



# **BYE – LAWS**

*For*

## **STATE CHAPTERS**

**2020 REVISED EDITION**

## TABLE OF CONTENTS

1. Table of Content	i
2. Abbreviation	ii
3. Preamble	iii
4. Section I - Introduction	1
5. Section II – Aims and Objectives	1
6. Section III – Chapter Formation	1
7. Section IV – Other Chapters' Matters	2
8. Section V – Chapter Executives	3
9. Section VI – Election	7
10. Section VII – Meetings	7
11. Section VIII – Sources of Fund	8
12. Section IX – Ethical Rules	8
13. Section X – Obligations to the National Executive Council	8
14. Section XI – Amendment Procedure	9
15. Reviewers and Commencement date	10

## **ABBREVIATIONS**

<b>NCS:</b>	<b>Nigeria Computer Society – The Society</b>
<b>COAN:</b>	<b>Computer Association of Nigeria</b>
<b>IT:</b>	<b>Information Technology</b>
<b>AGM:</b>	<b>Annual General Meeting</b>
<b>AIC:</b>	<b>Annual International Conference</b>
<b>ES:</b>	<b>Executive Secretary</b>
<b>EXCO:</b>	<b>Chapter Executive</b>
<b>CPN:</b>	<b>Computer Professionals Registration Council of Nigeria</b>
<b>EGM:</b>	<b>Extra Ordinary General Meeting</b>
<b>EM:</b>	<b>Emergency Meeting</b>
<b>PV:</b>	<b>Payment Voucher</b>
<b>NEC</b>	<b>National Executive Council</b>

## PREAMBLE

**The Nigeria Computer Society (NCS)** is the umbrella organization of all Information Technology Professionals, Interest Groups and Stakeholders in Nigeria. Formed in 1978 as Computer Association of Nigeria (**COAN**); and Transformed into **NCS** in 2002 as a result of harmonization with other Stakeholders and Interest Groups. NCS is the national platform for the advancement of Information Technology Science and Practice in Nigeria. With a subscription to provisions of the constitution of Nigeria Computer Society (NCS), the following Bye-Laws are made this day by the Society for effective operations of its State Chapters.

## **SECTION I: INTRODUCTION**

These By-Laws lay down the procedure for effective organization, operation and promotion of activities in Chapters of the Nigeria Computer Society (NCS). The procedures defined therein, are guided by the provisions of the NCS constitution. Where any provision of these Bye-Laws conflicts with the constitution of NCS, the later supersedes.

## **SECTION II: AIMS AND OBJECTIVES**

- a) To work with the National Executive Council (NEC) in promoting Information Technology practice in Nigeria.
- b) To stimulate and attract corporate interest in Information Technology (IT) development at the State in particular and Nigeria in general.
- c) To support the mobilization of resources for the growth and development of the Nigeria Computer Society at the State level.
- d) To provide relevant information and knowledge in order to keep members of the Society constantly abreast with technological advancements at the state level.

## **SECTION III: CHAPTER FORMATION**

### **A) ELIGIBILITY:**

Members in a State of the Federal Republic of Nigeria can form a Chapter of NCS provided they comply with the following conditions:

- i) Have at least twenty five (25) financial members, which might be combination of individual and corporate membership categories
- ii) Have the following officers: Chairman / Chairperson, Vice Chairman / Vice Chairperson, Immediate Past Chairman / Chairperson, Secretary, Financial Secretary, Treasurer and Publicity Secretary. State Chapter may create additional positions based on their needs but subject to Approval from National Executive Council (NEC).
- iii) Demonstrate ability to meet their Organizational and financial responsibilities towards Nigeria Computer Society (NCS).
- iv) Submit a formal application for registration to NEC for consideration and approval

## **B) OPERATIONAL GUIDELINES:**

- i) Adopt the standard operational guide developed by NEC and adhere to the conditions prescribed therein for the regulation of their activities and finances.
- ii) 2/3 majority of state executive members can call for a meeting of the Chapter.
- iii) The state AGM has the responsibility to remove any executive member for any form of gross misconduct and that decision should be communicated to NEC immediately.
- iv) Any member suspended by NEC shall not be eligible to participate in the Society activities.
- v) Any case of gross misconduct will be referred to NCS Ethics and Disciplinary Committee for necessary investigation and adjudication and then pass to NEC for approval.
- vi) No State Chapter should design any other membership form except the National Secretariat.
- vii) State Chapters can or should have at most three zones for effective coordination of NCS activities.
- viii) The zonal representatives should be members of State Executive and report to the State Exco.

## **C) RESPONSIBILITIES OF CHAPTERS**

The Chapters shall have the following responsibilities;

- i) Work towards achieving the Aims and Objectives of the Society.
- ii) Organize meetings of the State Chapters.
- iii) Organize professional and educational programmes for the development of members of the State Chapter and citizens of the state.
- iv) Work with relevant Stakeholders to coordinate IT development in their various states.
- v) Provide advice to members of the National Executive Council (NEC) through the Deputy President on matters affecting the stability and well-being of the Society.
- vi) Report unethical and unprofessional practices to NEC.
- vii) Give necessary supports to the activities of the Society.

## **SECTION IV: OTHER CHAPTERS' MATTERS**

- i) The NEC shall give approval to any intending Chapter that meet the conditions stated above. Such approval shall be communicated in writing by the Executive Secretary to the leadership of the Intending Chapter.
- ii) Inauguration of new or resuscitated Chapter shall hold at the s Annual General Meeting (AGM) of the Society (State Chapter or National).
- iii) The inauguration of Chapters shall be supervised and coordinated by the Deputy President

- iv) Chapter Certificate is presented during Annual International Conference and AGM
- v) Chapter Certificate is valid for five years and may subsequently be renewed by applying to the Executive Secretary
- vi) Letters of recognition shall be issued by NEC to the elected Chairman of Chapter. The Chairman will then issue Letter of Confirmation of election to other elected officers.

## **SECTION V: CHAPTER EXECUTIVES**

A Chapter shall have a governing Executive to be known as the “Chapter Executive” (hereafter referred to as Exco) responsible for the day – to – day running of the Chapter.

### **A) COMPOSITION**

The composition of Exco shall include the following Elected Members:

- I. The Chairman / Chairperson
- ii. Vice Chairman /Vice Chairperson
- iii. Immediate Past Chairman / Chairperson
- iv. Secretary
- v. Financial Secretary
- vi. Treasurer
- vii. Publicity Secretary

### **B) TENURE**

Every elected officer shall hold office for a period of 2 years each, up to a maximum of 2 terms in the same post if reelected by Chapter members. Protem officers can only serve for one year. Failure to abide by these, the National Executive Council of Nigeria Computer Society will not recognize such Exco.

### **C) QUALIFICATIONS**

#### **I) OFFICE OF THE CHAIRMAN / CHAIRPERSON**

- a. To qualify for office of the Chapter Chairman, the candidate must have been a full member of the Society for not less than three (3) Years
- b. Must have registered as a full member with Computer Professionals Registration Council of Nigeria (CPN) for at least one year
- c. Attended at least two Conferences in the last three years
- d. Must be in good financial standing with NCS (i.e. pay NCS yearly membership subscriptions as at when due)
- e. Where this is not possible, an interim Chairman shall be appointed.

**II) OFFICE OF THE VICE CHAIRMAN / VICE CHAIRPERSON**

To qualify for the office of the Chapter Vice Chairman / Vice Chairperson, the candidate must have been a full member of the Society for not less than three (3) and one year as a CPN member, attended at least two Conferences and in good financial standing with NCS. Where this is not possible, an interim Vice Chairman shall be appointed.

**III) IMMEDIATE PAST CHAIRMAN / IMMEDIATE PAST CHAIRPERSON**

To qualify for the office of Immediate Past Chairman / Immediate Past Chairperson, the candidate must have been Immediate Chairman/Chairperson of the Chapter.

**IV) OFFICE OF THE SECRETARY**

To qualify for the office of the Chapter Secretary, the candidate must have been a full member of the Society for not less than two (2) years and one year as a CPN member and in good financial standing with NCS. Where this is not possible, an Interim Secretary shall be appointed.

**V) FINANCIAL SECRETARY**

To qualify for the office of the Chapter Financial Secretary, the candidate must be a registered member of the Society and in good financial standing with NCS.

**VI) OFFICE OF THE TREASURER**

To qualify for the office of the Chapter Treasurer, the candidate must be a registered member of the Society and in good financial standing with NCS.

**VII) OFFICE OF THE PUBLICITY SECRETARY**

To qualify for the office of the Chapter Publicity Secretary, the candidate must be a registered member of the Society and in good financial standing with NCS.

**D) JOB DESCRIPTIONS FOR NCS CHAPTER EXECUTIVE OFFICERS**

**1. CHAIRMAN / CHAIRPERSON**

The Chairman / Chairperson shall be the Chief Accounting Officer of the Chapter.

He / She shall also perform the following functions:

- a. Initiate all meetings of the Chapter.



- b. The Chapter Chairman / Chairperson should report to the NCS Deputy President through their Zonal Coordinator, and liaise with Zonal Coordinator in organizing Local Chapter activities eg Conferences, Chapter Election etc
- c. Preside at all meetings of the Chapter including the Chapter Executive (CE) meetings.
- d. With the consent of the other elected council members appoint any other officer of the Chapter to form committees.
- e. Be the A signatory (main) to the Chapter's bank account(s), Mandate of the Chapter Bank account must be A Signatory with either B or C Signatory. Meaning that, if the Chapter wishes to have C signatory they can, but the mandate must be A signatory with either B or C signatory.
- f. Fulfill such other duties as may be assigned by the Annual General Meeting of the Chapter.
- g. Domicile all policies and objectives of the National Executive .
- h. Liaise with the National Secretariat on all matters on behalf of Chapters members.
- i. Form committees to assist in the dispensation of duties not specifically stated herein.

## **2. VICE CHAIRMAN / VICE CHAIRPERSON**

The Vice Chairman / Vice Chairperson shall assist the Chairman in the discharge of his/her duties.

He/she shall also perform the following functions:

- a. Deputize on behalf of the Chairman/Chairperson on all matters as assigned to the duties of Chairman / Chairperson.
- b. Provide oversight on committees formed for specific projects and assignments.
- c. Preside over meetings in the absence of the Chairman or when assigned by the Chairman/Chairperson to do so.
- d. Assume the position of the Chapter Chairman / Chairperson in the event of the Chairman's/Chairperson's resignation, death or incapacitation.
- e. Perform such other duties as may be assigned by the Chairman/Chairperson or the Exco.

## **3. IMMEDIATE PAST CHAIRMAN/ IMMEDIATE PAST CHAIRPERSON**

- a. He/she shall serve as an adviser to the Chairman/Chairperson and the Committee.
- b. He/she shall perform other roles or functions as deemed fit by the Chairman/Chairperson or Exco

#### **4. SECRETARY**

The Secretary shall be the custodian of all files and documents of the Chapter.

He/She shall also perform the following functions:

- a. Take the minutes of all meetings of the Council, general meetings, emergency meetings and Annual General Meetings of the Chapter.
- b. Send notifications for meetings after consultation with the Chairman / Chairperson.
- c. Send other messages or notifications as directed by the Committee.
- d. Handle all correspondence as directed by the Chapter, Council, or the Chairman / Chairperson.
- e. Perform such other duties as may be assigned by the Chairman / Chairperson or the Exco

#### **5. TREASURER**

The Treasurer shall be the custodian of all Chapter funds and its disbursement.

He/she shall also perform the following functions:

- a. Be the custodian of the Chapter's bank cheque books.
- b. Be the B signatory to the Chapter's bank accounts.
- c. Handle all bank transactions of the Chapter.
- d. Reconcile bank statements with financial records.
- e. Perform such other duties as may be assigned by the Chairman /Chairperson or the Exco.

#### **6. PUBLICITY SECRETARY**

The Publicity Secretary shall be the mouthpiece of the Chapter to the public.

He / She shall also perform the following functions:

- a. Disseminate to the public any information of the Chapter as directed by the Committee.
- b. Be in charge of promoting the NCS or Chapter activities on reputable social media platforms.
- c. Suggest to the CE ways to promote the Chapter in the public.
- d. Be in charge of the management of the Chapter's website.
- e. Give annual report of the office at least two (2) weeks before AGM.
- f. Perform such other duties as may be assigned by the chairman or Exco.

## **7. FINANCIAL SECRETARY**

The Financial Secretary shall be the Financial Adviser/Manager for the Chapter.

He/ She shall also perform the following functions:

- a. Collect all monies accruing to the Chapter and handover same to the Treasurer for onward payment to the bank account.
- b. Keep details of financial records of the Chapter.
- c. Issue receipt for monies collected on behalf of the Chapter and receives receipts for all monies paid by the Chapter.
- d. Prepare payment vouchers (PVs) for all expenses and payment requests.
- e. Keep all banking records and or transactions of the Chapter and also receive bank messages on behalf of the Chapter.
- f. Render accounts to the Chapter both at general meetings and AGM.
- g. Perform such other duties as may be assigned by the chairman or the Exco.

## **SECTION VI: ELECTION OF OFFICERS**

- a. Election into offices shall be during the Chapter's AGM and in accordance with the electoral guidelines.
- b. Electoral Committee shall be formed by State Exco not later than 90 days before AGM / elections.
- c. Eligibility for election: As stated in SECTION 5a, b, c
- d. Election is by simple majority

## **SECTION VII: MEETINGS**

- a) There shall be regular meetings of the Committee. This must take place at least once in two months.
- b) A Chapter must hold regular meetings, at least once in a quarter.
- c) A Chapter must hold an Annual General Meeting once a year at which an Annual Report must be presented.
- d) Elections of the Executives to be held every two years at AGM.

## **SECTION VIII: SOURCES OF FUND**

- a) The Chapter executive committee in consultation with its members shall agree on a certain amount to be paid monthly or annually for running of the Chapter affairs.
- b) Members may be required to pay special levy or contributions when the need arises. This must be subject to a decision of the Chapter taken with a two – third majority at a properly constituted meeting.
- c) A certain percentage of total registration fees of new members (Individuals / Corporate) brought by the state Chapter may be remitted back to the Chapter.

## **SECTION IX: ETHICAL RULES**

- a) It shall be the duty of members of the Chapter to extend hands of friendship to their colleagues.
- b) Any issue pertaining to the profession, which arises between two or more members of the Chapter, may be referred to the Chapter for arbitration.
- c) If there is a problem between Chapter Executives that cannot be resolved, it shall be escalated to the Zonal Coordinator who will now appoint elders or experienced members in the zone to resolve it. When this is not resolved, then the matter shall be referred to the Deputy President who will present it to the NEC for final decision on the matter, if not resolved at that level.
- d) In case of any conflict between the Chapter and Zonal Coordinator, the matter shall immediately be reported to the Deputy President who will intervene. If not resolved at his/ level it will present it to the NEC for final decision to be taken on the matter.
- e) Punishment(s) for any offence escalated to NEC shall be determined by the Ethics Committee of the Society.

## **SECTION X: OBLIGATIONS TO NATIONAL EXECUTIVE COUNCIL**

- a) Chapter's activities reports shall be sent to the Deputy President on quarterly basis.
- b) Chapter's financial reports including statement of income and expenditure must be sent to the Secretariat on quarterly basis.
- c. Chapter's annual report to be sent to the Secretariat for NCS AGM

**SECTION XI: AMENDMENT PROCEDURE**

These Byelaws may be modified by a decision of the National Executive Council taken with a two – third majority of votes cast, in a properly constituted meeting.

STATE CHAPTERS' BY-LAW

**The 2020 edition** of Chapter Bye-Laws is reviewed by:

Dr. Muhammad Sirajo Aliyu	Chairman
Mr. Mohammed M. Abubakar	Member
Dr. Charles Onyeukwu	Member
Dr. (Mrs.) S.A. Onashoga	Member
Dr. Samuel Okide	Member
Engr. Gambo Abdullahi Shehu	Member
Prof. Rasheed G. Jimoh	Member
Mr. Essang Bassey	Member
Mr. Iyiola Ayoola	Member
Mr. Ehiaghe Oba Gideon	Secretary

**Commencement Date:**

These Bye-Laws start to function from 15<sup>th</sup> July, 2020



**Professor Adesina S. Sodiya** FNCS  
President, Nigeria Computer Society