resident Nigerian.

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-recognisance. 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.

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/she:

    a) Resigns his office

    b) Ceases to be member of the registered Trustees of the NIGERIA COMPUTER SOCIETY.

    c) Becomes insane.

    d) Is officially bankrupt.

    e) Is convicted of a criminal offence involving dishonesty by a court of competent jurisdiction.

    f) Is recommended for removal from office by an appropriate Committee and approved by majority votes of members present at a General Meeting of or

    g) Ceases to reside in Nigeria

    h) He is dead

iv) Upon any vacancy occurring in the number of Trustees, The Council with input from the College of Fellows shall appoint an eligible member of the 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.

9. 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 anyone to be appointed as a member of the Board of Trustees.

3) The functions of the College shall be advisory to the National Executive Council.

4) The College will assist as a lobby group in supporting the goals and objectives of the Society.

5) The Provost shall be the Chairman of the College

10. **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) Extra-Ordinary General 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 EGM. The procedure shall be as for the Annual General Meeting.

5) Quorum:

   a) The quorum at all general and EG meetings shall be fifteen percent (15%) of the voting members not less than 25 members.

   b) Forty percent (40%) (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 except for quorum otherwise specified in the Constitution for specific committees.

11. **ARTICLE XI – FINANCE**

1) **Entrance (Registration) Fees and Annual Subscription**: Entrance fees payable by various categories shall be prescribed by the Council from time to time.

2) The annual subscriptions of NCS are subject to periodic review by the Council, and payable on first day of the Society's financial year (01dd/05mm/year).

3) A member who is in arrears of subscription as stipulated under cessation of membership shall cease to exercise all the rights of membership until such arrears are settled.

4) **Signatories:** The President, the Deputy President, the Executive Secretary, and any member appointed by NEC, in line with the Financial Procedure, shall be the signatories to the Account of the Society.

5) External Auditor: An external Auditor shall be appointed at the A.G.M.

6) **Fund and Disbursement:** The financial procedure of the society shall form the basis of all payments and financial transactions, and be subject to Audit Committee procedures and guidelines

12. ARTICLE XII - INTEREST GROUPS

1) **Eligibility:** A group of members or professionally related existing body or association 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) financial members for individuals only or fifteen (15) for corporate bodies respectively

   c) Have at least the following officers: President, Secretary and Treasurer all of whom shall hold office for a maximum of two terms of two years each.

   d) Demonstrate ability to meet their Organisational and financial responsibilities

   e) Present a constitution to which all the members must subscribe, which defines the Group's structure and regulates its activities. The constitution must affirm allegiance to NCS as the Umbrella

Body of the profession and compel regular meetings of the Group at least twice a year, 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) **Council Approval and Membership**: Approval shall be given by way of a Certificate upon approval by The Council.

13.   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 twenty-five (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 the Council for consideration and approval

   e) Adopt the standard operational guide developed by the Council 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) **The Council Approval and Membership**: Approval shall be given by way of Inauguration at which a Chapter Certificate shall be presented upon approval by the Council.

14. **ARTICLE XIV – THE SOCIETY 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 Deputy President

    iii) The Provost

    iv) The Immediate Past President of the Society

    v) Two (2) appointed Presidents of IGs (to be determined on rotational basis among all IGs)

    vi) The Chairman, Education and Manpower Development Committee

    vii) The Immediate Past President of CPN

    viii) Six (6) Zonal Coordinators who shall come from and represent each of the six geo-political zones of the country and shall be elected during the Annual General Meeting of the Society

15. **Article XV – SECRETARIAT ADMINISTRATION**

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

16. **Article XVI – BYE LAWS AND PROCEDURES**

The Council shall develop and maintain the following Byelaws and Procedure manuals which shall be updated from time to time to guide the proceedings and activities of the Council in the discharge of its duty to the Society:

    i)   Staff handbook

    ii) Electoral Guidelines

    iii) Operational Guide for Chapters

    iv) Code of Ethics

    v) Financial Procedures

vi)   Management Procedure
vii) Protocol Procedure
viii) College of Fellows

1. A register of approved Bye Laws and Procedures of the Society shall be maintained and updated from time to time as approved by the Council
2. The Council shall ensure all Bye Laws and Procedures do not violate or contradicts any Article of the constitution
3. Bye Laws and Procedures shall be approved by a simple majority of the General meeting
4. All approved Bye Laws and Procedures shall be read as and shall constitute addendum to the constitution

17.   ARTICLE XVII – AMENDMENTS

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 sixty (60) 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 present at the Annual General Meeting.

SIGNED:

Prof. Adesina S. Sodiya
President, Nigeria Computer Society.